SUBJECT: Appointment of Manager CSD Canteen: Main Office Chandigarh.

The competent authority has decided to call for volunteers amongst Senior Auditors/Auditors/Clerks who have completed minimum 03 years of service in this Department and is not more than 58 years of age (as on 01.06.2020), for the post of Manager, CSD Canteen at Chandigarh station. Accordingly, name of volunteers who are willing to be posted as Manager, CSD Canteen may be forwarded, so as to reach this office on or before **29.05.2020** for further necessary action at this end.

2. Duties and responsibilities of Canteen Manager are enclosed in Annexure-A to this Circular.

3. The Manager, CSD Canteen will be eligible for Monthly allowance of Rs.1200/- PM (revised w.e.f 10/2016).

No. AN/II/1083/2020/CSD Manager
Dated: **11.05.2020**

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**DISTRIBUTION:**
1. All Sections in Main Office.
2. All Sub Offices under PCDA (WC) Chandigarh.
3. IT&S Section:- For uploading on PCDA (WC) Website

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**Signatures**: [Signatures of relevant officials]
DUTIES AND RESPONSIBILITIES OF CANTEEN MANAGER

1. The manager canteen will function under the direction of Officer-in-charge/Adm, Officer and general supervision of the Secretary.

2. He will be on duty at the dry canteen during the prescribed work hours.

3. He will ensure that articles are sold against cash memos to the entitled persons.

4. He will prepare on the basis of daily cash memos, a daily stock report and charge off the items sold from stock.

5. The Manager canteen will be provided an imprest of Rs. 150/- (Rupees one hundred and fifty only). All day to day expenditure relating to canteen will be incurred by him from this amount and recoupment of imprest will be made by the O I/C canteen. Expenditure more than the imprest amount will not be incurred by him without prior approval of Officer-in-charge. Daily sale proceeds will be deposited by him with the cashier. However, fraction of rupees thousand can be retained as cash in hand by him.

6. He will ensure that cash is deposited into the Bank account and paying slip is collected to complete the cash book. Entries in the bank column of cash book will be checked by him from pass book at the end of each month and a bank reconciliation statement will be prepared.

7. He will prepare the indent on the basis of past sale and available stock and after taking into consideration seasonal/occasional requirements. He will collect the stores from CSD Depot and will take them on charge after getting verified from an officer, nominated by the chairman with reference to indent/invoices.

8. The cancelled cash memos/refund vouchers will be kept by him in safe custody.

9. He will issue the items to the customer taking into account the normal family requirement and not issue items in bulk/abnormal quantities. If demand by a customer appears to be abnormal or unusual he will report the same to O I/C dry canteen.

10. He will bring to the notice of the O I/C dry canteen, the fast moving and slow moving articles and any special demands made by the customer.

11. He will ensure that stores received are correctly taken on charge, stores sold out are correctly charged off and stock verification has been correctly done in the manner laid down in the bye laws-2010. He will also ensure the safe custody of all the stores held in the stock and ensure proper arrangement of cleanliness and safety from pets & rats etc. The costly items are to be kept in locked almirah in his personal custody.

12. He will ensure that the price list is correctly prepared, revised and displayed in the canteen for information of customers.

13. He will ensure that articles are displayed in show cases and arranged on racks in a systematic manner for display to customers. Costly items are to be displayed in locked show cases.

14. Manager may be assisted by some Group ‘C’ employees viz. Cashier, counter clerk, delivery man and Group ‘D’ staff as required.

15. In the absence of Manager, the Secretary will function as Manager in addition to his other duties.

16. All the canteen staff, cashier, machine operator, delivery man and Group ‘D’ employees of the canteen, if any, will function under the direction of the Manager.