CIRCULAR

Subject: Periodic inspection of Departmental Canteens - regarding.

Instructions have been received from Dept. of Personnel & Training vide D.O.No.10/1/2010-Dir.(C) dated 20/22.12.2010 received through M/o Labour and Employment, Govt. of India for conducting periodical inspection of Departmental Canteens. A report is to be sent in the prescribed proforma (proforma enclosed) to Ministry at an early date.

It is requested that the report may be sent to this office at an early date latest by 25.04.2011 so that the same could be submitted to Ministry of Labour.

(GULSHAN KUMAR)

DY. DIRECTOR (GENL.)

To

1. All Additional Commissioners / Regional Directors / Jt. Directors (I/cs) / Regional Office / NTA / Sub-Regional Office / Divisional Office, ESI Corporation.


3. System Division is requested to upload the same in ESIC website.
REPORT OF THE PERIODIC INSPECTION OF DEPARTMENTAL CANTEENS
(To be completed by the Inspecting Officer)

Type of Canteen: 

Office/Department (Full Address) with Tel. No.: 

Date of Inspection: 

GENERAL

1. # Accommodation & Cleanliness:
   (i) Main Hall/Dining Hall:
      (a) Area: Sufficient/insufficient *(mention area)
      (b) Floor: Sufficient/un-satisfactory
      (c) White wash: Satisfactory/Needed
      (d) Exhaust fans: Adequate/Inadequate
   (ii) Kitchen:
      (a) Area: Adequate/Inadequate
      (b) Floor: Satisfactory/Un-satisfactory **
      (c) General Cleanliness: Excellent/Very Good/Good/Satisfactory
      (d) Shelves/Platform, If any: Satisfactory/Un-satisfactory
      (e) Exhaust fans provided: Adequate/Inadequate
         (No. of Exhaust Fans)
      (f) Fly-proofing/Wire-mesh fixed: Yes/No
   (g) Appropriate Drainage Facility: Available/Not available
   (h) Whether three sink: Yes/No
      Method of utensil cleaning is followed: (If yes please reiterate the process in writing)

# In case the condition is found 'Unsatisfactory', details/nature of deficiency/defect may be specified.
* Areas requirement for sufficient space is that 1/3 of the office strength could be entertained at a time with the provision of a separate ladies room etc.
** The floor area for canteens set up after February, 1985 (including the space for dining-hall and the kitchen etc.) may be so as to cater 1 sq.ft. (0.09 Sq. Metre) per employee of an office canteens set up prior to February, 1985 would continue to be governed by the earlier provision.
(iii) **Store-Room**
- Provided/Not provided.

(a) General Conditions of Store Room
- (a) Absolutely clean/Moderately clean/ Unclean
- (b) Stores properly arranged/ Not properly arranged
- (c) Exhaust fans provided/ Not provided

(iv) **Furniture**
- Satisfactory/Un-Satisfactory

2. (a) Personal hygiene of Employees
- Nails Trimmed
- Hair Cut
- Shave
- Cleanliness

- Any Skin Disease
  (Certificate to be taken from any Organisation)

(b) Required vaccination of cook/bearers
- Done/Not done

(c) Regular Medical Examination
- Yes/No

- (Medical fitness certificate in respect of each cook/bearer etc. be seen by the I.O.)

3. Staff Strength
- Regular/Temporary/Casual/ Daily Wages/Outsourced

4. Whether the employees were in proper uniform
- Yes/No

5. (a) Quality of Crockery
- Excellent/Very Good/Good/Satisfactory
(b) Drill for cleaning Crockery
- Excellent/Very Good/Good/Satisfactory

6. Use of detergent/Disinfectant
- Indicate name and periodicity

7. (i) Suggestion/Complaint Book Kept
- Yes/No

- (Gist of recorded complaints & action taken thereon By the Management Committee be enclosed separately with the Report)
(ii) Sanitary Diary-cum-Inspection Register: Inspections) Available/Not Available (If available records of last five

8. Whether names of the branded items (eatables/Beverages i.e. Herbal Tea, Sharbat/Butter Milk; oil etc.) displayed

9. Display of Menu with rates: Yes/No

10. Rates: Cost of inputs item-wise/ Sales Price item-wise

11. When the rates were last fixed: ________________

12. Quality of eatable/beverages :Excellent/Very Good/Good/Satisfactory (Detailed observation on this aspect be appended by the I.O. with the Report)

13. Whether the norms for usage of Materials-quality-wise & quality-wise are in relation to the selling price: ________________

14. Opinion about Customer's Satisfaction: Fully Satisfied/Partly Satisfied/ Not Satisfied(minimum 10 Customers be interviewed)

15. Drinking water facility provided: Yes/No

16. First-aid box for canteen employees provided: Yes/No

17. Fire-safety measures provided: Yes/No

18. Type of Fuel used in the Canteen: LPG, Kerosene Oil, Fire-Wood and Coal

**COMPLETION OF ACCOUNTS BOOKS**

19. Cash Book: (i) Complete upto ________(date) (ii) Authenticated : Yes/No

20. Ledger: Complete upto__________(date)
21. Stock Register (raw materials) : Complete upto _________ (date)
22. Stock Register (furniture/crockery etc.) : Complete upto _________ (date)
23. Sales Register : Complete upto _________ (date)
24. (a) Monthly Accounts being prepared.
   (b) Annual Accounts complete upto (Receipt and Payment A/Cs and Balance Sheet)
   (c) Whether audited : Yes/No
25. Standard Quantity of output (Products) in proportion to the quantity of input (Materials)
   Explanation: (How much milk, sugar, tea, leaves, coffees, used for preparing how many cups of tea/coffee)
26. Cash in hand
27. Cash in Bank Account
28. Attendance Register complete upto
29. Monthly sales,
   Cash :
   Credit:
30. **Discipline and Service**
   (a) General level of discipline during The serving staff/Bearers
   (b) Any complaints of misbehaviour etc. etc. received Yes/No (Give details)
   (c) Any pending disciplinary action
      (i) Nature of charge
      (ii) Matter pending since when
31. **General observations by the Inspecting Officials**:

(i)

(ii)

(iii)

32. Overall rating of the canteen

(a). Excellent
(b). Very Good
(c). Good
(d). Satisfactory

33. Canteen Fund Reserve Rs. ____________________________

Place: ____________________________ Signature of the Inspecting Official

Date: ____________________________