

DELHI POLICE

STANDING ORDER NO. 416/2014

SUBSIDIARY CENTRAL POLICE CANTEEN (SCPC),

“Subsidiary Central Police Canteens” have been established in different Battalions of DAP for providing consumer goods/durables at cheaper rates to Delhi Police personnel. The goods shall be sold to Police personnel and their family members.

1. OBJECTIVE

The objective of Central Police Canteen is to run a welfare oriented, self-sustained store with specific objective of providing good quality consumer goods to Delhi Police personnel at prices cheaper than those prevailing in the market.

2. CANTEEN ESTABLISHMENT

A Canteen Committee comprising of the following officers and men has been constituted to operate the canteen:-

- | | |
|------------------------|--|
| 1) President | DCP/Concerned Battalion of DAP |
| 2) Vice President | ACP/HQ/ Concerned Battalion of DAP |
| 3) Secretary | ACP/ADJ/ Concerned Battalion of DAP |
| 4) Audit Board | Audit team of PHQ under FA |
| 5) Manager/Canteen | One Inspector/One S.I. |
| 6) Account Clerk | One HC (Min.) or any other competent HC having knowledge of accounts related work. |
| 7) Billing /Cash Clerk | 1 HC and 1 Ct. having knowledge of computers. |
| 8) Store Keeper | 1 HC with 2 constable for proper upkeep of item in store room. |

9) Record Keeper 1 constable having knowledge of computers for the proper maintenance of correspondence file & documents.

10) Salesmen 2 HC & 3 Ct. in each shift.

3. PROCUREMENT

The Committee shall procure items from the Master Central Police Canteen run under aegis of the Ministry of Home Affairs or from the dealers/suppliers approved by the Central Police Canteen Organization, as per the directions and provisions in this regard.

4. STORE

The canteen will maintain a reasonable stock of saleable items as per the strength and monthly requirement of the unit. There shall never be excessive inventory of superfluous items.

Items in the store will be categorized as follows: -

- a) Toiletries and Cosmetics.
- b) Kitchen wares & Plastic wares.
- c) Stationery items.
- d) Grocery, Food & Beverages.
- e) Watches & Time Devices.
- f) Electrical & Electronic Devices.
- g) Consumer Durables such as T.V., Refrigerator, Washing machine etc.
- h) Sports Goods, Hosiery items & Luggage items.
- i) Cycles, Motorcycles & Cars.
- j) Miscellaneous items (as per the decision of the Committee).
- k) Items made at Delhi Police Welfare Center.
- l) Items made at Tihar Jail.

5. SALE

All commodities will be sold on cash/cheque/D.D. payment. In case of cheque payment, items will be delivered on encashment of the cheque. All cash transactions will be through computer generated bills. The principle of first come, first served basis will be followed for sale. Wherever applicable, rationing may be imposed on the quantity of saleable items and a rationing quota system will be developed in due course after analyzing the monthly quantum of sale. Further, for this purpose, a framework shall be developed in the daily sale software to have details like date, name & PIS No. of the purchaser, items purchased in a month and price.

In case of high value items like automobiles etc., the police personnel may be required to pay in advance the sale price to enable the Canteen to procure the item.

The Police personnel must ensure that the items are purchased for her/his own consumption and not for re-sale. Anyone found indulging in malpractice can be debarred from buying goods from the canteen.

6. STOCK TAKING

Stock taking of all the articles shall be conducted in the last week of every month. This monthly stock taking will be conducted by the Canteen Manager under the supervision of the Vice President. The stock taking day will be observed as a holiday. This closing day will be utilized for the purchase of provisions and checking of accounts/stocks by the Canteen Manager. A certificate will be recorded in the cash register in token of having done so.

Further, half yearly physical verification of stock shall be conducted by an officer not below the rank of an ACP, not directly connected with the maintenance of account of canteen and also not being an office bearer of the Canteen Committee.

7. PRICING

The canteen will function at no profit no loss basis. However, a margin of 1% over the purchase price will be levied to meet the administrative requirement. Every saleable item will display a price tag.

As and when deemed necessary, the canteen may charge a reasonable amount for providing carry bags or packing material for the sold items.

8. TIMING

The canteens will function from 9.30 AM to 7:00 PM in two shifts on all the 07 days as per schedule given below:-

Morning shift: 9.30 AM to 2.00 PM

Evening shift: 02.00 PM to 07.00 PM

The Canteen Committee, however, may decide about any change in the working hours for the canteen in their monthly meeting as per the requirement of the unit.

9. NECESSARY INFRASTRUCTURE/LOGISTICS

Apart from the basic requirement of hall/rooms having sufficient space for the canteen and separate room for storing items, additional provisions of some basic infrastructural requirement imperative for the smooth running and management of the canteen are hereby made as under: -

1) C.C.T.V. CAMERAS

The whole canteen and its store room will be covered by C.C.T.V. surveillance to keep a vigilant eye on the activities of staff as well as customers to avoid any untoward incident like theft of articles etc. In case any incident comes to notice, enquiry shall be conducted on the basis of C.C.T.V footage.

2) ACs & FRIDGE

The canteen will have split ACs and Fridge in required numbers so that the purchased edible, cosmetic and health related other perishable items could be kept at suitable temperatures.

3) INVERTER

In order to ensure continuous power supply for uninterrupted running of the canteen during working hours, an Inverter of suitable power sufficient to run the computer, printer, billing machine and lightings will be installed in the canteen.

4) COMPUTER, PRINTER, SCANNER, BAR CODE READER, BUSINESS MANAGEMENT SOFTWARES ETC.

For the purpose of billing and maintenance of records relating to daily sale and purchase of items from CPC, required number of computers loaded with Business Management Software, printer, scanner, bar code reader etc. will be installed in the canteen. In addition to a computer for the billings counter, one more computer with printer will be installed for the purpose of other daily paper work related to the running of the canteen.

5) IRON/WOODEN SHELVES, BASKETS ETC.

For proper display of items and keeping of records/files relating to canteen, provision of sufficient number of iron/wooden/concrete shelves or slabs and almirahs will be made for the canteen. Also, for the convenience of the individual purchasers, light plastic baskets/trolleys as used in departmental stores will be kept in the canteen.

6) CHAIR, TABLE & STATIONERY ITEMS

For smooth day to day work related to the functioning of the canteen, chairs, tables and other stationery items will be provided by the HAG and I/C Genl. Store of concerned Battalion of DAP, as per the requirements put up by the Canteen Manager.

7) TELEPHONE & INTERCOM

For maintaining proper communication with Central Police Canteen, firms supplying articles, other routine official work and to ensure proper use of ATM swipe machine, an independent MTNL Telephone connection with Broadband Internet under the most economical prevailing tariff plan will be installed at the canteen. Payment of telephone bill will be made from canteen fund. Similarly, intercom system will also be installed inside the canteen for proper communication with different officers/sections in Battalion complex of DAP. It will save the use of manpower and will help in having better coordination with the staff working in the canteen.

8) CASH CHEST, STAMP/SEAL ETC.

For the safe custody of cash, a cash chest/box will be kept in the canteen at the 'Billing Counter' having two keys, one each in possession of the HC manning the cash counter and Canteen Manager. Further, to mark the receipt of cash from individuals and their exit from the canteen, stamps/seals of SCPC, concerned Battalion of DAP will be used with appropriate engravings of 'cash' and 'exit' on the stamp/seal.

Other requirements relating to infrastructure will be subsequently assessed while analyzing the day to day functioning of the canteen and the same will be put in place promptly. The purchase of logistic items will be made from the canteen fund or other fund available for such purposes and as per the decision taken by the President of SCPC, concerned Battalion of DAP following due procedure.

10. ELECTRICITY CHARGES

Electricity charges will be paid from the canteen fund.

11. UNIFORM OF CANTEEN STAFF

There would be separate summer & winter uniform for the staff responsible for running the canteen. The pattern shall be decided by the President. The Canteen staff shall wear neat and clean uniform and shall be well groomed. The canteen uniform shall not be used for personal use.

12. CASH MANAGEMENT

The Canteen Manager assisted by one HC will be responsible for ensuring maintenance of day-to-day cash transaction record. He will ensure legible entries in a **Cash Book** of the receipts and expenditure. Any amount of more than ten thousand must not be kept in cash and the same will be deposited in a bank account as soon as possible. The daily sale cash (after closing of canteen) shall remain in the custody of the Canteen Manager/officer.

13. CUSTODY OF CASH

All money received on account of the canteen shall be deposited in an account maintained with the nearest scheduled bank or the AXIS BANK in the name of the Vice President of Canteen or Secretary of Canteen.

The Canteen cash receipt shall be deposited in the Bank on the next working day except for a sum of Rs. 10,000/- which may be kept by the Manager as imprest money for meeting emergent daily expenditure. The imprest amount and all other cash shall be kept in the cash chest.

14. POWERS OF EXPENDITURE

The President, SCPC, concerned Battalion of DAP shall have the powers to incur expenditure in connection with the upkeep of and additions to the Canteen property, provided that no single item of expenditure shall exceed Rs. 50,000/-. For amounts in excess of this sum, the sanction of the Commissioner of Police, Delhi may be obtained in advance who has full powers to utilize the funds. The President is empowered to incur day to day ordinary expenditure including consumables in connection with the running of the Canteen and also to pay tradesmen's bills.

15. MAINTENANCE OF RECORDS

It will be the responsibility of the Vice President/Secretary of the Canteen to ensure that the accounts are properly maintained in the canteen. For this purpose, the followings registers will be maintained:-

i) Stock register

Whenever purchase is made, the stores will be accounted for in the respective stock register and the page number of the stock register entered in the bill/cash memo, relating to each item.

Stock register shall show balance brought forward from the previous month and fresh receipts during the month. Daily issues and balance shall also be entered into. The entries in the stock register shall be verified by the canteen Manager/officer who will attest the bills, cash memo, and the corresponding entries in the stock register.

ii) Sale Register

All sales shall be shown in the sales register and the number of items sold shall be charged off from the stock register. The amount realized from cash sales shall be debited to the cash book by credit to the sale accounts.

iii) Ledger Account

Separate pages in the stock register shall be earmarked for each item. Similarly, account shall be maintained for the goods sold and entries made according to sale/purchase.

iv) Cash Book

All receipts and payments of amounts shall be immediately entered in the Cash Book which will be closed at the end of each day and the balances verified with the cash in hand, by the Manager.

v) Checking of Accounts

The accounts of the canteen shall be checked by an ACP, to be nominated by the President. He will furnish a monthly certificate in the cash book with words "Checked and found correct". Similarly, a certificate shall invariably be provided in other registers also. During checking, if anything is found incorrect, the erring canteen functionary will be held responsible.

vi) Monthly Closing of Accounts

The accounts shall be closed on the last working day of each month and the statement of Assets/Liabilities and income/expenditure as at 'Annexure- A' shall be prepared.

vii) Canteen Property Register

The canteen properties, such as weighing machine, computer, furniture etc. as and when purchased from canteen funds, shall be taken on stock in the stock register as well as on ledger account. The entries in the stock register shall be verified by the canteen manager who will attest the bill/cash memo. and the corresponding entries in the stock register.

viii) The empty bags

Such articles/goods available in the canteen will be entered in the stock register at the end of every month. These articles will be auctioned /sold by the Canteen Committee and sale proceeds credited to the canteen account.

16. BROKEN ARTICLES

All condemned and broken articles will be examined by the Managing Committee, which will prepare a committee report and take appropriate order from the President. Similarly, the committee will also assess the wastage/damage in various items every month and decide the quantum of wastage to be allowed.

The canteen in-charge shall collect all empty bags, cartons and other waste material for proper disposal to junk dealer and the amount so received should be accounted for.

17. SUPERVISION

An Inspector will be nominated for supervising the functioning of canteen, who will visit the canteen daily. The Vice President and Secretary will pay visit to the canteen, by surprise once a week. The president will also visit the canteen at least once in a month. These officers will record their observations on the Inspection Register on each and every occasion of their visits.

18. SUGGESTION BOOK

The canteen in-charge will maintain a complaint-cum-suggestion book in the canteen and make it available at all times for use by the beneficiaries. Whenever any beneficiary records any note in this register, it will be put-up before the President for necessary follow-up before the President for necessary follow-up action. Any complaint regarding not handing over the suggestion book to the beneficiaries should be considered promptly by the supervisory officer of the canteen who would take suitable action against the canteen in-charge.

19. MAINTENANCE OF ACCOUNT

1.) Receipt Books

Receipt books in printed form bearing book Nos. and Sl. Nos. shall be used for acknowledgement of receipt of any amount relating to the canteen. The Canteen Clerk shall issue receipts for amounts paid by an individual to the canteen on any account. Blank receipt books shall be kept in the custody of Canteen Manager, who shall issue two books at a time after the previous ones have been filled. No Kachcha receipt will be issued.

2.) Cash Books

Cash Book shall be maintained in PPR form No. 10.52 (A). It shall be maintained and balance worked out on day-to-day basis. This shall be checked by the Canteen Manager. He shall initial the balance in token of his having checked the same.

3.) Payment of Bills

All bills for the supplies received on credit shall be entered in a Bill Register in the following terms: -

S.No.	Date	Name of Commodity/ies	Name of the Supplier	Bill No. With Date	Quantity Received	Amount
1	2	3	4	5	6	7

No. & Date of Cheque issued	Signature of Cheque issuing officer
8	9

All payment of bills for stores purchased on credit shall be made through cheque. The bill register shall be closed monthly and a list of the outstanding bills prepared.

20. AUDIT OF ACCOUNTS

- a) A system of annual audit of accounts will be followed through F.A Branch/PHQ, Delhi.
- b) Similarly quarter audit of account will be carried out by Accountant of the DAP Bn. under the supervision of one G.O. other than the Secretary of the Canteen.

Audit objections will be rectified expeditiously and compliance be shown in the next Audit and also to the Canteen Committee.

21. MONTHLY STATEMENT:- The Central Police Canteen will maintain a monthly statement for the following: -

- i) Value of stock in hand on the last working day of the month
- ii) Sale proceeds of the month (Total a & b).
- iii) Value of previous stock in hand on the last working day of the month

iv) Stock purchased during the month (Total c & d).

22. SAFETY & SECURITY

The canteen and its store room will have items worth lakh of rupees. Chances of theft of items can not be ruled out. Hence, in order to ensure the safety of valuable items like computers, CCTV cameras etc. apart from other items kept for sale armed / unarmed guard will be deployed by RI/ concerned Battalion of DAP round the clock.


Daily briefing of the staff deployed for 'Guard Duty' will be done by the canteen In-charge/officer/Manager who will also write his remarks every day at 8 AM and 8 PM, about the briefing in the checking register kept/ maintained for the police personnel deployed on Guard duty and also about the soundness of security or any lapses in security or any incident of theft or mischief. He will immediately bring to the notice of the President and Vice-President, any occurrence or any incident of criminal nature and after submitting a written report, he will further proceed for appropriate legal action as per the direction of the President or Vice-President of SCPC, concerned Battalion of DAP.

23. DIRECTIONS/CIRCULARS

In order to further streamline and improve the overall working of SCPC, concerned Battalion of DAP and to ensure maximum benefit to the police personnel, directions/circulars will be issued by the President or Vice-President of SCPC, concerned Battalion of DAP as and when required or after making appropriate assessment in the monthly meetings.

24. SUPPRESSION CLAUSE

This supersedes SO No. 416 previously issued vide No. 101-250/RB/PHQ, dated 09.01.2013.


13/6/2014
(BHIM SAIN BASSI)
COMMISSIONER OF POLICE
DELHI.

O.B.No.12 /2014

No. ~~288-32~~ /RB/PHQ, dated Delhi, the 13/6 /2014.

Copy to: -

- i) All SPI.CsP, Delhi including MD/DPHC, Delhi.
- ii) All Jt. CsP., Delhi.
- iii) All Addl. CsP. Distts. & Unit Delhi including Principal /PTC.
- iv) All DCsP Distts. & Units, Delhi including FRRO, IGI & Spl. Cell, Delhi.
- v) Addl. DCP/I.T.Centre with the direction to upload the SO in Intra DP net.
- vi) SO to CP, LA to CP & FA to CP, Delhi.
- vii) DCP/Legal Cell/ PHQ, Delhi.
- viii) All ACsP/Sub-Divisions.
- ix) All Inspector/PHQ, including Reader to CP, Delhi.
- x) I/C Library, PHQ, with 5 spare copies.
- xi) HAR/PHQ with 10 spare copies.