



Government of India
(Ministry of Defence)
Office of the Controller of Defence Accounts
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हर एक काम देश के नाम / Har Ek Kaam Desh Ke Naam

No. AN/III/1045/Gen

Dated : .08.2020.

To

The Dy. CDA I/c
PAO (ORs) EME
Secunderabad-21

The ACDA I/c
PAO (ORs) AOC
Trimulgherry
Secunderabad-15

The ACDA I/c
Area Accounts Office (Army)
CE(Navy) Compound, Station Road
Visakhapatnam 530 004

Sub: Healthy, hygienic and safe food items and practices in Non-statutory departmental canteens functioning in Central Government offices-regarding.

Please find enclosed a copy of Ministry of Personnel PG & Pensions, Department of Personnel & Training OM File No. 6/2/2018-Dir(C), dated 04.12.2019, on the above subject, received vide HQrs Office letter No. AN/Coord/3012/Circular/Vol.IX, dated 19.08.2020 is forwarded herewith for information and strict compliance.

GO (AN) has seen.

(G. Gangadhara Kumar)
Sr. Accounts Officer (AN-III)

Copy to:

IT Section. - With the request for uploading in CDA, Sec'bad website.
(Local)

(G. Gangadhara Kumar)
Sr. Accounts Officer (AN-III)

401 AN/3020
21/8/2020



रक्षा लेखा महानियंत्रक,
उलान बटार रोड़, पालम, दिल्ली छावनी-110010
Controller General of Defence Accounts,
Ulan Batar Road, Palam, Delhi Cantt.- 110010



Phone: 011-25665703 Fax: 011-25674806, 25674821

No. AN Coord/3012/Circular/Vol. IX dated 19.08.2020

To,

All PCsDA/ PCsA (Fys.)/ PIFAs,
CsDA/ CsFA (Fys.)/ IFAs/ RTCs.
(through CGDA website).

Subject: Healthy, hygienic and safe food items and practices in Non-statutory departmental canteens functioning in Central Government offices-regarding.

Please find enclosed a copy of Ministry of Personnel PG & Pensions, Department of Personnel & Training's OM File No. 6/2/2018-Dir(C) dated 04.12.2019 on the subject matter for information and to ensure compliance of the regulations in the departmental canteens under your administrative control.

(Rajeev Ranjan Kumar)
Dy. CGDA (AN)

Enclosures:

1. Schedule-IV of Food safety and standards Regulations, 2011.
2. Inspection checklist for catering business.
3. Good practices that can be adopted to ensure healthy eating in canteens.

Copy to:

1. IT&S Wing, Local With a request to upload on CGDA's website.
2. O i/c, AN-V, Local For information and compliance.

(Rajeev Ranjan Kumar)
Dy. CGDA (AN)

Go/Ans
- for compliance
- no may review
2nd wk of Sept.
M
21/8

AM

File No. 6/2/2018-Dir(C)
Government of India
Ministry of Personnel PG & Pensions
Department of Personnel & Training

Lok Nayak Bhawan, Khan Market
New Delhi, dated 04 December, 2019

OFFICE MEMORANDUM

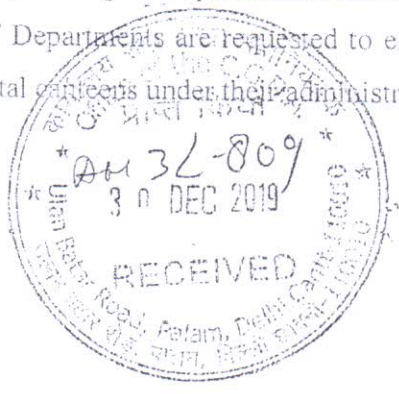
Subject :- Healthy, hygienic and safe food items and practices in Non-statutory departmental canteens functioning in Central Government Offices- reg.

The undersigned is directed to refer to Food Safety and Standards Authority of India's (FSSAI) communication dated 05.11.2019 on the above subject under 'Eat Right India', a people's movement or 'Jan Andolan' to change ^{the} way people in India eat.

2. In this regard, FSSAI has suggested certain hygienic and sanitary practices for departmental canteens functioning under various Central Government Offices, which includes :-

- i) 'General Requirements on Hygienic and Sanitary Practices' specified under Schedule IV of Food Safety and Standards (Licensing and Registration of Food Businesses) Regulations, 2011;
- ii) 'Specific Hygienic and Sanitary Practices to be followed by Food Business Operators engaged in catering/ food service establishments' specified under Part V of Food Safety and Standards (Licensing and Registration of Food Businesses) Regulations, 2011;
- iii) Inspection checklist for catering businesses (copy enclosed);
- iv) Good Practices that can be adopted to ensure healthy eating in canteens (copy enclosed);

3. These regulations are available on FSSAI's Official website www.fssai.gov.in/upload/uploadfiles/files/Compendium_Licensing_Regulations.pdf. All the Ministries/ Departments are requested to ensure compliance of the above regulations in the departmental canteens under their administrative control.



Kulbushan Malhotra
(Kulbushan Malhotra)
Under Secretary to the Government of India.
Tel No.-011-24646961

CATERING

Date		FBO Name	
Food Safety Officer		FBO's representative	
FBO License No.		Address	

Indicate the following – Compliance (C), Noncompliance (NC), Partial Compliance (PC) or Not Applicable(NA)

S. No.	Audit Question	Scoring	
1	Food establishment has an updated FSSAI license and is displayed at a prominent location.	2	
I.	Design & facilities		
2	The design of food premises provides adequate working space; permit maintenance & cleaning to prevent the entry of dirt, dust & pests.	2	
3	The internal structure & fittings are made of non-toxic and impermeable material.	2	
4	Walls, ceilings & doors are free from flaking paint or plaster, condensation & shedding particles.	2	
5	Floors are non-absorbent, non-slippery & sloped appropriately.	2	
6	Windows are kept closed & fitted with insect proof screen when opening to external environment.	2	
7	Doors are smooth and non-absorbent. Suitable precautions have been taken prevent entry of pests.	2	
8*	<i>Potable water (meeting standards of IS:10500 & tested semi-annually with records maintained thereof) is used as product ingredient or in contact with food or food contact surface.</i>	4	
9	Equipment and containers are made of non-toxic, impervious, non-corrosive material which is easy to clean & disinfect.	2	
10	Adequate facilities for heating, cooling, refrigeration and freezing food & facilitate monitoring of temperature.	2	
11	Premise has sufficient lighting. Lighting fixtures are protected to prevent contamination on breakage.	2	
12	Adequate ventilation is provided within the premises.	2	
13	An adequate storage facility for food, packaging materials, chemicals, personnel items etc is available.	2	
14	Personnel hygiene facilities are available including adequate number of hand washing facilities, toilets, change rooms for employees.	2	
15	Food material is tested either through internal laboratory or through an accredited lab. Check for records.	2	
II.	Control of operation		
16	Incoming material is procured as per internally laid down specification from approved vendors. Check for records (like certificate of analysis, Form E, specifications, name and address of the supplier, batch no., mfg., use by/expiry date, quantity procured etc.)	2	
17	Raw materials are inspected at the time of receiving for food safety hazards. (Farm produce like vegetables, fruits, eggs etc. must be checked for spoilage and accepted only in good condition)	2	

- 5 -

75

CATERING

18	Incoming material, semi or final products are stored according to their temperature requirement in a hygienic environment to avoid deterioration and protect from contamination. FIFO & FEFO is practised. (Foods of animal origin are stored at a temperature less than or equal to 4°C)	2	
19	All raw materials is cleaned thoroughly before food preparation.	2	
20	Proper segregation of raw, cooked; vegetarian and non-vegetarian food is done.	2	
21	All the equipment is adequately sanitized before and after food preparation.	2	
22*	Frozen food is thawed hygienically. No thawed food is stored for later use. (Meat, Fish and poultry is thawed in refrigerator at 5 °C or below or in microwave. Shellfish/seafood is thawed in cold potable running water at 15 °C or below within 90 minutes.	4	
23*	<i>Vegetarian items are cooked to a minimum of 60°C for 10 minutes or 65°C for 2 minutes core food temperature. Non vegetarian items are cooked for a minimum of 65°C for 10 minutes or 70°C for 2 minutes or 75°C for 15 seconds core food temperature.</i>	4	
24*	Cooked food intended for refrigeration is cooled appropriately. (High risk food is cooled from 60°C to 21°C within 2 hours or less and further cooled to 5° C within two hours or less.)	4	
25	Food portioning is done in hygienic conditions. High risk food is portioned in a refrigerated area or portioned and refrigerated within 30 minutes. Large amount of food is portioned below 15 °C.	2	
26*	Hotfood intended for consumption is held at 65° Cand non-vegetarian food intended for consumption is held at 70°C. Cold foods are maintained at 5°C or below and frozen products are held at -18°C or below. (*Hot food is kept above 65°C and cold food is kept below 5°C but below 10 °C upto 42 hours for not more than two hours only once.)	4	
27*	Reheating is done appropriately and no indirect of reheating such as adding hot water or reheating under bainmaire or reheating under lamp are being used. (The core temperature of food reaches 75°C and is reheated for at least 2 minutes at this temperature.)	4	
28	Oil being used is suitable for cooking purposes is being used. Periodic verification of fat and oil by checking the color, the flavour and floated elements is being done.	2	
29*	Vehicle intended for food transportation are kept clean and maintained in good repair & are maintain required temperature. (Hot foods are held at 65° C, cold foods at 5° C and frozen item -18°C during transportation or transported within 2 hours of food preparation).	4	
30	Food and non-food products transported at same time in the same vehicle is separated adequately to avoid any risk to food.	2	
31	Cutlery, crockery used for serving and dinner accompaniments at dining service are clean and sanitized free form unhygienic matters.	2	
32	Packaging and wrapping material coming in contact with food is clean and of food grade quality.	2	
III.	Maintenance & sanitation		
33	Cleaning of equipment, food premises is done as per cleaning schedule & cleaning programme. There should be no stagnation of water in food zones.	2	
34	Preventive maintenance of equipment and machinery are carried out regularly as per the instructions of the manufacturer. Check for records.	2	
35	Measuring & monitoring devices are calibrated periodically.	2	

- 2

77

CATERING

36	Pest control program is available & pest control activities are carried out by trained and experienced personnel. Check for records.	2	
37*	<i>No signs of pest activity or infestation in premises (eggs, larvae, faeces etc.)</i>	4	
38	Drains are designed to meet expected flow loads and equipped with grease and cockroach traps to capture contaminants and pests.	2	
39	Food waste and other refuse are removed periodically from food handling areas to avoid accumulation.	2	
IV.	Personal Hygiene		
40	Annual medical examination & inoculation of food handlers against the enteric group of diseases as per recommended schedule of the vaccine is done. Check for records.	2	
41	No person suffering from a disease or illness or with open wounds or burns is involved in handling of food or materials which come in contact with food.	2	
42*	<i>Food handlers maintain personal cleanliness (clean clothes, trimmed nails & water proof bandage etc.) and personal behaviour (hand washing, no loose jewellery, no smoking, no spitting etc.)</i>	4	
43	Food handlers are equipped with suitable aprons, gloves, headgear, etc.; wherever necessary.	2	
V.	Training & records keeping		
44	Internal / External audit of the system is done periodically. Check for records.	2	
45	Food Business has an effective consumer complaints redressal mechanism.	2	
46	Food handlers have the necessary knowledge and skills & trained to handle food safely. Check for training records.	2	
47*	<i>Appropriate documentation & records are available and retained for a period of one year, whichever is more.</i>	4	

Total points/114

Asterisk mark (*) questions may significantly impact food safety & therefore must be addressed as a priority. Failure in any of the asterisk mark questions, will lead to Non-compliance

Grading -

<input type="checkbox"/>	A ⁺	100 - 114	Compliance - Exemplar
<input type="checkbox"/>	A	91 - 99	Compliance/Satisfactory
<input type="checkbox"/>	B	77 - 90	Needs Improvement
<input type="checkbox"/>	No grade	<77	Non Compliance

Para 2 (iv)

Following practises can be adopted to ensure healthy eating in canteens:

1. Include fresh, local and seasonal fruits and vegetables in the menu
2. Include traditional and regional dishes
3. Use whole grains to prepare food (cereals & pulses)
4. Include food from all food groups and ensure variety in the menu- cereals, fruits, vegetables, pulses, legumes, nuts, dairy and meat
5. Include healthy items such as yoghurt, salads, fruits, roasted/grilled/boiled food items and limit foods high in fat, sugar or salt such as fried snacks, sweetened beverages, sweets/desserts etc. in the menu. Include healthy snack options such as puffed rice, roasted nuts/foxnuts, steamed dhokla/idli and healthy beverages such as buttermilk, coconut water etc.
6. Use fortified wheat flour, rice, oil, milk and salt for cooking in kitchens
7. Use a variety of vegetable cooking oils in rotation for cooking. Avoid vanaspati and margarine for cooking
8. Avoid repeated use of cooking oil. Ideally, oil that is used for frying should be used once for cooking curries within 2 days. Oil that is darkened, gummy or has particles in it should not be reused
9. Use smaller plates, cups, serving spoons etc. to control portion size.
10. Use safe-serving materials. Avoid using polythene or newspapers to serve/pack food.
11. Ensure training of food handlers under FoSTaC
12. Display informative posters on safe & healthy eating at relevant places
13. Conduct periodic lectures or workshops with a nutritionist or dietitian