Pl. Issue A/C 20/10

Pl. Issue cogent 22/10.

S.No. 4

GOVERNMENT OF INDIA (भारत सरकार)
MINISTRY OF RAILWAYS (रेल मंत्रालय)
(RAILWAY BOARD) (रेलवे बोर्ड)

No.E(W)2008/CN-1/13 New Delhi, the 7 October, 2008

The General Manager(Personnel)
Eastern Railway
Kolkata.

**Sub : Amendment of provisions relating to Railway Canteens.-
Chapter – XXII (Section-F) of IREM, Volume-II(1990 Edition).**

Ref.: Eastern Railway's letter No. E178/3/1/W(LPG) dated 28.8.2008.

Please call for your letter under reference regarding fuel subsidy since withdrawn. In this connection, it is advised that the provisions relating to **Railway canteens** as laid down in Chapter XXII(Section-F) of Indian Railway Establishment Manual, Vol-II (1990 Edition) as amended vide Board's letter No. E(W)92CN-16 dated 2/23-12-1993 (RBE No. 172/93 S.C. No. 1 to MC No. 38) stand modified vide ACS No.-6 issued under Board's letter No. E(W)97/CN-1/15 dated 16-11-1999(RBE No. 290/99, S.C No.2 to MC No. 38) (Copy enclosed).

O/C

(Debasis Mazumdar)
Joint Director Estt.(Welfare)
Railway Board.

DA: As above.

Copy to : (1) The General Managers (Personnel)
(2) The General Managers(Finance),
All Indian Railways, Production Units, etc.

जारी
Issue
Date of Issue 7/10

रेल मन्त्रालय
Ministry of Railways
जारी
Issue
हस्ताक्षर 22/10
Signature
जारी की तिथि
Date of Issue

S.No.3

RBE No. 290/99
SC No.2 to MC No.38
Advance Correction Slip No.

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. E(W)97/CN-1/15 New Delhi, dated:16.11.1999

The General Managers,
All Indian Railways, etc.
(AS PER STANDARD LIST).

Sub: Amendment of provisions relating to Canteens – Chapter - XXII (Section-F) of Indian Railway Establishment Manual, Volume-II. (1990 Edition)

In exercise of the powers conferred by proviso to Article 309 of the Constitution, the President is pleased to direct that Chapter-XXII (Section-F) of Indian Railway Establishment Manual, Volume-II, as amended vide ACS No.2 issued under Board's letter no. E(W)92CN1-16, dated 2/23-12-1993, be amended as per enclosed Advance Correction Slip No.6.

2. This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

3. Hindi version is enclosed.

4. Please acknowledge receipt.

Encl: Correction Slips

(Parveen Kumar)
Desk Officer/Estt.(Welfare)
Railway Board

No. E(W)97/CN-1/15 New Delhi, dated:16.11.1999

FA&CAOs, All Indian Railways, etc.
(As per Standard Mailing List No.1).

(Parveen Kumar)
Desk Officer/Estt.(Welfare)
Railway Board

INDIAN RAILWAY ESTABLISHMENT MANUAL VOLUME-II (1990 Edition)

ADVANCE CORRECTION SLIP NO. 6

CHAPTER - XXII (SECTION-F)
Rules regarding Statutory and Non-Statutory (Recognised) canteens on Indian Railways.

Following amendments may be made to the Chapter-XXII (Section-F) of Indian Railway Establishment Manual, Volume-II (1990 Edition):

(1) Rule-2230 may be substituted by the following:-

In addition to provision of Canteens as a statutory requirement under the Factories Act, 1948, the Railway Administrations may open canteens in establishments not governed by the Act, as necessary, as per provisions contained in Rule-2231 below.

(2) Rule-2232 may be modified and read as under:-

The staff served by Canteens should be actively associated in the management. For this purpose, a Committee of Management of staff should be formed in accordance with the rules framed by the State Government concerned in this regard to help in the day-to-day working of the canteens. However, the Committee will have purely advisory functions. The Administrations can constitute a Staff Committee for the management of the canteens, but the legal responsibility for the proper management rests not with the Committee but solely with the Railway Administration.

(3) Rule-2233(i) may be modified and read as under:-

"These canteens should be run by a Committee of Management to be formed for the purpose."

(4) Rule-2233(ii) may be modified as follows:-

The words "representatives of shareholders of the Co-operative Society in case the canteen is managed by a co-operative society" may be deleted.

(5) Rule-2233(iii) may be deleted.

(6) Rule-2233(iv) may be deleted.

(7) Rule-2234(1)(a)(i) may be read as 2234(1)(a) and substituted by the following:

The Railway Administration may provide necessary accommodation gas equipment, sanitary and electric installations, furniture, cooking utensils, electricity and water.

(8) Rule-2234(1)(a)(ii) may be deleted.

(9) Note below Rule-2234(1)(a)(ii) may be deleted.

(10) Rule-2234(2) may be deleted.

(11) Rule-2234(2)(b) may be read as Rule-2234(1)(b) and substituted by the following:

The canteen accounts should be debited with the cost of working and running the canteen including cost of crockery, cutlery, service, etc. required for the canteen.

(12) Rule-2234(2)(c) may be read as Rule-2234(1)(c).

uthority: Board's letter No. E(W)97CN1-15, dated: 16.11.1999)

RBE NO. 172/93

SC NO. 1 to MC No.38

GOVERNMENT OF INDIA(BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)

No. E(W)92CN1-16 New Delhi, dated: 2.12.1993

The General Managers,
All Indian Railways, etc.
(AS PER STANDARD LIST).

SUB: Provision of Statutory and Non-Statutory (recognised) canteens.

Ministry of Railways are pleased to direct that the Indian Railways Establishment Manual Volume II (Revised addition - 1990) may be amended as per Advance Correction Slip No. 2.

(B.S. DAHIYA)
DESK OFFICER,ESTT.(WELFARE)
RAILWAY BOARD

No. E(W)92CN1-16 New Delhi,dated: 2.12.1993

Copy to:

1). The General Secretary, All India Railwaymen's Federation, 4, State Entry Road, New Delhi - 55 (with 35 spare copies).

2) The General Secretary, National Federation of Indian Railwaymen,3 Chelmsford Road,New Delhi-55 (with 35 spare copies).

3) All Members, Departmental Council and National Council and Secretary, Staff Side, National Council, 13-C, Ferozeshah Road, New Delhi.

for SECRETARY/RAILWAY BOARD.

Copy to:

SPAs to CRB, FC, MS, MT, MM, ML, ME
ADV(S), DG(RHS), EDE, CDV, EDE(N), EDE(Res), EDE(IR), EDPC, DE(PRB), JDE(R)I & II, JDE(D&A), DDE(R), DD(Code Revision), DDE(N), DDE(LR)I, E(NG)II, E(Rep)I,II & III, E(SCT)I & II, Sec(E), E(G) with two spare copies.

INDIAN RAILWAY ESTABLISHMENT MANUAL
ADVANCE CORRECTION SLIP NO. 2-paras 2229-2238.

CHAPTER-XXII (SECTION-F) - Rules regarding Statutory and Non-Statutory (recognised) canteens on Indian Railways.

....

The Hon'ble Supreme Court's judgements dated 22.10.1980 and 27.2.1990 treating canteen employees as Railway servants w.e.f. 22.10.1980 (in respect of employees of Statutory and 11 Delhi based Non-Statutory (recognised) subsidised canteens) and w.e.f. 1.4.1990 (in respect of employees of remaining Non-Statutory (recognised) subsidised canteens) have necessitated thorough revision of provisions contained in paras 2229 to 2237 of Indian Railway Establishment Manual (Volume II 1990 Edition). These paras have been accordingly revised. Para 2236 relating to 'Employees Provident Fund' has been deleted and substituted by new para regarding 'Model Canteens'. The chapter thus revised containing paras 2229 to 2238 reads as follows :-.

2229: PROVISIONS OF CANTEENS AS A STATUTORY OBLIGATION:

The provisions of Section 46 of the Factories Act, 1948 impose statutory obligation on the Railway Administrations to provide and maintain canteens in Railway Establishments, which are governed by the Factories Act and employ more than 250 persons.

Under sub-section 2 of the above Act, State Governments are empowered to frame rules regarding the constitution of Managing Committees of canteens falling within the purview of the Factories Act and representation of workers in the management thereof. As these rules have statutory force, Railway Administrations should strictly adhere to these rules in implementing the provisions of the Act in so far as they apply to staff employed in Railway Establishments governed by the Factories Act.

2230: PROVISION OF CANTEENS OTHER THAN AS A STATUTORY OBLIGATIONS:

In addition to provision of Canteens as required by the statute, the Railway Administrations should take steps to develop their canteen organisation to the maximum possible extent as a measure of staff welfare, preferably by encouraging the development of canteens for staff on co-operative basis.

2231: PRINCIPLES GOVERNING THE SETTING UP OF CANTEENS:

The following guiding principles have been laid down for the setting up of the canteens :-

(i) Canteens should be opened at points where considerable bodies of labour are concentrated such as workshops, sheds, yards, large stations, etc. Tiffin rooms may be provided where the

strength of the staff is not less than 25 but is less than 100 and a regular canteen provided where the strength of the staff is 100 or more. This scale is only for general guidance. Any scheme for the provisions of new canteens in accordance with this scale should be submitted to the Board for approval indicating financial implications duly vetted by the FA & CAO.

(ii) Canteens should be self-supporting and sale prices should be adjusted from time to time with reference to the cost of procurement of consumables including gas etc., running expenses and taking the year as whole, should be worked on a "no loss, no profit" basis.

(iii) They should not involve loss in working hours i.e., light refreshments should go to the worker and not the worker to the refreshments; while in the case of more elaborate meals, these must be consumed outside working hours;

(iv) Commodities sold should be wholesome and cheap.

MANAGEMENT OF CANTEENS

2232. CANTEENS PROVIDED UNDER THE STATUTE:

The staff served by Canteens should be actively associated in the management. For this purpose, a Committee of Management of staff should be formed in accordance with the rules framed by the State Government concerned in this regard to help in the day-to-day working of the canteens. However, the Committee will have purely advisory functions. The Administrations can employ an agent such as a staff Committee or a Co-operative Society for the management of the canteens, but the legal responsibility for the proper management rests not with the agent but solely with the Railway Administration. In case the management of the canteen is entrusted to a Consumer Co-operative Society, it will be necessary for the Co-operative Society, to have its bye-laws suitably amended to provide for an overall control by the Railway Administration.

2233. CANTEEN PROVIDED OTHERWISE THAN UNDER THE STATUTE

(i) These canteens can be run either by a Committee of Management to be formed for the purpose or by a Consumer Co-operative Society.

(ii) The Committee of Management should consist of the duly elected representatives of the staff for whose benefit the canteen is run, representatives of shareholders of the Co-operative Society, in

case the canteen is managed by a Co-operative Society, and a representative of the Railway Administration to be nominated either as a Chairman or Secretary or as a Member of the Committee. If, how the Chairman or the Secretary or the Member nominated by the Railway Administration on the Committee feels that any particular decision of the Committee is likely to effect the interests of the Railway Administration in its capacity as the owner of the premises and of the furniture, equipments, etc. or is likely to be of considerable harm to the staff, he should being this to the notice of the Administration and should inform the Committee that he has done so in which case no action will be taken on that particular decision of the Committee till the General Manager has recorded his decision thereon.

(iii) In case where canteens are managed by consumer Co-operative Societies, the Societies should have suitable provisions in their bye-laws to permit the supervision by the Committee of Management as described in sub-paragraph (ii) above.

(iv) Loan as initial capital may be sanctioned from the Staff Benefit Fund but such a loan should be repayable in instalments spread over two or three years as may be determined by the Staff Benefit Fund Committee.

(v) Before opening a canteen, the Railway Administration should make a self-contained proposal with the necessary justification and bare minimum complement of Staff required, to the Railway Board for their consideration and approval.

54. INCIDENCE OF COST :

When it is proposed to open a canteen as outlined the above paragraphs the incidence of cost shall be as under:

) Canteens provided otherwise than under the Factories Act, 1948.

(a) The Railway Administration may provide :

(i) the necessary accommodation, gas, sanitary and electric installations, furniture and cooking c utensils and also bear rent on sanitary and electric installations, service taxes and charges for electricity and water consumed.

(ii) Subsidy to the extent of 25 per cent of fuel cost may be granted to canteens, if cooking gas is used.

NOTE: The term "cooking utensils" referred to above should include utensils for storage (like storage drums, brass water jugs, etc.) and utensils for service (like utensils and plates for keeping the cooked food and snacks at the place of vending, thermal

CONTD.....4/-

spot-vending of beverages, etc,) but should exclude special items involving the use of electricity like electric boilers, electric coolers, electric ovens, refrigerators, etc. These special items should not also be treated as part of electric installations.

(2) Charges for electricity consumed by only such electric appliances provided in canteens as have been accepted as normal amenities to be provided for the staff at the premises of their work (e.g. fans, lights, water coolers) should be borne by the Railway Administrations, The charges for electricity consumed by special appliances meant to be exclusively used for canteen purposes like electric ovens, rolling steps grinders, flour mill, hot cases, dish washers etc. should be borne by the canteens.

(b) The canteen accounts should be debited with the cost of working and running the canteen including:-

(i) cost of crockery, cutlery, service etc. required for the canteen.

(c) UNIFORMS :

Keeping in view the sanitary conditions and tidy appearance of the canteen staff in general and bearers in particular, the uniform shall be supplied by the Railway Administration at the following scales to the categories indicated belo

CATEGORY	ITEM OF UNIFORMS	COLOUR/QUALITY	FREQUENCY
1.	2.	3.	4.
Bearers	i) Trousers	White/Terrycot	2 sets ever year.
	ii) Coat (Style 3-s and 16-2)	White/Terrycot	2 sets ever year.
	iii) Jersey	Navy blue/ Woollen	Same as pr cribed for other cate ries of st under Dres Regulation
	iv) Shoes	White/Canvas	2 pairs ev year.
Halwais, Cooks, Asstt. Halwais/ Cooks/Helpers/ coffee/Tea makers and Waitboys.	i) Trousers ii) Bush shirts (half sleeve) (Styles 4-s and 14-s)	Grey/Drill Grey/Cellular	3(Three) sets every year.

NOT

1.	2.	3.	4.
	iii) Jersey	Navy blue/ Woollen	Same as prescribed for other categories of staff under Dress Regulations
	iv) Shoes	White/Canvas	One pair every year.
Sweepers	i) Trousers ii) Bush shirts (half sleeve) (Styles 4-a and 14-a)	Khaki/Drill Khaki/cellular	3 sets every year.
	iii) Jersey	Navy blue/ Woollen	Same as prescribed for other categories of staff under Dress Regulations.
	iv) Shoes	White/Canvas	One pair every year.

NOTE: (1) The shoes will be given to the existing canteen staff as a personal concession till such time a decision is taken by the Board, on entitlement to foot wear for various categories of staff including canteen staff.

(2) One or two sets of common size gum boots may be kept in the canteen for use of Washboys. Turbans may be supplied to Sikh employees. Bearers deputed for serving at meetings may be supplied three sets of uniforms per year.

(3) The scale of supply in respect of Woollen jerseys supplied to all the categories of staff specified in these orders would be the same as prescribed for other categories entitled to jerseys, i.e, once in four years in the case of the areas classified as "Summer and winter", "very cold" and "winter only".

(No. E(W)90UN1-7 dated 22.5.1992 and 25.8.1993)

NOTE:- The Railway Administration should improve the working efficiency and may effect suitable upward revision of tariff to match with the additional financial burden on cost of materials etc.)

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(2) CANTEENS PROVIDED UNDER THE FACTORIES ACT, 1948.

Besides the facilities mentioned in item 1(a) above, the Administration will have to meet the statutory obligations, in respect of the expenditure on providing and maintaining canteens, arising from the provisions of the Factories Act and the rules framed by the State Government thereunder.

NOTE:- Expenditure on account of the following items is to be met by the Administration and is not to be taken into account in fixing the cost of meals:

(a) the cost of utensils including cooking vessels, plates, glasses and other articles which would be necessary to serve the meals to the workmen;

(b) the cost of furniture;

(c) the cost of coal, fuel including cooking gas and electricity.

2235. PERIODICAL CHECK :

The equipment made over by the Railway to the Managing Committee will be subject to periodical verification by the Railway and any shortage found will have to be made good by the Managing Committee as a part of the working expenses of the canteen.

2236. IMPROVEMENTS IN THE WORKING OF CANTEENS :

With a view to effecting improvements in the working of canteens and also their cleanliness and attractiveness, the following steps may be taken, namely :-

(i) As far as possible marble chop floors and mosaic dados for walls should be provided in the canteens, and the layout of the kitchens and the serving counters therein should be devised in such a way as to make the canteens look more attractive.

(ii) The successful functioning of the canteen to a large measure depends on its cleanliness and attractiveness. It is, therefore, necessary to impress upon the staff concerned the need for maintaining a high standard of aesthetic appeal in respect of the canteens.

(iii) The president of the canteen committee should constantly watch the customers' needs and introduce reforms in consultation with the Canteen Committee, which would make the canteen more attractive and useful.

2237. QUALITY AND COST CONTROL :

Necessary arrangement should be made to ensure adequate control over quality and cost of the foodstuffs served in the canteen and also over the cost of canteen establishment.

2238. MODEL CANTEENS :

The canteen in DCW, Patiala which is equipped with modern furniture, equipments and other infrastructural facilities should be taken as a model canteen for modernisation of the canteens on Indian Railways. To begin with, the Railways were advised to select one Workshop canteen for effecting necessary improvements. However, it was further decided that all other remaining canteens should also be improved on the same lines in a progressive manner. The Railways where selected Workshop Canteens have not been fully modernised should bring about the necessary improvements immediately. The modernisation of the remaining canteens should also be undertaken in phases. The Engineering, Electrical, Personnel and Mechanical Engineering officials who have not visited the DCW, Patiala to assess the model canteen may do so immediately.

(Authority : Railway Board's letter No. E(W)92CN1-16 dated 2.12.1993).