

No.25/2/2008-Dir.(C)
Government of India
Ministry of Personnel, P.G. and Pensions
(Department of Personnel and Training)

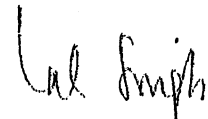
Lok Nayak Bhawan, Khan Market,
New Delhi, dated 29.10.2008

OFFICE MEMORANDUM

Subject : Training of Gr 'D' Employees of Departmental Canteen _ Nominations from
Ministries/Deptts. - Regarding.

The undersigned is directed to refer to this Deptt. O.M. of even no. dated 17.10.2008 on the above subject and to say that in our said O.M. Ministries/Deptts. were requested to nominate Gr. 'D' canteen staff working in the canteen, who do not possess minimum essential qualifications for their training before they are placed in the revised PB-I. This has been further examined in this Department. It has been decided to train all the Gr. 'D' employees working in the canteen so that they are made multi-skilled in their trades. Though it has been emphasized in the recommendations of the 6th C.P.C. to train the Gr. 'D' employees who do not possess the minimum qualifications, it will be better and beneficial if all the Gr. 'D' employees in the canteens are trained and made multi-skilled. However, the priority will be given to the persons who do not possess the minimum qualifications.

2. Ministries/Deptts. are, therefore, requested to send the nominations in the enclosed format also for the Gr. 'D' staff possessing minimum essential qualification immediately to enable this office to take further necessary action in the matter in consultation with Ministry of Tourism, who are likely to start the scheduled training for the Gr. 'D' staff by November'08 end.



(Lal Singh)
Director(Canteens)
Tel. No. 24624893

To :

1. All Ministries/Departments of the Government of India as per standard list.
2. (Director/Deputy Secretaries Incharge, Administrative Division/Wing)- for necessary action/further dissemination to all concerned establishments under them.

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3. Deputy Secretary(Admn.), DOPT, North Block, New Delhi.
4. Comptroller & Auditor General of India, New Delhi.
5. Director of Audit, Central Revenue, New Delhi.
6. Controller General of Accounts, Bahadur Shah Zafar Marg, New Delhi.
7. Supreme Court of India, Tilak Marg, New Delhi.
8. Controller General of Defence Accounts, R.K. Puram, West Block, N. Delhi.
9. CAO's Office Ministry of Defence, DHQ, PO, New Delhi-110011.
10. Administrator, all Union Territories as per standard list.
11. Section Officer(Canteens), with 300 copies.

Proforma-I

Names of the Ministries/Depts: _____
[For Delhi/New Delhi only and who possess minimum essential qualification]

Sl.No.	Name of the Group 'D' Employees & Designation (Tea/Coffee Maker, Bearer, Wash Boy and Safaiwala)	Qualification	Remarks

Proforma-II

Names of the Ministries/Deptts. _____
[For outside Delhi/New Delhi Offices only and who possess minimum essential qualification]

Sl.No.	Name of the Group 'D' Employees & Designation (Tea/Coffee Maker, Bearer, Wash Boy and Safaiwala)	Qualification	Remarks