

A-43011/2/2024-ADMINISTRATION-MOWR
Government of India
Ministry of Jal Shakti
Department of Water Resources, River Development
& Ganga Rejuvenation
(Administration Section)

424, Shram Shakti Bhawan, Rafi Marg
New Delhi, the 10th April, 2024

OFFICE MEMORANDUM

Subject: Minutes of the Meeting held on 9.4.2024 in connection with managing the affairs of Departmental Canteen reg-

The undersigned is directed to enclose herewith the approved minutes of the meeting of Managing Committee of Departmental Canteen held on 9.4.2024 under the Chairmanship of Deputy Secretary (Admin) in connection with managing the affairs of Departmental Canteen.

Encl.: As above


(Saurabh)

Canteen Secretary (Honorary)
+Tel No. 237310333

To

Members of Managing Committee for the Departmental Canteen of this Dept. (As per enclosed list), DoWR, RD & GR

Copy To

1. PS to DS (Admin), DoWR, RD & GR
2. For Uploading on the Intranet.

Annexure

1.	Shri Shanker Lal, DS (Admin)	Chairman
2.	Shri Anil Kumar Sharma, US (E. I)	Member
3.	Shri Ashish Kumar Sao, US (GA)	Member
4.	Shri Vikash Khichi, SO (Admin)	Member
5.	Ms. Divya, ASO (E. IV)	Member
6.	Shri Hemant, ASO (E. III)	Member
7.	Shri Rajesh Kumar Saini, ASO	Member
8.	Shri Naveen Kumar, Canteen Clerk	Member
9.	Shri Saurabh, SO (Admin)	Honorary Secretary

MINUTES OF THE MEETING OF MANAGING COMMITTEE OF DEPARTMENTAL CANTEEN STAFF HELD ON 09.04.2024 AT 04.00 PM TO CONTEMPLATE ON THE AFFAIRS OF DEPARTMENTAL CANTEEN.

The meeting of managing committee of Canteen was held in the chamber of Deputy Secretary (Admin) under the Chairmanship of DS (Admin) being Chairman of Managing Committee on 9th April, 2024 and attended by all its member (list attached). Several issues/ problems faced in the Canteen were discussed in detail in the meeting.

2. In view of above, deliberation of meeting is mentioned below: -

1. It was informed by the Canteen Manager & Canteen Clerk to the Chair that all the hospitality items, canteen materials/ cooking product are purchased from Kendriya Bhandar except Dairy product and Vegetables.
2. The Chair directed to constitute a Purchasing Committee consisting of following members:
 1. Shri Anil Kumar Sharma, US (E. I) & Member, Managing Committee
 2. Shri Saurabh, SO (Admin) & Honorary (Secretary) of Managing Committee
 3. Shri Akash Ranjan Subudhi, ASO (Admin)
 4. Ms. Divya, ASO (E. IV) & Member, Managing Committee
 5. Shri Rajesh Kumar Saini, ASO (informally posted as Canteen Manager)
& Member, Managing Committee.

The aforementioned committee shall be headed by Shri Anil Kumar Sharma, US (E. I). The duty of purchasing committee is to decide the Vendors for groceries and daily consumables, from which items is to be purchased. Further, it will decide the list of items which are to be purchased for supplying to the officers under Hospitality Facility. The major focus while purchasing the item is better quality of the product at optimal rate so the cost optimization can be achieved and the cost so saved shall be used for betterment of the Canteen.

3. It was decided in the meeting that all form of transaction in the Canteen shall be made through online mode. Cash transaction to vendor or to customers of Canteen is prohibited.
4. List of hospitality items needs to be updated including more options. Also, official can give requisition of any other item not included in the list. List of items under Hospitality facility, Menu of Canteen, revision of pricing of Canteen item shall be discussed in the next management committee's meeting.
5. Major attention shall be given on Standard and Healthy Food to be prepared. A feedback register shall be placed in canteen and will be reviewed periodically to improve the condition of food quality. Cleaning and hygiene of canteen need to be prioritized.
6. It shall be strictly ensured by the purchasing committee for non-involvement of private person while purchasing items from Vendors.
7. Canteen Manager has been directed to check proper functioning of the machine. Any machine which is not working properly may be weeded out and General Admin Section may be placed for purchasing the new machine. Also, committee was apprised that Roti Maker machine is not functioning and is beyond repair. Accordingly, Committee has agreed that General Admin Section may be requested to purchase new Roti maker machine of good quality.

8. Canteen Manager with the Assistant of Canteen Clerk has been directed to submit account of the Canteen for the last financial year before the Honorary Secretary of Canteen at the earliest more preferably within a week and same will be produced before committee by Secretary.

The meeting ended with the vote of thanks to the Chair.

List of Officers attended the meeting

1.	Shri Shanker Lal, DS (Admin)	Chairman
2.	Shri Anil Kumar Sharma, US (E. I)	Member
3.	Shri Ashish Kumar Sao, US (GA)	Member
4.	Shri Vikash Khichi, SO (Admin)	Member
5.	Ms. Divya, ASO (E. IV)	Member
6.	Shri Hemant, ASO (E. III)	Member
7.	Shri Rajesh Kumar Saini, ASO	Member
8.	Shri Naveen Kumar, Canteen Clerk	Member
9.	Shri Saurabh, SO (Admin)	Honorary Secretary
10.	Shri Akash Ranjan Subudhi	ASO (Admin)