

## CHAPTER VII

### HYGIENE AND SANITATION

#### 7.1 Inspections and Surprise Checks:

Inspections of the canteens should be carried out at regular intervals and as surprise checks by the following authorities:—

- (1) The Head of the Department/Office or the Chairman of the Managing Committee or their nominee.
- (2) The Honorary Secretary or any other member or a sub-committee deputed to do so by the Managing Committee.
- (3) The Director of Canteens, Department of Personnel and Training, New Delhi on any matter concerning the quality of eatables, cost, sanitary conditions, personal hygiene of the canteen workers, physical stocks, account books, cash, property, raw materials etc.
- (4) The medical officer of the Department/ or of the local Medical Establishment of the Government of India.

#### 7.2 Sanitary Diary-cum-Inspection Register:

The Managing Committee will arrange to maintain a record of these inspections in the Inspection Register-cum-Sanitary Diary which will contain the following columns:—

Date		Inspection carried out by			
		Name	Designation	Address	Telephone No.
		(2)	(3)	(4)	(5)
Observation made	Action taken	Signatures of			
		M/GM	Hon Secy.	Chairman	
(6)	(7)	(8)	(9)	(10)	

#### 7.3 Suggestion-cum-Complaint Book:

A Suggestion-cum-Complaint book in the form of a register, containing the similar columns (as in para 7.2) shall also be maintained and produced for inspection to the inspecting authorities mentioned in para 7.1 at the time of their inspection of the canteen, or as and when required.

#### 7.4 Sanitary Rules:

Model sanitary rules as issued vide Order No. 5/11/72-Dir(C) dated the 28th August, 1972 are reproduced as Annexure VI. It must be made clear to every canteen worker at the time of his joining service and at regular frequent intervals, thereafter that any faulting on the part of a canteen employee, with regard to sanitary conditions, will be the responsibility of that employee under the overall responsibility of the Manager/Supervisor concerned against which prompt administrative action shall be taken.

#### 7.5 Measures to avoid adulteration of food articles:

The qualities of important raw materials like Milk, Vanaspati, Cooking oil etc. used in the canteens should be clearly displayed at conspicuous places inside the canteens such as:—

MOTHER DAIRY MILK USED

GROUNDNUT REFINED OIL USED

MILK NOT FOR SALE

HYDROGENATED VANASPATI USED

Stern disciplinary action should be taken against any employee of the canteen, found indulging in or doing any act which may lead to the adulteration of food articles and the Manager/Supervisor concerned will be jointly held responsible.

#### 7.6 Personal Hygiene and Medical Exams of the Canteen Workers:

The Heads of the Departments/Offices will arrange to have the canteen workers physically examined, in order to inspect that the workers do take regular and proper hair cuts, keep their nails trimmed and clean, they do not have any sign of a skin disease or a symptom of ailments of the alimentary canal, initially on joining of service and thereafter as and when required. Regular medical exams of the canteen workers may be arranged to be done through the Medical Officer of the Department/Office, or through any other medical agency. Payment if any, required to be made for this purpose, will be made by the Department/Office.

#### 7.7 Drill for cleaning crockery/Cutlery etc:

- (1) Collection of used crockery/cutlery from dining tables to a decided spot in the washing room.

## ANNEXURE-VI

(Para 7.4)

### SANITARY RULES FOR COOK HOUSE, PANTRY AND DINING HALL

1. No one who has suffered from typhoid, paratyphoid fever or dysentery, or who is suffering from, or is under treatment for, venereal or any infectious disease etc. must be employed in any capacity in the cook house, pantry, dining hall and in handling the food.

2. The uniforms provided will be washed and changed minimum two to three times a week. Cloth masks be used for those who are directly concerned with cooking/preparation of food.

3. A basin, clean water, soap, nail brush and clean towel will be provided in each cook-house and pantry. All men employed as cooks and in handling of food will keep their nails trimmed and will invariably wash their hands before they handle the food.

4. No personal clothing necessities as private property of men employed in the cook-house, pantry etc. will be kept there, nor will men wash and dry their clothing in the cook house.

5. Smoking in the cook-house is strictly forbidden, workers should go out in case any one wants to smoke and wash his hands properly before resuming his duty.

6. The managers will ensure that there is always sufficient supply of clean pieces of cloth available for washing and drying the dishes and the cooking utensils. The cloth used for handling hot and sooty vessels will be separate and distinct. After the last meal the used cloth pieces must be boiled in water containing washing soda and hung up to dry.

7. All pots and pans will be freed from grease, cleaned and dried after the last meal, and placed on a shelf on their sides with their interiors exposed to the air and to view.

8. The cook-house, pantry etc. sinks, tables, chopping blocks, cutting boards, pastry slabs, mincing machines, knives, forks, and all other utensils will be kept as clean as possible while in use and will be thoroughly cleaned after each meal. All utensils, when not in use, will be kept in the places allotted for them and will be available for inspection at any time.

9. Only food which is to be used during the current day will be kept in the cook-house. When not in process of cooking, or in preparations for cooking, it will be protected from flies, cockroaches, etc. in flyproof food safes.

10. A steam steriliser should be provided for sterilising cups, plates, etc.

11. Vegetables must never be placed in the same sink or receptacle in which pots and pans are cleaned.

12. Food scraps, vegetable peelings and such like refuse will not be thrown on the floor but deposited in covered refuse bins provided for the purpose.

13. All cutting up of bread, pastry etc. will be done on the cutting board or pastry marble slabs provided for the purpose and never on the wooden top tables.

14. The weekly/daily menu of food preparations will be hung up to be available for reference in the cook-house as well as in the dining hall.

15. Any defect in the cooking apparatus or in the utensils will be reported at once by the cook in charge to his superior who will take necessary steps to have defects remedied.

16. Fuel, e.g. Gas Cylinders Coal, wood, etc., will be kept in a fuel store outside the cook-house; Coal boxes with lid may be kept inside the cook-house to hold one meal's fuel. In case oil, is also used, it should be kept separately from coal wood.

17. The floor of the cook-house pantry will be cleaned by scrubbing with hot water containing soda or soap and cresol solution after every main meal. All excess water must be dried up after scrubbing by mopping. The drainage and the floorings should have a slope and kept in good state of repair.

18. The canteens premises should be well ventilated, kitchens and pantries white-washed quarterly and the other premises at least once a year. In addition to the natural ventilation, provision of electric/exhaust fans shall be made as necessary.

19. Anti-rat, anti-pest measures will be strictly adopted, where food items (cooked/uncooked) are stored, in order to avoid contamination and wastage of food.

20. Wooden racks for fresh rations may be built on raised legs, kept near a place having cross ventilation and should not be against the walls. The racks/shelves should be made in such a manner that there is circulation of fresh air and First in First out (FIFO) rule can be followed. Leafy and delicate vegetables and fruits be spread out as far as possible in single layers.