

Memo. No. 2631 (14) - Wel / Canteen  
Wel/ Canteen-350/10 (pt-II)

Dated 17.11.14

**WEST BENGAL POLICE DIRECTORATE**  
**BHABANI BHAWAN, ALIPORE, KOLKATA – 27.**

To  
Shri \_\_\_\_\_,IPS  
\_\_\_\_\_  
\_\_\_\_\_.

**Subject** – Smooth and successful running of Subsidiary Police Canteens –  
Instructions thereof.

Sir/ Madam,

As you are aware Subsidiary Police Canteens at various Police units have been opened and are being opened with a purpose to provide household articles to the police personnel at quite a subsidised rate. But running of these canteens on strong financial principles in smooth, transparent, free and fair manner is of prime importance for success of this noble initiative. For this your role is very crucial.

It is hoped that you are taking personal interest in smooth and successful running of the canteen of your unit.

Kindly find enclosed a set of instructions for this purpose.

These instructions should be followed in letter and spirit for smooth and successful running to these canteens.

A line of conformation about this will be highly appreciated.

Thanking you,

Sincerely yours,

**Mahender Singh Poonia, IPS**  
Special Inspector General of Police (Planning  
and Welfare)  
West Bengal,  
Bhawani Bhawan, Kolkata

Following **Directives** should be followed for smooth functioning of the Subsidiary Police Canteen of your unit/dist. approved by the Central police Canteen, New Delhi.

These instructions are also applicable to the Canteens to be opened -

- i) To open Bank A/C in the name of Canteen. This account should preferably be operated jointly. One signatory should be of at least Dy. S. P. rank and another at least of Inspector rank
- ii) To get PAN Card, Trade License, TIN No, and Food License in the name of Canteen.
- iii) Initially seed amount to be arranged by the unit concerned. You may introduce membership scheme after getting approval from this office. It is also suggested that an amount of Rs. 500 to 1500 as the case may be, depending up on the strength of the unit and willing persons, as security deposit is reasonable for membership and membership of one canteen should enable the member to purchase articles at all the subsidiary Police Canteens of West Bengal Police. The member will be at liberty to withdraw his/ her membership as and when he /she desires so. However, the final decision was left to the respective Canteen Committees. But it is again reiterated membership will surely bring a sense of ownership, vigilance and responsibility among the members because they have some investment and stakes. It will solve the capital problem permanently and in long run canteens with membership scheme have better chances of smooth and successful running. So, it is highly recommended that all the canteens running at present and to be opened in future should introduce membership scheme and should not depend on loans from any funds or cooperative. If they have such liabilities, these should be cleared at the earliest. A model form of membership is being enclosed.

However, Canteen facilities should be provided to the members of CPMS's deployed in the state. They should not be asked to produce membership card if they come to the Canteen and produce their service/retirement identity card.

- iv) To arrange initially two rooms (one for sale 20x15 feet size, another for store, 15x10feet size) with sufficient furniture like racks, table chair etc.
- v) Man power should be deputed to receive goods, store the items, for shifting goods from stores to Sale Counter, to man Sale Counter, to maintain accounts, store books etc. However, number of police personnel engaged solely in running of the canteen should not exceed 03 (three) police personnel (ASI 1 Constables 2). They must work in canteen on whole time basis. If there is need of more staff that should be hired by the Canteen Committee.

- vi) Management Committee should be headed by a Superintendent of Police/Commandant/Equivalent Rank level officer and day to day functioning of the canteen must be under the charge of an Inspector level officer. For operating amounts and for overall control, it should be under an AC/Dy. SP level officer directly under supervision of a Superintendent of Police/Commandant/Equivalent Rank level officer.
- vii) Subsidiary Canteen unit will submit its demand to concerned Master Canteens and on materialization of demand Subsidiary Canteen will collect items from Master canteen on cash payment. Subsidiary canteen will have to submit their demand to Master Canteens only and will not make any direct communication with firms regarding supply of items.
- viii) Senior officers should take up the matter with the master canteen authorities with the request to give credit for at least seven to ten days as the suppliers are also extending credit facility to the Master Canteens and to supply the material five or six times in a month. However, this is at the discretion of the Master Canteen to extend credit facility or not.
- ix) To assess the demand scientifically and purchase the articles accordingly and do not purchase the articles which are not in demand and lie unsold.
- x) To maintain Stock Register and Cash Book and all other registers and documents required as per rules. For proper maintenance of records assistance may be taken from the Master Canteen authorities.
- xi) Unit Head and other senior officers should pay surprise visits to the canteen and an officer of at least Dy. SP should check stock of the articles physically once in a month and to look that no article without the enlistment of the Master Canteen is kept or sold from the Subsidiary Police Canteen. They should make visit/supervision note in Inspection Register kept for this purpose.
- xii) During stock verification articles found unsold for long-time and damaged articles should be returned to the master canteen.
- xiii) A reasonable purchase limit (say Rs. 5000) per employee per month) may be imposed. This will ensure better distribution of available articles among the force and curb malpractices, if any.
- xiv) Computers, Billing machine and furniture should be purchased for running the canteen successfully. Software for keeping records of sale and purchase of articles and maintenance of stock should be installed. For this assistance can be asked from the respective Master Canteen or from the Barrackpore Commissionerate Canteen authorities, which have already installed this software.

- xv) No costly items should be brought to canteen for selling without prior requisition and at least 80% deposit by the police personnel asking for such an article.
- xvi) No representative from the supplier firms must be entertained in whatsoever manner and no advertisement or sponsorship should be allowed or displayed in the Canteen area.
- xvii) Audit should be done by a registered Audit firm once in a year and audit report should be sent to this office.
- xviii) Accounts should be submitted regularly every month by the 10th day of next month in prescribed format along with comments of the Unit in Charge.
- xviii) No article other than received from the Master Canteen should be kept or sold in the Subsidiary Canteen.

**XX )All other terms and conditions of running the canteen must be followed rigorously as mentioned in the approval letter of the Central Police Canteen authority for opening of Subsidiary Police Canteen in different units/dists.**

**In nutshell the canteens should be run on sound financial and economy canons and utmost care should be taken to avoid any financial or other type of irregularity.**

Mahender Singh Poonia, IPS  
Special Inspector General of Police (Planning & Welfare), West Bengal,  
Police Directorate, Bhawani Bhawan, Kolkata