



उत्तर पूर्वीय पुलिस अकादमी/North Eastern Police Academy  
भारत सरकार / Govt. of India  
गृह मंत्रालय / Ministry of Home Affairs  
उमसाव, / Umsaw/ मेघालय / Meghalaya - 793 123  
Tele-Fax-0364-2570466 Email. [nepa-meg@nic.in](mailto:nepa-meg@nic.in)

No.A.33017/87/2015/RTI/Estt/Vol.III/3196-97

Dtd. 21/05/2018.

To,

Shri Ram Sharan  
Clerk, NEPA  
Departmental Canteen,  
Umiam, Meghalaya

Sub :- Information under RTI.

Sir,

On receipt of Rs. 22/- on 16/5/2018, the information as provided by the Deemed Public Information Officer is being given to you.

1. (L) Shri Biswajit Bhuyan, was appointed as Canteen Manager on 1/8/1990 by direct recruitment.
2. His educational qualification was SLC Passed.
3. As per record the post of Canteen Manager was filled only once by promotion from Canteen Clerk.
4. As per record there were three Canteen Manager namely (1) Shri Jnanendra Kumar Das, EQ- B.Com (2) Shri K K Sinha, EQ-BA (3) (L) Biswajit Bhuyan- EQ- SLC Passed.
5. As per DOP&T O.M. No.3/2/2009-Dir.(C) dated 6/9/2010 the post of Manager Grade-II was circulated (copy enclosed).
6. As per available record it is seen that vide Order No. B.11012/1/Estt/6429-32 dated 26/1/2005 & No. NEPA/Misc.Office-Cir/2/2011/6326-30 dated 16/7/2015 Shri Ram Sharan, Counter Clerk, NEPA Departmental Canteen was directed to maintain the Cash Book.
7. Photo copy of application dated 19/10/2015 submitted by Shri Ram Sharan, is hereby attached.
8. Photo copy of letter No. A.29011/23/88-Estt/14231 dated 21/11/2015 written to MHA by NEPA is hereby attached.




21/5/18

In case, you are not satisfied with the information provided, you may appeal to Appellate Authority within 30 days from the date of receipt of this letter.

Address of Appellate Authority –

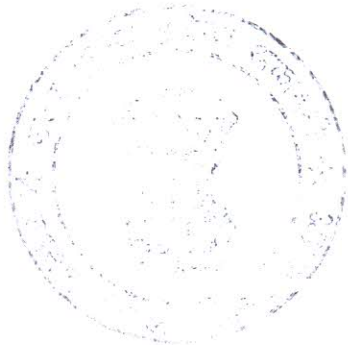
Kala Ramachandran, IPS  
The Director / Appellate Authority  
North Eastern Police Academy  
Umsaw-793 123, Umiam, Meghalaya

Yours faithfully,

  
(J K Dwivedi)  
Asstt. Director (Law)/CPIO

Copy to :  
1. Computer Section – for uploading the NEPA Website.

  
(J K Dwivedi)  
Asstt. Director (Law)/CPIO



(97)

No. 3/2/2009-Dir.(C)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

Lok Nayak Bhawan, Khan Market,  
New Delhi, dated the 6/9/2010

OFFICE MEMORANDUM

Subject: Revised Model Recruitment Rules for various posts in Non Statutory Departmental Canteens/Tiffin Rooms located in Central Government Offices and registered with Director (Canteens).

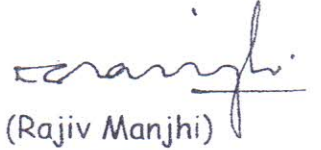
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The undersigned is directed to forward herewith a copy of the Revised Model Recruitment Rules for various categories of group 'B' and 'C' posts in the Non-statutory Departmental Canteens/Tiffin Rooms located in Central Government Offices and registered with Director (Canteens). The Esstt. Division (Estt. R/R) of DOP&T had earlier issued guidelines vide their O.M. No.AB-14017/61/08-Estt.(R/R), dated 24.3.2009, asking Ministries/Departments to revise/amend/frame Recruitment Rules in respect of various posts/cadre under their administrative control, keeping in view the recommendations of the 6<sup>th</sup> Central Pay Commission and other relevant factors, which are necessary to keep them in conformity with the changed position. The revised Model Recruitment Rules, therefore, are based on the suggestions contained in this Department's OM No AB-14017/12/87-Estt. (RR), dated 18.3.88 read with OM No. AB-14017/2/97-Estt. (RR), dated 25.5.98 and other related instructions mutatis mutandis as issued from time to time by the Establishment Division of the DOPT. Since, the 6<sup>th</sup> Central Pay Commission have upgraded Group 'D' posts as Group 'C', and the duties have been made multi-tasking in nature, all Group 'D' posts of canteen staff have been made as Group 'C' posts'. Accordingly, the posts of Tea/Coffee Maker, Bearer and Wash Boy have been re-designated as Canteen Attendant.

2. The Pay Band, Grade Pay and Special Allowance, applicable to certain categories of posts may be seen at Annexure-'A'. The Model Recruitment Rules for Group 'B' and 'C' posts are attached as Schedule 1 to 9.

3. All the Ministries/Departments are requested to adopt these Model Recruitment Rules with suitable modifications, if any, depending upon their peculiar requirements. In case of any deviation from these Model Recruitment Rules, the clearance of Director (Canteens) in the Department of Personnel and Training may be obtained. As regards Group 'B' posts, UPSC may be consulted for amendment/relaxation of the provisions of the Recruitment Rules. The Administrative Ministries/Departments themselves are required to get their Recruitment Rules vetted from the Ministry of Law and then notify it in the Gazette of India. This issues with the approval of Estt. (R/R) Division of the DOP&T.

4. Hindi version will follow.



(Rajiv Manjhi)

DIRECTOR (CANTEENS)

To,

1. All the Ministries/Departments/Offices of the Government of India (As per standard list). (For kind attention of Director/Deputy Secretaries incharge of Administration/Establishment Divisions).
2. Comptroller & Auditor General of India, 10 Bhadur Shah Zafar Marg, New Delhi.
3. The Registrar Supreme Court, Tilak Marg, New Delhi.
4. Ministry of Finance, Department of Expenditure, E-III, Desk North Block, New Delhi.
5. Controiler General of Accounts, Ministry of Finance, Department of Expenditure, Lok Nayak Bhavan, Khan Market, New Delhi.
6. CGDA, West Block V, R.K. Puram, New Delhi-110066.
7. Director (Admn.), DOP&T, North Block, New Delhi.
8. Office of the Joint Secretary (Trg.) and CAO, Ministry of Defence, C-II, Hutements, Dalhousi Road, New Delhi - 110011.
9. Section Officer (Canteens), DOPT, Lok Nayak Bhawan, New Delhi (with 100 spare copies).

ANNEXURE-'A' AS REFERRED TO IN PARA 2 OF THE O.M. NO. 3/2/2009-DIR (C), DATED 6/3/2010

Revision of Special Allowances to the certain categories of posts as per new Hierarchy of posts in the non- statutory Departmental Canteens in the Central Government Offices.

S. No	Existing Designation	Pay Scale adopted before the implementation of SIU recommendations	Designations adopted on the recommendations of the SIU	Pay scale prescribed on the recommendation s of the SIU w.e.f 22.12.2004.	Revised designations of the canteen posts on the recommendations of 6 <sup>th</sup> Central Pay Commission	Revised Grade Pay as per the decision of Central Commission's Report w.e.f. 1.1.2006	Pay Band/ as per the on the Sixth Pay Commission's Report 1.1.2006
1	General Manager	Rs. 5000-8000	General Manager	Rs. 5500-9000	General Manager	PB-2, Rs. 4200/- GP Rs. 4200/- Allow. p.m. for Type '2-A' and Rs. 700/- p.m. for canteens and above	Rs. 100-34800 + 200/- + Spl Allow. of Rs. 350/- p.m. for Type '4-A'
2	Deputy General Manager	4000-6000	Deputy General Manager	5000-8000	Deputy General Manager	PB-2, Rs. 3000/- GP Rs. 3000/- Special Allowance of Rs. 300/- p.m. for Canteens Type 'B', 'C', '3-A' and p.m. for '4-A' and above.	Rs. 100-34800 + 200/- + allowance of p.m. for Type 'A', '2-A' & Rs. 600/- p.m. for canteens Type above.

3	Manager	4000-6000	Manager Grade-II	5000-8000	Manager (Manager Grade-II as per SIU recommendations)	PB-2, Rs 9300-34800 + GP Rs.4200/- + Special Allowance of Rs. 300/-p.m. for Canteens Type 'A', 'B', 'C', 'D', '2-A' & '3-A' and Rs. 600/-p.m. for Canteens Type '4 - A' and above.
4	Accountant	4000-6000	Manager-cum-Accountant	5000-8000	Manager-cum-Accountant	PB-2, Rs 9300-34800 + GP Rs.4200/- + Special Allowance of Rs. 300/-p.m. for Canteens Type 'A', 'B', 'C', 'D', '2-A' & '3-A' and Rs. 600/-p.m. for Canteens Type '4 - A' and above.
5	Assistant Manager-cum-Store Keeper Store Keeper Cashier Manager Grade-III	3200-4900 3200-4900 3200-4900 3200-4900	Assistant Manager-cum-Store Keeper * * *	4000-6000	Assistant Manager-cum-Store Keeper	PB-1, Rs 5200-20,200 + GP Rs.2400/- + Special Allowance of Rs. 250/-p.m. for attending to duties in Canteens Type 'A', 'B', 'C', 'D', '2-A' & '3-A' and Rs. 500/-p.m. for Canteens Type '4 - A' and above.

6	Salesman/Clerk	3050-4590	Clerk	3050-4590	Clerk	PB-1, Rs.5200-20200+GP Rs 1900/-
7	Halwai	3200-4900	Halwai-cum-Cook	3200-4900	Halwai-cum-Cook	Rs.PB-1, Rs.5200-20200+GP Rs 2000/-
8	Assistant Halwai Cook	3050-4590 3050-4590	Assistant Halwai-cum-Cook	3050-4590	Assistant Halwai-cum-Cook	PB-1, Rs.5200-20200+GP Rs 1900/-
9	Tea/Coffee Maker	2610-3540	Tea/Coffee Maker **	2610-3540	Canteen Attendant **	PB-1, Rs.5200-20200+GP Rs 1800/-
10	Bearer	2610-3540	Bearer	2610-3540		
11	Wash Boy	2550-3200	Wash Boy	2550-3200		
12	Safaiwala	2550-3200	Safaiwala	2550-3200		

\* All posts have been clubbed as per the revised staffing pattern of SIU, effective from 22.12.2004 and have been abolished.

\*\* All these posts have been clubbed together and re-designated as Canteen Attendant on the recommendations of 6<sup>th</sup> Central Pay Commission.

SCHEDULE - 7

1.	Name of Post	Manager Grade – II. as per SIU recommendations
2.	No. of Post	* (Year of framing should be indicated) • Subject to variation dependent on work-load.
3.	Classification	General Central Service (Group 'B') Non-Gazetted, Non-Ministerial.
4.	Pay Band and Grade Pay	PB-2, Rs. 9300- 34,800 + Grade Pay Rs. 4200/-  <b>Note:</b> - He will also draw Special Allowance of Rs. 300/-p.m. for attending to duties in Canteens Type 'A', 'B', 'C', 'D', '2- A' & '3- A' and Rs. 600/-p.m. in Canteens Type '4 - A' and above.
5.	Whether Selection Post or Non-selection Post	Selection.
6.	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972.	No.
7.	Age limit for direct recruits	Not Applicable.
8.	Educational and other qualifications required for direct recruits	Not Applicable.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable.
10.	Period of probation, if any	Two years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of vacancies to be filled by various methods	Promotion failing which by Deputation.



<p>12. In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made</p>	<p><b><u>Promotion :</u></b> Assistant Manager-cum-Storekeeper with atleast ten (10) years regular service in the Pay Band -1, Rs. 5200 – 20,200 + Grade Pay Rs. 2400/- and;</p> <p>A mandatory training of 4 weeks on Managerial Skills for Canteen Manager, to be organized by the concerned organizations in consultation with Institutes of Hotel Management under the Ministry of Tourism /or any other recognized Institutes of Hotel Management and Catering</p> <p><b><u>Deputation :</u></b></p> <p>Officers of the Central Government –</p> <p>a) (i) Holding analogous posts on regular basis, or (ii) Assistant Manager-cum-Storekeeper with atleast ten (10) years regular service in the Pay Band -1, Rs. 5200 – 20,200 + Grade Pay Rs. 2400/- and</p> <p>b) possessing the qualifications and experience as below:- (i) B.Com. (ii) Three (3) years experience in Accounts from a Govt. Department/Undertaking.</p> <p><b>Note:1</b> The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed 3 years. The maximum age-limit for deputation is 56 years as on the closing date of receipt of applications.</p> <p><b>Note: 2</b> The departmental official in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p>
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		(The deputationists should possess the educational qualifications and experience prescribed for direct recruits under column 8. Where direct recruitment is not a method of recruitment and the post is to be filled by promotion/deputation only, the educational qualifications and experience should be specifically incorporated for deputationists in the recruitment rules).
13.	If a departmental Promotion Committee exists, what is the composition?	Group 'B' (Non-Gazetted) Departmental Promotion Committee (Detailed composition of the DPC may be given as per the orders issued by the DOPT in the matter).
14.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	For any relaxation/amendment of the provisions of the Recruitment Rules.

2322

To

The Director

NEPA, Umsaw.

Sub: - Regularization of the post of Manager (Canteen)

Madam,

With due respect I would like to inform you that the undersigned had been working in the NEPA Canteen since the year 1988 in the post of Canteen Clerk.

That, during the last 10 years, on the orders of different directors during their respective tenure I had been ordered to take the charge of Manager (Canteen) in the place of late Shri B Bhuyan who was actually appointed in the post of canteen (manager). Receiving the orders of the director I had compiled the orders and during the period of my looking after as manager (Canteen), maintaining records etc there has never been any time where my seniors had not found any faults in my work.

That, I would further like to say that during the period of my working as manager, the canteen profit had been seen to be increased. Now that, the post of Manager is lying Vacant after the dismiss of late Shri B Bhuyan . I respectfully, beg to request you that this post which has fallen vacant may kindly approved to me as I am eligible for the post.

Thanking you

Yours faithfully

*Ram Sharan*  
Ram Sharan

19/10/15

*[Handwritten signature]*

*[Handwritten signature]*

*Canteen In-charge  
Ramesh Chandra (AD(Ob))  
19/10/15*

*[Handwritten signature]*  
19/10/15

Receipt No. 5061  
Dt. 19/10/15

भारत सरकार /Govt. of India  
 गृह मंत्रालय / Ministry of Home Affairs  
 उत्तर पूर्वीय पुलिस अकादमी /North Eastern Police Academy  
 उमसाव, 793 123, उमियाम /Umsaw, 793 123, Umiam  
 (मेघालय/Meghalaya)

No.A.29011/23/88-Estt/ 1423)

Dtd. Umsaw, 21 November, 2015

To,

The Section Officer,  
 P C Section,  
 Government of India,  
 Ministry of Home Affairs,  
 North Block,  
 New Delhi- 110 001.

Sub :- Promotion against the post of Canteen Manager Grade- II.

Dear Sir,

Consequent upon death of the then Canteen Manager, Shri Biswajit Bhuyan on 20/09/2015, the post of Canteen Manager grade-II in the PB-2, Rs. 9300-34,800/- + GP Rs, 4200/- is lying vacant.

Shri Ram Sharan who is working as clerk in the PB -1, Rs, 5200 – 20,200 + G.P. Rs. 1900 w.e.f. 1/6/1988 has submitted a representation with a request to promote as Canteen Manager Grade-II in the PB-2, Rs, 9300-34,800 + GP. Rs, 4200/-(Copy enclosed).

It is noteworthy to mention here that our Departmental Canteen has been upgraded from Type-D to Type-C vide DOPT O.M. No. 13/6/2008-Dir (c ) dtd. 9/6/2008. Accordingly an internal order vide No. 11012/1/86/Estt/Vol-II/8492.96 dtd. 20/9/2011 had also been issued in order to upgrade the Deptl. Canteen. (copies enclosed).

Since the Deptt. Canteen has been upgraded, the staff strength also been increased and 6 (Six) additional posts are to be created. These are as follows –

1. Asstt. Manager cum-Storekeeper	-	01 post
2. Asstt. Halwai Cum- Cook	-	01 post
3. Clerk	-	01 post
4. Canteen Attendants	-	03 post
		06 posts

Accordingly a proposal has been sent to MHA, in order to create the above mentioned posts. However in turn the MHA informed that the proposal for creation of 06 additional posts for Type – C” Canteen NEPA was examined in consultation with Deptt of Expdr. M.O.F & suggested to outsource the services of the proposed additional staff etc.vide MHA letter No.23012/66/2011-PC dtd. 3/8/2015.



It is pertinent to mention here that the North Eastern Police Academy is situated in a place which is not in a metropolitan city like Delhi & other places. It is situated in a remote and rural area, which is 80 Km away from Guwahati City and 20 km away from Shillong city. It is very difficult to fill up the posts in question from outsourcing. Moreover, our existing staff of Departmental Canteen is eligible to promotion. Considering their future prospect also, promotion may be considered kept in place of outsourcing.

As per Model Recruitment Rules of central Govt. Deptt Canteens issued by DoP&T vide O.M. dated 22/5/2013 and as per Swamy's Compilation on Central Government, Departmental Canteens, the post of Manager Grade-II is to be filled up by promotion failing which by deputation in the PB-2 Rs, 9300-3480+4200(GP).

### Manager Grade- II

#### **Promotion :-**

Asstt. Managers-cum-storekeeper with at least ten(10) years regular service in the PB-1, Rs. 5200-20200+G.P. 2400 & mandatory trg of 4 weeks on managerial skills etc.

#### **Deputation :-**

Officers of the Central Government-

- (a) (i) Holding analogous posts on regular basis, or
- (ii) Assistant Manager-cum-Storekeeper with at least ten (10) years' regular service in the PB-1, Rs. 5200-20200+ Grade Pay Rs. 2400 and
- (b) Possessing the qualification and experience as below –
  - (i) B. Com
  - (ii) Three (3) years' experience in Accounts from a Government Department/Undertaking.

### Asstt. Manager-cum-Storekeeper

Asstt. Manager-cum-Storekeeper in the PB-1, Rs. 5200-20200, Rs. 2400(GP) to be filled up by promotion failing which by deputation & failing both by direct requirement.

#### **Promotion :-**

- (i) Clerks with at least eight (8) years regular service in the PB-1, Rs.5200-20200+G.P. Rs. 1900/-
- (ii) Halwai-cum- cook with five (5) years regular service in the PB-1, Rs. 5200-20200+G.P. Rs. 2000/- with 2 years experience etc.

#### **Deputation :**

Officers of the Central Government –

- (a) (i) Holding analogy posts on regular basis ; or
- (ii) With at least eighth (8) years' regular service in the PB-1, Rs. 5200-20200+Grade Pay Rs. 1900



(iii) Possessing educational qualification as per Direct Recruit -

(a) B.Com. from a recognized university  
or

Graduate in any discipline from a recognized university with one year Diploma in Book Keeping/Store Keeping.

(b) Experience - Three years in a Government Department/Undertaking in handling Stores/Accounts.

Shri Ram Sharan was apptd. as Clerk w.e.f. 1-6/1988 in the PB-1, Rs. 5200-20200 + G.P. Rs.1900/- therefore, he got 1<sup>st</sup> ACP w.e.f. 1/6/2000 in the scale of Rs.4000-6000/- & 2<sup>nd</sup> MACP in the PB-1, Rs. 5200-20200 +G.P. Rs. 2800/- w.e.f. 1/9/2008.

As per existing model R/Rs, the Clerk is to be promoted as Asstt. Manager-cum-storekeeper in the PB.1, + Rs.2400/- (GP). At present Shri Ram Sharan, Clerk is eligible for promotion against the post of Asstt. Manager-cum-Storekeeper.

In view of above discussion, approval may kindly be conveyed to consider his case for promotion as Assistant Manager-cum-Store Keeper.

Yours sincerely,

20/11/15

( Anil Kumar )  
Jt. Director

