No.25/1/2013-Dir. (C)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
******

Lok Nayak Bhawan, New Delhi
Dated: 6th July, 2015

Office Memorandum

Subject:- Training programme for Managerial Category and Cook Category Canteen employees of Non-Statutory Departmental Canteens- Nominations from Ministries/Department’s-regarding.

The undersigned is directed to say that, with a view to impart professional skill to the employees working in Departmental Canteens functioning from Central Government Offices, it has been decided in consultation with the Ministry of Tourism to hold training programmes for Managerial category and Cook category working in the Departmental Canteens. These training programmes are mandatory and will be organized in the Institute of Hotel Management/FCIs located across the country.

2. The duration of the training programme would be 6 days. The scheduled dates of training programmes would be intimated in due course. TA/DA for trainees as admissible will be borne by the respective Ministry/Department.

3. The Ministries/Department’s are requested to forward nomination of one or two Canteen employees for each batch in the enclosed proforma (I &II) to the Department of Personnel & Training by 14th August, 2015.

(P. Tyagi)
Director (Canteen)
Tel. No. 24624722

Encl : As above

To:-

1. All Ministries/Department of the Government of India as per standard list. (Director/Deputy/Secretaries Incharge, Administrative Division/Wing) for necessary action/further dissemination to all concerned establishments under them.
2. All Department Canteens.
3. Ministry of Tourism (Shri Vijay Kumar, Consultant), C-I Hutments, Dalhousie Road, New Delhi with respect to their letter number 3(9)/2008-CBSB dated 2nd July, 2015.
Name of the Ministries/Departments/Offices

[For Delhi/Outside Delhi]

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Designation</th>
<th>Name of the Employee</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>1.</td>
<td>General Manager</td>
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<td>2.</td>
<td>Deputy General Manager</td>
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<td>3.</td>
<td>Manager II</td>
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<td>4.</td>
<td>Manager-cum-Accountant</td>
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<td>5.</td>
<td>Asstt. Manager-cum-Storekeeper</td>
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<td>6.</td>
<td>Halwai-cum-Cook</td>
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<tr>
<td>7.</td>
<td>Asstt. Halwai-cum-Cook</td>
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<tr>
<td>8.</td>
<td>Canteen Attendant</td>
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NOMINATION FORM

Nominee’s Information

1. Name: ______________________________________

2. Designation: ______________________________________

3. Phone No.: ______________________________________

4. Min./Deptt./Off.: ______________________________________

5. Date of Birth: ______________________________________

6. Complete office Address: ______________________________________

____________________________________

7. Postal: ______________________________________

____________________________________

8. Admn. Section: ______________________________________

Room No.: ______________________________________

Building Name: ______________________________________

City: ______________________________________

Pin Code: ______________________________________

Tel./Fax: ______________________________________