

**Government of India
Ministry of Railways
(Railway Board)**

DIRECTIVE 48

Sub: Management of Canteens in RPF/RPSF.

In exercise of the powers conferred under Rule 28 of the RPF Rules, 1987 (as amended from time to time) read with Section 8 of the RPF Act, 1957 (as amended from time to time), the following guidelines are issued with respect to management of Canteens in RPF/RPSF –

1. Definitions:

1.1 Canteen: Canteen is a premise established either as a Master or Subsidiary Canteen of CPC or otherwise, for storing and selling of merchandise for daily use, consumer durables, motor vehicles, beverages and food articles, etc. to its members. It includes both Dry and Wet Canteens.

1.2 Family: Family means family of the members as described in the extant Railway Pass Rules.

1.3 Member:

(i) A serving member of the RPF/RPSF as defined under Section 2(c) of the RPF Act 1957, including non-combatised staff of the Force, who contributes subscription towards the Rail Suraksha Kalyan Nidhi (RSKN).

(ii) Retired members of RPF/RPSF and family members of deceased personnel of RPF/RPSF.

(iii) Serving or retired members of CAPFs/CPOs who pay prescribed membership fee and having 'Canteen Membership Card'.

1.4 Year: Year means the financial year.

2. Managing Committee:

The management of Canteen shall be the responsibility of the Managing Committee consisting of the following functionaries:- .

a) Chairperson: Director of Academy/Sr.DSC/DSC/CO/Principal Training Centre

b) Vice-Chairperson: ASC/AC

- c) **Members:** One member each to represent each Non-Gazetted rank, including ancillary staff, as nominated by Sr.DSC/DSC/CO/Principal and approved by PCSC.

Note: At least one RPF woman staff shall be incorporated in the committee

The committee shall meet once in every three months. Fourth quarter meeting held in April every year shall discuss and pass the Annual Audit Report.

3. Establishment of Canteen:

The Canteen shall be established under the Rule 264 of RPF Rules and governed by the provisions for opening of Master or Subsidiary Canteen laid in the Central Police Canteen Rules (Refer: cpcmha.gov.in) and as prescribed under this Directive.

3.1 Dry Canteen:

- a) Dry Canteen wherever functioning shall cater for the items required for the use of the Canteen members and their family. The Canteen Manager shall ensure that all procurements are justified in terms of demand. Unnecessary stocking of the items in the Dry Canteen shall be avoided and quality of the items sold in the Canteen shall be ensured.
- b) Purchases will be made only from Central Police Canteen sources and the authorised wholesale outlets.
- c) Purchase of Canteen stores which are of proprietary nature shall only be made by detailing a proper Purchasing Committee consisting of one GO and two SOs.
- d) No item which is not approved by CPC will be sold without approval of PCSC.

3.2 Wet Canteen:

- a) Possibility of opening Wet Canteen may be explored as per local requirements, by Chairperson.
- b) Wet Canteen shall function as an integral part of the Canteen and apart from beverages, it shall cater to sweets, snacks, and any other articles/items approved by the Chairperson from time to time.
- c) The rates of the items sold shall be fixed by the Managing Committee from time to time and displayed in the premises conspicuously.

4. Membership and issue of Membership Card:

- 4.1 No membership fee shall be collected from serving RPF/RPSF personnel being contributors towards 'Rail Surakshak Kalyan Nidhi' (RSKN).

4.2 A refundable membership fee of Rs.500/ shall be paid by retired RPF/RPSF staff, family members of deceased RPF/RPSF staff, serving and retired member of CAPFs/CPO up to the rank of Sub-Inspectors and Rs. 1000/- by Inspectors and above. This amount is revisable by the Director General/RPF from time to time.

4.3 Every member shall be issued with a 'Canteen Membership Smart Card' under the signature of Chairperson, containing photograph, UIN, posting details and family composition and the card shall be mandatory for all procurements from the Canteen which will be valid in all RPF/RPSF Canteens of all Indian Railways and it is non-transferrable. A separate 'Canteen Membership Smart Card' shall be issued to retired members of RPF/RPSF and family members of deceased personal of RPF/RPSF and serving and retired members of CAPFs/CPOs.

5. Location and Infrastructure:

5.1 Location: Each Division/Battalion of the RPF/RPSF shall run a Canteen at Divisional Headquarters/Battalion HQr to cater to the needs of the members. The RPF Academy/Training Centres shall also run Dry as well as Wet Canteen. If need arises, more than one Canteen may be run in a Division, preferably at Sub-Divisional headquarters with the prior approval of the PCSC.

5.2 Infrastructures: It shall be ensured by the Director/Sr.DSC/DSC/CO/Principal that 3 rooms i.e. one showroom (minimum of 20 X 15 feet area), one store (minimum of 15 X 10 feet area) and one office (minimum of 10 X 10 feet area) are made available to run the Canteen.

5.2.1 Other requirements:

- a) A Computer with appropriate configuration along with printer and Internet connectivity.
- b) Billing Work station with touch screen system, automatic cash drawer and Bill Printer.
- c) Bar code reader
- d) CCTV surveillance system with at least 30 days recording facility
- e) POS facility for card payment
- f) Telephone (Railway and BSNL)
- g) Locker
- h) Refrigerator and deep freezer for Wet Canteen.

Any other equipment in addition to above may be procured as per the discretion of Chairperson.

6. Capital:

The capital required for establishment of Canteen shall be arranged from any Welfare Fund available with Force as temporary loan or permanent grant. An initial interest free loan of Rs.5 lakhs may be given to the Canteen from RSKN which has to be paid back within 3 years.

7. Day to Day Management:

7.1 It shall be the responsibility of the following functionaries, nominated/attached for tenure of not more than 3 years, to manage day to day affairs of the Canteen.

- a) **Manager:** Inspector/Sub-Inspector. He/She shall be ex-officio member of the Managing Committee of the Canteen.
- b) **Canteen Clerk or In-charge:** Head Constable.
- c) **Salesperson:**

Dry Canteen: Three constables for Canteen having 1000 members or part thereof. Additional one constable as salesperson for every additional 500 Canteen members or part thereof. Staff on supernumerary post may be utilised for this purpose.

Wet Canteen: One constable.

8. Duties and responsibilities of functionaries of Managing Committee:

8.1 Chairperson:

The Director/Sr.DSC/DSC/CO/Principal, as Chairperson, shall preside over the meetings of the Managing Committee and supervise the general administration of the Canteen, through the Vice-Chairperson. He/She shall conduct inspection of the Canteen/s under his jurisdiction once in 6 months and issue Inspection Note. He shall verify the monthly statement of transactions/affairs of the Canteen every month and pass appropriate orders.

8.2 Vice Chairperson:

- a) ASC/AC, as Vice-Chairperson, shall be responsible for assisting the Chairperson in efficient running of the Canteen and with the assistance of the Manager and other functionaries, he/she shall ensure smooth functioning of the Canteen in adherence to this Directive and other extant guidelines and shall also observe canons of financial propriety.

- b) He/She shall fix the Managing Committee meetings in consultation with chairperson and submit the quarterly report on the functioning of the Canteen along with audited statement of transactions/affairs done during the quarter, to the Managing Committee.
- c) He/She shall be competent to sanction expenditure up to Rs 2000/- per occasion, subject to ratification by the Managing Committee at its next meeting. The prior sanction of the Chairperson shall be obtained for expenditure exceeding Rs. 2,000/- per occasion.
- d) He/She shall ensure that Statement of transactions/accounts for preceding months is prepared and put up to the Chairperson by 7th of every month.
- e) He/She shall ensure that the stock verification is done every 3 months and quarterly accounts are audited by internal Audit Committee, before Managing Committee meeting.
- f) He/She shall inspect the Canteen once in every 3 months and also make visit as many times as possible.
- g) All cheque books, passbooks and other valuable documents of the Canteen shall be kept in his/her safe custody.
- h) Cheque or withdrawal forms of the Banks shall be signed by him/her.
- i) He/She shall carry out other lawful instructions of Chairperson, issued from time to time, in writing.

8.3 Manager: Inspector/Sub-inspector

- a) He/She shall be responsible for general supervision of the Canteen and shall oversee all transactions for procurement, sales and incurring expenditure.
- b) He /She shall verify the periodical demand generated for procurement and maintain books of sanction for Dry and Wet Canteens separately to obtain prior sanction from Vice-Chairman/Chairman.
- c) He/She shall be responsible to ensure that Canteen in-charge (HC) deposits cash and coupons on the following working day in the bank and ensure that no such amount is detained without sufficient cause.
- d) He/She shall bring to the notice of the Vice-Chairperson about all items lying unsold for more than six months and obtain appropriate orders for their disposal.
- e) He/She shall report all cases of damage to dead stock or merchandise, to the Vice-Chairperson.

- f) He/She shall check the Canteen registers and statements once in every month and countersign the same as checked. It will be his/her responsibility to report in writing, the irregularities or discrepancies noticed during the checks so conducted, to the Chairperson/Vice-Chairperson without any loss of time.
- g) Being ex-officio member of the managing committee, he/she shall attend the Quarterly meeting.
- h) He/She shall process for AMC of equipment such as computer, billing work station, and CCTV surveillance system also software.
- i) He/She shall also supervise the functioning of the Wet Canteen.
- j) He/She shall carry out other lawful instructions of Chairperson/Vice Chairperson, issued from time to time, in writing.

8.4 Canteen Clerk or In-charge: Head Constable

- a) He/She shall be responsible for regular and proper upkeep of cashbook and payment register.
- b) He/She shall prepare bills and undertake all correspondences connected with Canteen affairs.
- c) He/She shall keep account of daily cash and bank transactions and deposit the cash with the bank on the next bank working day.
- d) He/She shall prepare statement of transactions and statement affairs every month and put up to the Chairperson on or before 7th of the every month. A bank reconciliation statement shall also be prepared to ensure that all card transactions are credited to the Canteen's Bank account.
- e) He/She shall be responsible for preparing the vouchers and bills for expenditure so sanctioned by the competent authority.
- f) Timely transfer of money to the CPC or payment to the vendors concerned shall also be his/her responsibility.
- g) He/She shall regularly maintain the item-wise stock register, daily sale register and dead stock register and ensure that the items are physically available in the Canteen. He/She shall also ensure that all complementary items are brought into register and their utilisation/ distribution to other units of Division is properly accounted for. Approval of Chairperson shall also be obtained for the same.

h) It shall be his/her duty to bring to the notice of the Manager regarding all articles lying unsold for more than 03 months.

i) He/She shall report to the Manager regarding the items damaged or rendered un-serviceable or un-fit for sale without loss of time.

j) He/She shall be responsible for proper upkeep and cleanliness of the Canteen. He/she shall also ensure that the rate list is updated and the same is displayed at a conspicuous place in the Canteen.

k) Ensuring proper working and monitoring of CCTV surveillance system shall also be his/her responsibility.

8.5 Canteen Salesperson: Constables

They shall assist the Canteen in-charge in procurement, sales, arranging articles in the show case/show room and store room and maintaining books of accounts/registers and shall be responsible for cleanliness of the Canteen and all articles therein.

8.6 Wet Canteen In-charge: Head Constable

a) He/She shall be responsible for maintaining all records and registers relating to the Wet Canteen.

b) He/She shall be responsible for the general supervision of the Canteen and to arrange for supply of articles catered by the Canteen.

c) He/She shall also be responsible for depositing with the Manager the cash/coupons received on each day against sales.

d) He/She shall bring to the notice of the Manager regarding all such perishable articles, which remain unsold for more than three days.

e) He/she shall regularly maintain the Cash book, stock register, daily sales register, dead stock register, sanction book, daily surplus register or any other record required for running of the Wet Canteen.

f) He/She shall ensure proper upkeep, hygiene and cleanliness.

8.7 Wet Canteen Salesperson (If provided) - Constable

He/She shall be responsible to effect the sales against coupons/cash and neat display/layout/preserving of all items of food and beverages. He/She shall further ensure that proper upkeep, hygiene and cleanliness are maintained.

9. Staff strength for running of Canteen:

Nowhere, the CPC rules provide for any posting of staff in Subsidiary Canteens but there has been a practice of attachment of competent staff to run Canteens. Accordingly, Canteen shall be provided staff on attachment basis from the sanctioned strength of the Division/BN/Unit through a notification issued by the Chairperson with approval of PCSC. (Conferred vide MHA's letter no.-27011/ 18/ 2006-R&W dated 18.09.2006)

10. Honorarium:

Monthly honorarium will be admissible to staff deputed at Canteens at the following rates, which may be revised by the Director General/RPF from time to time-

S.No.	Functionary	Amount (in Rs.)
1	Canteen Manager	Upto 500.00
2	Canteen Clerk/In-charge	Upto 250.00
3	Salesperson	Upto 200.00

11. Working hours:

Canteen shall be opened normally for six days a week, except on Second Saturday and public holidays. The working hours shall be notified by the Chairperson from time to time, depending upon the local weather condition and other circumstances.

12. Procedure and medium of transaction:

All items shall be sold on cash/card payment. No credit sale shall be permitted.

13. Financial Powers:

13.1 Financial powers for expenditure out of the Canteen Fund for irrecoverable expenditure would be exercised as per Modified SOP of Railways by various officers of the Force. However, Chairperson of Managing Committee would have full powers for making payments for items purchased for sale in Canteen.

13.2 The Canteen fund shall not be utilised for those items or expenses which are normally being permitted from the Railway Corpus for the welfare of the staff or otherwise.

13.3 The Chairperson shall have powers to write off the items damaged, rendered unserviceable or unfit for sale based on the recommendations of the Managing Committee subject to post-facto approval of PCSC, if the amount exceeds more than Rs.10,000/-. A report of items so written off may be sent to PCSC every quarter.

14. Bank Account:

14.1 A Savings Bank account in the name 'RPF Canteen Fund Account' shall be maintained with any of the Nationalized Bank preferably at 'State Bank of India'.

14.2 All the payments exceeding Rs. 1000/- shall be paid either by cheque or through net banking.

14.3 An imprest of Rs. 2000/- will be maintained in the Canteen from Canteen fund for meeting petty expenses and same will be recouped on submission of accounts after obtaining sanction of Vice-chairperson, once 75% or more of the same is spent.

14.4 The amount not required for a particular period of time shall be invested in fixed/cumulative deposits in any of the Nationalised Banks/ Post Offices, with prior approval of the Managing Committee. The chairperson shall obtain income tax exemption on the interest accrued/earned from these deposits

15. Books of Accounts and other Records and Registers:

The following books of accounts and records and registers shall be maintained in the Canteen-

- i. Cashbook
- ii. Receipt Voucher (RV) Folder
- iii. Purchase Invoice (PV) Folder
- iv. Expenditure Vouchers (EV) Folder
- v. Misc. Correspondence file.
- vi. Item-wise Stock Register.
- vii. Local Purchase/Approval/Sanction Register
- viii. Daily Sales Register.
- ix. Bill book and Receipt Book.
- x. Dead Stock Register.
- xi. Managing Committee Meeting Minutes
- xii. Income and expenditure Account.
- xiii. Statement of Affairs
- xiv. Fixed Deposit Certificate
- xv. Pass Book and cheque Books
- xvi. AMC contracts
- xvii. Any other Register/Account book deemed necessary by the Chairman/Vice-Chairman/Manager.

16. Distribution of Surplus:

In order to raise funds for future expansion of the canteen, to meet incidental expenses and to meet requirement of fund for various welfare/ promotional activities, canteen shall be permitted to levy on items sold, a minimum amount not exceeding 2% on

the CPC rate or purchase value. Similarly, in case of wet canteen, the difference between income by sale of items and expenditure shall be termed as surplus. Amount so generated, after meeting incidental expenses shall be utilized as follows:

- (i) 30% shall be retained in the corpus of the canteen for capital expansion or establishing new canteens. The expenditure incurred on processing of smart card will be borne from this fund.
- (ii) 10% shall be distributed to Gazetted Officers Mess. Wherever GOs' mess is not available, 80% of fund so accrued will be apportioned to the Rail Suraksha Kalyan Nidhi. Rest 20% of the fund will be apportioned to the corpus of "Vatika" of RPF Officers Mess, Brar Square, Delhi.
- (iii) 20% shall be distributed to SOs/ JCOs' Mess/s of Division/Battalion/Training Institution on the proportion bed capacity of the Mess, when there are more than one SOs' on the division/ battalion.
- (iv) 30% shall be distributed to Under Officers' barrack/s or Mess/s in the Division/Battalion/ Training Institute on the basis of bed capacity, when there are more than one barrack on the division/ battalion.
- (v) 10% shall be apportioned for (a) promoting cultural activities among the Force members (b) Giving 'Force Memento' to staff on superannuation or voluntary retirement and (c) to pay Audit Fees. The unutilized amount under this head shall be transferred to Under Officers' mess/ barrack fund.

17. Audit of Accounts:

Audit/checking of the books of Accounts of the Canteen/s shall be done at regular intervals. A 03 fold mechanism as given below shall ensure flawless accounting and fairness.

17.1 Internal check: Monthly statement of purchase, sale and surplus shall be prepared and submitted for verification by Vice-Chairperson on 4th and by Chairperson on 7th of every month.

17.2 Internal Audit: An internal audit by a team consisting of 01 GO and 02 IsPF, nominated by PCSC in every quarter and the internal audit report is placed before the Managing Committee meeting held in each quarter.

17.3 Annual External Audit: A registered Chartered Accountant/ auditing firm shall be engaged for conducting auditing of the final accounts of the Canteen at the end of every financial year without fail. Annual Audit Report shall be published in the notice board of the Canteen and also placed before the Managing Committee meeting.

18. Inspection Schedule:

Inspection of the Canteen shall be done by Chairperson, once in a year and by Vice Chairperson, once in 6 months. Inspection note shall be prepared and a copy shall be sent to PCSC.

19. General:

19.1 All procurements utilizing any Welfare Fund, Barrack Fund, Sports and Cultural Fund, Mess Fund, etc. shall be done through Canteen only.

19.2 A suggestion/Complaint book shall be placed at a counter in the Canteen during the working hours. Members and family members shall be free to record their suggestions/complaint in it, under full signature and the name. The book will be examined by the Manager on weekly basis and put up before the Chairperson every month along with monthly statement of affairs.

19.3 Power to modify all or any of the above instructions /guidelines shall vest only with DG/RPF.

No.2018/Sec(Spl)/200/10
New Delhi, dated: 22.01.2019



(Arun Kumar)
Director General/RPF

Copy to:

Principal Chief Security Commissioners/RPF,
All Zonal Railways, ICF, KRCL, CORE, Const., RDSO & RPSF
Directors, JR RPF Academy, Lucknow & RPF Training Centre, Moula-Ali.