

CHAPTER III

FUNDS

3.1 CAPITAL GRANTS

Grants authorised in the form of standard ~~minimum~~ provision of Departmental assistance to start various types of canteens are as given hereunder:

Type of Canteen	Amount of grant authorised			Total
	for equipment	for crockery utensils etc.	for furniture	
(1)	(2) Rs.	(3) Rs.	(4) Rs.	(5) Rs.
A	24000	6000	10000	40000
B	19200	4800	8000	32000
C	14400	3600	6000	24000
D	12000	2400	4000	18400

Type of Tiffin Rooms

A	1000	400	..	1400
B	1000	400	..	1400

(Authority D.P.T. O.M.No.15/40/Dir(C), dt.14-11-88)

For a larger group of canteens the amount of grant payable will be proportionately higher. Ministries/Departments/Offices may, however, consider depending upon the local needs and functional necessities of their offices, to sanction additional grants with the concurrence of their integrated Financial Advisers. Upgradation of the type of Canteen, as mentioned in column (1) can be done with the prior approval of the Director of Canteens, DP & Training (O.M. No. 6(2)/9/77-welfare dated 21-2-78).

3.2 Subsidy on Wages and Gratuity

For canteens type D and above 70% payable by the Government (Remaining 30% to be paid out of canteen funds) unless higher rates sanctioned under special orders of the Govt.

For tiffin rooms type A/B 100% payable by the Government.

(O.M. No. 6 (2)/9/77-Welfare dt. 21-2-78)

Subsidy (See Rule 15 of G.S.R. 54 dated 23rd December, 1980) for the payment of gratuity to employees of departmentally run Canteens/Tiffin Rooms is also 70 per cent and 100 per cent respectively. But no such subsidy is admissible in

respect of Cooperative Canteens who are required to bear the expenditure out of canteen funds on this account to the extent of 100 per cent.

(No. 3/2/6/82-Dir. (C) dated 25-8-82).

3.3 Subsidy on Wages of Ad hoc, Leave Vacancy workers

Subsidy @ 70 per cent or at special rates sanctioned otherwise, is claimable for canteen employees engaged on ad hoc/temporary/leave vacancy basis etc. provided that the total number of employees, with respect to whom the subsidy is to be claimed does not exceed than that entitled as per the scale of personnel authorised vide para 5.1 and annexure III.

No subsidy is admissible in respect of workers employed on daily wage basis.

3.4 Loans

Interest free loan upto Rs. 5000/- per canteen and Rs. 500/- per tiffin room are authorised to be sanctioned by the Head of Department/Office for bulk purchases of materials etc. which is repayable within five years, the first instalment starting not beyond the sixth month from the month of drawal of loan. In case of default, the integrated Financial Advisers may recoup the instalments out of the subsidy/grants payable to the canteen. Additional amounts of loans may also be sanctioned depending upon the local needs/conditions, with the concurrence of the controlling Ministries/Departments and the integrated Financial Advisers, repayment scheme for which shall be worked out in advance.

Interest free loans may also be given to the canteens to ensure timely payment of full salaries of canteen employees i.e. by 1st of the month following the month to which the salary pertains. Such loans are, however, admissible to the maximum extent of short-fall of the management share of 30 per cent liability towards wages. The grant of such loans may not be made a practice and Managements/Departments must see that canteens generate sufficient funds to meet their share of 30 per cent wage liability and such loans may be given only on receipt of specific instructions from time to time from the Office of the Director of Canteens. The purpose behind making provisions for sanction of such loans is to enable the Canteen management committees to disburse full

prescribed wages, in time, to the canteen employees and comply with interim orders given by the Supreme Court in a petition before it. Failure to comply with the orders could result in contempt proceedings against the Department/ Management Committee.

In the case of loans sanctioned to the Departmental/Cooperative Canteens/Tiffin Rooms in Central Government Offices, no formal agreement need be executed, but a written undertaking in form GFR-32 suitably modified should be obtained from the loanee.

(No. 24/1/3183-Dir, (C) dated 10-3-86).

3.5 Replacement Grants

Replacement grants are authorised as under provided a review is carried out by the managing committee and decision taken that the replacement is necessary:—

	To be reviewed by the managing committee after every	Amount authorised
(i) For equipment	7 to 8 years	as mentioned in col. No. (2) under para 3.1
(ii) For crockery/ utensils	3 to 5 years	as mentioned in col. No. (3) under para 3.1
(iii) For furniture	8 to 10 years	as mentioned in col. No. (4) under para 3.1

For a larger group of canteens the amount of replacement grant payable will be proportionately higher.

3.6 Grants for Repairs of Main Equipment

If any of the canteen equipment has been categorised as repairable/unserviceable and if the cost of repairs of such equipment cannot be met out of canteen funds, a suitable grant, to be worked out on competitive basis, at reasonable rates, may be sanctioned out of Government funds by the Heads of the Departments/ Offices with the concurrence of integrated Financial Advisers.

3.7 Subsidy on Uniforms

Articles of uniforms, the workers who are entitled to the issue of uniforms, number of sets entitled to different trades of workers, maximum rates of subsidy authorised for uniforms, the life of uniform articles etc. as authorised vide Government Order No. 6(2)/9/77-Welfare

dated the 21st February, 1978 as amended from time to time, are reproduced as annexure II.

3.8 Sanctioning Authority for Funds

Sanctioning authority for the above mentioned grants, subsidies, loans etc. will be the Head of the Department/Office concerned, unless otherwise specified.

3.9 Source of Funds

The funds are to be met out of the budgetary grants of the Department/Office concerned, unless otherwise specified.

3.10 Heads of Account

The Head of Account to which the expenditure on canteens is to be debited will be as under:—

- Loan will be debitabale to Major Head 7615-Misc, Loan C.C.I.(I) Loan to Departmental Canteen etc.
- Other expenditure on subsidies, grants etc. to the Departmental Canteens (other than loans) will be debited to the object Head 'Subsidies' under minor head 'Secretariat' below functional Major Head of Account.

Expenditure on account of bonus payments to the canteen staff is debitabale to the same head under which their salaries are booked.

(CGA U.O. No. 8(3)/35/TA/1551, dated 21-12-87).

3.11 Advance Claim of Funds

The entitled amount of funds can be claimed in advance for disbursement of salaries in time and for making ready the uniforms for issue to the workers by due date, e.g. the salary for the month of February payable in March can be claimed in the month of February. Similarly the subsidy on uniforms and other grants can be claimed six months in advance than the due date of issue of the articles of uniforms, for purchase of furniture, crockery, utensils etc. by the canteens, so that no delay occurs in positioning of these articles strictly by the due date.

3.12 Payment of Sales Tax

The Departmental/Cooperative Canteens/Tiffin Rooms will be governed by Sales Tax laws of the concerned State/U.T. in whose territorial jurisdiction the canteens and tiffin rooms are located.

(No. 2/1/2/82—Dir(c) dated 24-3-86)

3.13 Washing Allowance

With effect from 17th January, 1986 Canteen/Tiffin Room employees entitled for issue of uniforms, are to be paid Rs. 15/- per month as Washing Allowance. The entire expenditure on this account is re-imbursable from Government funds.

(No. 4/5/79—Dir(c) dated 12-2-86)

An honest man is the noblest work of God.

—POPE.

The most enviable of all titles is to be called an "honest man".

—WASHINGTON

ANNEXURE-II

(Para 3.7)

(A) SCALE OF UNIFORMS ENTITLED TO THE EMPLOYEES OF DEPARTMENTAL CANTEENS AND TIFFIN ROOMS

Articles of uniforms authorised	For whom entitled	Quantity entitled to	Maximum rates prescribed
			Rs.
1. Set of coat, pant & cap, drill white cotton	Bearerers	Three sets per year	70/-per set
2. Set of Bush-shirt, Pant, Apron and Hatwais, Cooks, Asst. Cap, Drill grey/light blue cotton	Halwais, Asstt. Cooks their helpers and coffee/tea makers	Two sets per year	90/-per set
3. Set of overall, pant cap Drill grey/light blue cotton	Wash Boys	Two sets per year	60/-per set
4. Set of Bush-shirt, pant and cap, Drill khaki Cotton	Sweepers	Two sets per year	75/-per set
5. Shoes canvas white coloured	Bearerers For all categories mentioned at serial No.2 to 4	Three pairs per year One pair per year	20/-per pair 20/-per pair
6. Jerseys woollen (at winter stations)	All the above categories of employees	One per three years	80/- per piece
7. Gum Boots common size	(a) A to D types of Canteens (b) More than A type of a group of Canteens	One pair per canteen Two pairs per Canteen	45/-per pair -do-
8. Turbans for Sikh employees	As required	Two per year	30/-per piece

(B) SCALE OF THE UNIFORMS ENTITLED TO THE FEMALE EMPLOYEES OF DEPARTMENTAL/CO-OPERATIVE CANTEENS AND TIFFIN ROOMS.

Category	Items of Uniforms	Colour/Quality	Frequency of supply	Ceiling rates
1. Bearer	1. Saree 2. Blouse 3. Chapples	White/Cottons Ladies	Two sets per year Two pairs per year	Rs. 70/-per set Rs. 20/-per pair
2. Halwai, Cook, Asstt. Halwai, Asstt. Cook and their helpers, Coffee/Tea makers.	1. Saree 2. Blouse 3. Chapples	Light blue/Cottons Ladies	Two sets per year One pair per year	Rs. 90/-per set. Rs. 20/-per pair.
3. Wash Girl Dish cleaner Sweeperess	1. Saree 2. Blouse 3. Chapples	Khaki/Cottons Ladies	Two sets per year One pair per year	Rs. 60/-per set. Rs. 20/-per pair.

Jerseys to female employees are to be supplied on the same ceilings as prescribed for male employees.

(O.M.No. 6(2)/6/79-Welfare, dt. 13-9-1979)

Note : There is no objection to the supply of terricot uniforms to canteen employees, provided the cost ceiling (which includes stitching charges) is not exceeded. Marginal excess expenditure on this account may be met out of the Canteen/Tiffin Room funds.

(No. 3/1/29/84-Dir(C), dt. 3-1-86)