

**MOST IMMEDIATE**

No. 10/01/2014-Dir(C)  
Government of India  
Ministry of Personnel, P.G & Pensions  
Department of Personnel & Training  
Director (Canteens)  
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Lok Nayak Bhawan, Khan Market  
New Delhi, dated 26<sup>th</sup> September, 2014

**OFFICE MEMORANDUM**

**Subject: Swachh Bharat Mission.**

As a part of "Swachh Bharat Mission" it is proposed to launch a special cleanliness campaign in Departmental Canteens/Government Offices. The canteens were set up as a measure of staff welfare with the basic objective to make available hygienically prepared beverages, snacks and meals to the employees during working hours at reasonable rates.

2. Periodical inspections of the canteens are required to be undertaken to ensure the quality of eatables, sanitary conditions and personal hygiene of the canteen employees, particularly of those who are handling eatables. During inspections it has been noticed that there is lack of concern about cleanliness in canteens. There is also need to inculcate awareness of cleanliness amongst canteen employees.

3. For the purpose of maintaining cleanliness and sanitation in the Departmental Canteens, it is imperative to follow the guidelines/suggestions as mentioned under Para 9.7 & 9.8 (Chapter-IX) of DOPT's Green Book (Third Edition, 2008) on Administrative instructions on Departmental Canteens, the same are reproduced for ready reference:-

**(i) Drill for cleaning floor area of canteens:-**

The floor of the canteen must be swept and mopped at regular intervals so as to ensure that flies and other household pest are kept at bay. The detailed sanitary rules are enclosed.

**(ii) Drill for cleaning, crockery/cutlery etc:-**

- a) Collection of used crockery/cutlery from dining tables to a decided spot in the washing room.
- b) Removal of left over food from the plates into a receptacle/container and passing them on to wash sink No.1.

- c) Rinsing of crockery/cutlery articles individually under running water in wash sink No.1 and passing them on to wash sink No.2.
- d) Treating them with a wet cloth/puff with a touch of detergent powder and placing them individually under the running water in wash sink No.2 and passing them for sterilization.
- e) Sterilization- The washed articles of crockery cutlery may either be passed through an electric sterilizer or by dipping through wash sink No.3 containing a light solution of potassium permanganate or equivalent to be changed frequently and placing them on a tilted top to drain out the excess water.
- f) Wipe them dry with a clean towel. Examine if any portion of articles of the crockery has got chipped off or there is a crack, remove it immediately to a decided place for a systematic replacement.
- g) To be carefully stored in racks or to be laid on the shelves for reservice.
- h) In case of tiffin rooms or smaller canteens where lesser number of articles of crockery/cutlery are involved, washing cleaning, sterilization, operations may be carried out with the help of one wash sink (with running water) plus a couple of Buckets, Tub etc.
- i) The last one hour, before closing hours of the canteen, should be utilized for cleaning all utensils, kitchenware, shelves, racks, flooring sinks, basins etc. to keep them ready for use for the next day.

**(iii) Maintenance of personal hygiene of canteen workers:-**

- a) Physical examination of canteen workers 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 examination 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.
- b) Gloves and head caps should be provided to the canteen workers engaged in cooking etc.

**(iv) Uniform for canteen employees:-**

It should be ensured that canteen employees wear proper clean uniforms authorized for them.



4. Management Committee of respective Departmental Canteens have very important role to play in ensuring cleanliness in Departmental Canteens. All the Ministries/Departments are requested to carry out periodical cleanliness campaign at least once in a month in respect of Departmental Canteens under their administrative control through respective Management Committees. A copy of this report in prescribed Proforma may also be forwarded to the Office of Director of Canteens, Department of Personnel & Training.

Encl: As above

*P Tyagi*  
(Pratima Tyagi)  
Director (Canteens)  
Tele:24624722

To

1. All Ministries/Departments of the Government of India.  
(Director/Deputy Secretaries Incharge, Administrative Division/Wing, as per standard list).
2. President's Secretariat, Rashtrapati Bhawan, New Delhi.
3. Cabinet Secretariat, New Delhi.
4. Director (Admn.), DOP, North Block, New Delhi.
5. Comptroller & Auditor General of India, New Delhi.
6. Director of Audit, Central Revenue, New Delhi.
7. Controller General of Accounts, Ministry of Finance, New Delhi.
8. Supreme Court of India, Tilak Marg, New Delhi.
9. Controller General of Defence, Accounts, R.K. Puram, West Block, New Delhi.
10. CAO's Office, Ministry of Defence, DHQ, P.O, New Delhi-110011.
11. Administrator, all Union Territories as per standard list.
12. Tech. Dir.(NIC), Room No.381, Lok Nayak Bhawan, New Delhi.

Copy for information to :-

1. PSO to Secretary(P)
2. PS to Joint Secretary(AT &A)