

No.27011/18/2006-R&W
Government of India
Ministry of Home Affairs
(Resettlement & Welfare Directorate)

North Block, New Delhi,
Dated, the 18th September 2006

OFFICE MEMORANDUM

Subject: CENTRAL POLICE FORCES CANTEEN SYSTEM (CPFCS):

The undersigned is directed to inform you that the Competent Authority has concurred to the proposal of setting up the Central Police Forces Canteen System (CPFCS). In accordance with the suggestion made by the Central Police Forces, the CPF Canteen System will function on the following terms and conditions:-

2. Objectives of the CPF Canteen System (CPFCS):-

2.1 The objective of the CPF Canteen System is to provide consumer goods of wide range and variety to the force personnel including Ex-members of the CPF personnel and their families at desirable locations, at least possible rates without compromising the quality and through a system which can generate maximum synergetic advantage by making best use of competitive market mechanisms and having an open collaborative approach on source generation/sharing.

3. CPFCS Central Administrative Committee: (CAC)

3.1 Central Administrative Committee (CAC) will be constituted and function as under:-

3.2 Structural Aspects:

- a) CPFCS would basically evolve as a Department under Ministry of Home Affairs.
- b) There will be 7 members for CAC including Chairman and FA as per designation indicated below:-

Chairman	ADG of CPFs on rotation basis
5 Members	IG (Adm/HQr) of CPFs
Finance Member	FA will also from the same force of Chairman.

- c) Chairman and Members of the CAC will be approved by the MHA on the recommendation of DG of CPFs concern.
- d) FA will be from the same for from which the ADG has been nominated to chair the CAC.
- e) Remaining 5 members i.e. IG as nominated by the DG would be from the other CPFs.
- f) The term of CAC would be 2 years.

- g) Chairman of CAC will appoint one DIG/ADIG as Secretary or Chief Executive Officer (CEO) (General Manager of CPFCS) who would look after the routine canteen related work.
- h) First Central Administrative Committee (CAC) under the Chairmanship of ADG BSF consisting of 7 members will be constituted as under:-

1	Chairman	ADG BSF	DsG of forces concerned may kindly intimate the name of officer for issue of orders of CAC by MHA.
2	Member	IG Assam Rifles	
3	Member	IG CRPF	
4	Member	IG CISF	
5	Member	IG ITBP	
6	Member	IG SSB	
7	Member	FA BSF	

- i) The CAC will also ensure that;
- i) Detailed guidelines to run the CPF Canteen System smoothly upto Bn/unit level in consultation with all CPFs and circulated to all concerned under intimation to this Ministry which included system of CPF Canteen, Geographical set up of Regional depot, supply system etc. etc.
- ii) Ensure about maintenance of accounts by CEO and provision to conduct annual audit of accounts maintained by the CEO i.e. CAC Secretary's office/Regional Depot System (RDS)/Unit Canteen System (UCS).

4. **CPFCS Purchase Committee**

4.1 Purchase Committee of CPFCS will function under the administrative control of Central Administrative Committee (CAC).

4.2 **Structural Aspects:**

- a) Terms of this committee would be coterminous with CAC and for two years on rotation basis.
- b) The Purchase Committee will be consisting of 7 members as under:-

Chairman	IG of CPFs on rotation basis
5 Members	DIG of remaining CPFs
Co-opt Member	From Marketing/Finance expert. (will be Nominated by CAC)

- c) The Presiding Officer of the Purchase Committee and Chairman of CAC will not be from the same force.
- d) Presiding Officer of the Purchase Committee will be IG from notified CPF.
- e) Remaining 5 members in the rank of DIG and one co-opted member from marketing/finance may be nominated by the CAC under intimation to this Ministry.
- f) First Purchase Committee would be as under:-

1	Chairman	IG ITBP	DsG of forces concerned
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2	Member	DIG Assam Rifles	may kindly intimate the name of officer for issue of orders of committee by MHA.
3	Member	DIG BSF	
4	Member	DIG CRPF	
5	Member	DIG CISF	
6	Member	DIG SSB	
7	Co-opt Member	Expert from the field of finance/marketing	

4.3 **Purchase Committee CPFCS under the supervision of CAC will be responsible:-**

- i) Low operational costs.
- ii) Take advantage of market competition and existing networks.
- iii) Build network between manufactures and distributors to finalize rate contract, supply of consumer goods at depot/ BN level.
- iv) Activate regional network agents/depots to supply qualify products at the agreed rates.
- v) Act as a regional stockiest also. Provide update on latest trends in the market.
- vi) Develop a system controlled by competitive forces on health lines.
- vii) Ensure that purchase will be made at cheaper rate only after due negotiation with the manufactures/companies. Terms and conditions should be clear for each and every purchase.
- viii) Ensure that sub standard products and dead stock should be returned to the manufacturer at their cost.

5. **MONITORING AGENCY**

The Central Administrative Committee (CAC) will also work as the monitoring agency over the Purchase Committee and define instruction/guidelines for monitoring and auditing the Central Office/Regional Depot System (RDS)/Unit Canteen System (UCS) from time to time through various measures.

6. **CPFCS Central Office**

- 6.1 A fully dedicated Central Office of CPFCS consisting following staff will be provided by all the CPFs on attachment basis till the time canteen becomes self-sustained.

CPF CS Designation	Number of post	CPF Designation
CEO General Manager	01	ADIG/DIG
Dy. General Manager	01	Commandant
Office Manager	02	Dy. Commandant
Field Manager	02	Asstt. Comdt.
Secretarial Staff (Min)	11	Insp (M)/SI(M)/ASI (M)
Runner/Helper/Driver	11	Constable (GD)/Dvr

- a) Staff will be attached from the all CPFs as per details given below initially for a period of 3 years, may be extendable for another one year on need basis of CAC.

- b) All CPFs will ensure that staff indicated below may be relieved immediately for report to CEO General Manager CPFCS for attachment (Temporary Duty) with CPFCS of CPFs.

RANK	AR	BSF	CRPF	CISF	ITBP	SSB	TOTAL
ADIGP/DIG	-	-	1	-	-	-	1
Comdt	-	1	-	-	-	-	1
Dy.Comdt	1	-	1	-	-	-	2
Asstt Comdt.	-	-	-	1	1	-	2
Insp/M	-	1	-	1	-	-	2
SI/M	-	1	1	-	1	1	4
ASI (M)	1	-	1	1	-	-	3
Ct/GD	1	1	1	1	1	1	6
Driver	-	1	1	1	1	1	5
Total	3	5	6	5	4	3	26

6.2 Central Office CPFCS under the supervision of CAC will be responsible:-

- a) Chairman of CAC will be the head of the office of Central Office CPFCS.
- b) Central Office will function as Secretarial Office to CAC and Purchase Committee.
- c) Make all necessary arrangement for organizing meeting of CAC and Purchase Committee.
- d) Provide and keep all data/record required to CAC/Purchase Committee from time to time.
- e) Collect Demand from the Forces of all consumer goods and provide to Purchase Committee.
- f) Payment will be made centrally direct to the manufacturer through their regional centre or as per the terms and conditions fixed by the Purchase Committee with the approval of CAC.
- g) A joint meeting of CAC and Purchase Committee will be organized on every quarter.
- h) Minutes of the each and every meeting must be forwarded to all concern as well as MHA.
- i) All codal formalities may be complied with Government Purchase of office equipments and other infrastructure required for Central Office CPFCS as per provisions made in the GFR.

7. Implementation Schedule & Regional Depot

- 7.1 To enjoy the bargaining power of 7½ lakhs CPFs personnel from the manufacturer, CAC may deliberate to start canteen in one go in all over country with the support of network of concern manufacturer if possible.
- 7.2 Regional Depot to be made functional on the recommendation of CAC in the remote areas, where the possibilities of distributors are not exist and will function under the supervision of Central Office of CPFCS.

7.3 It is decided that initially scheme purports to use the regional/local depot of the distributors/marketing network of the manufacturers or the supply channels used by them including the facility of FOR destination. If considered necessary 2-3 depot may be established as per requirement, which may be decided by the CAC at his own level.

8. Provision of Fund

8.1 An amount of Rs.1 crore will be made available to CAC from GIA a corpus to start canteen system. This amount may be used by the CAC for purchase purpose as and when need arises & to establish the CPFCS Central Office.

8.2 Funds to run Units/BNs canteen may be made available by the concerned forces from their welfare fund/regimental fund, as interest free advance, for purchase purpose as per their requirement, which will be refunded back from the profit of the canteen with in a maximum period of 5 to 10 years.

8.3 Each unit should be provided a sum of Rs.10 lakhs, so that cycle of purchase can be set in motion.

9. Profit/Margin of Canteens

Profit margin at Central and unit canteen level may be fixed by CAC with approval of MHA.

10. Infrastructure

For regional depot infrastructure and staff including Telephone, Fax, Internet etc would be provided by the concerned CPF in whose location the Depot is functioning. However, once the Canteen becomes self-sustaining building and manpower would be taken care of by the CPF Canteen System itself.

**Sd/- 18/09/2006
(A.K. Yadav)
Director (Police)**

1. Director General Assam Rifles
2. Director General BSF
3. Director General CRPF
4. Director General CISF
5. Director General ITBP
6. Director General SSB
7. Director General NSG