

**CHAPTER – XIV**  
**DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE STAFF**  
**(DUTIES ARE SCATTERED IN MORE THAN ONE CHAPTER; NEED TO BE ORGANISED PROPERLY)**

| Rule No | Old Rule Book                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | New Rule Book<br>( Including Correction / Addition / Deletion)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Authority | Remarks |
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| 14.01   | <b><u>GENERAL</u></b><br><p>The up-keep of a mess and the quality of the food served in it, generally reflect the efficiency of the school administration. The mess is under the administrative control of the Registrar, who is assisted by the Mess Manager and the Catering Assistant. This is an important work area because Sainik Schools are residential public school institutions and an efficient mess providing wholesome and nutritious food suitable to the palate of children for diverse walks of life is an essential service.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b><u>14.01 GENERAL</u></b><br><p>The upkeep of a mess and the quality of the food served in it, generally reflect the efficiency of the school administration. The mess is under the administrative control of the <b>Administrative Officer</b>, who is assisted by the Mess Manager and the Catering Assistant. This is an important work area because Sainik Schools are residential public school institutions and an efficient mess providing wholesome and nutritious food suitable to the palate of children for <i>segments of society</i> is an essential service.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |         |
| 14.02   | <b><u>DUTIES OF MESS MANAGER</u></b><br><p>(a) He will be in overall charge of the mess and will ensure its smooth and efficient functioning. He will take over the mess complex (together with fittings, fixtures, furniture and other equipment) on proper voucher/inventories and ensure its proper maintenance. For timely action on repairs, replacements and maintenance, he will liaise with the Quartermaster.</p> <p>(b) He will put up his requirements to the Registrar, normally allowing at least 15 days for their provisioning through the Quartermaster's section.</p> <p>(c) He will maintain a record of items received in the mess and of items issued out and consumed daily. He will also work out the messing expenditure daily and put it up to the Registrar the next day, showing full details like the quantity demanded, the quantity received, the quantity utilised and the balance held, if any. Messing account books will be submitted to the Principal for his perusal at least twice every month.</p> <p>(d) He will demand, inspect and receive all supplies as per detailed specifications given in the approved contract, reporting discrepancies noticed if any, in writing.</p> | <b><u>14.02 DUTIES OF MESS MANAGER</u></b><br><p>(a) He/ <b>She</b> will be in overall charge of the mess and will ensure its smooth and efficient functioning. He/ <b>She</b> will take over the mess complex (together with fittings, fixtures, furniture and other equipment) on proper voucher/inventories and ensure its proper maintenance. For timely action on repairs, replacements and maintenance, he/ she will liaise with the Quartermaster.</p> <p>(b) He/ <b>She</b> will put up the requirements to the Administrative Officer, normally allowing at least 15 days for their provisioning through the Quartermaster's section.</p> <p>(c) He/ <b>She</b> will maintain a record of items received in the mess and of items issued out and consumed daily. He/ <b>She</b> will also work out the messing expenditure daily and put it up to the <b>Administrative Officer</b> the next day, showing full details like the quantity demanded, quantity received, the quantity utilised and the balance held, if any. Messing account books will be submitted to the Principal for his/ <b>her</b> perusal at least twice every month.</p> <p>(d) He / <b>She</b> will demand, inspect and receive all supplies as per detailed specifications given in the approved contract, reporting discrepancies noticed if any, in writing.</p> |           |         |

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|  | <p>(e) He will act as a Secretary of the Mess Committee and assist the Registrar in preparing the weekly bill of fare.</p> <p>(f) He will train and guide the staff under his control and supervise cooking/serving of meals.</p> <p>(g) He will exercise utmost economy and check the food left over to reduce wastage to the minimum.</p> <p>(h) He will take all possible measures to avoid any case of food poisoning.</p> <p>(j) He will be responsible for cleanliness and for perfect hygienic conditions in the mess, including kitchen, bakery, dining room, pantries and the area surrounding the mess.</p> <p>(k) He will arrange special diet for sick boys, as per the prescriptions of the school Medical Officer.</p> <p>(l) He will maintain a record of attendance of mess staff and ensure that they are neatly dressed, practise clean and hygienic methods and are medically fit to carry out their duties.</p> <p>(m) He will be the recommending authority for leave to employees placed under his command.</p> <p>(n) He will distribute work judiciously and equitably to the general employees placed under his command.</p> <p>(o) He will perform any other duty that may be assigned to him by the Principal or by the Registrar.</p> | <p>(e) He/ She will ensure receipt of fresh supplies, viz, vegetables, fruit, meat, chicken, fish etc through a Board of Officers (preferably – Duty Master, QM and Mess Manager) detailed by the Administrative Officer .</p> <p>(f) Dry ration should be received on <b>weekly</b> basis from the Quartermaster Section. These stores should be neatly kept in proper container/ bags to be issued on a daily basis for preparation of food as per bill of fare.</p> <p>(g) He/ She will act as a Secretary of the Mess Committee and assist the <b>Administrative Officer</b> in preparing the weekly bill of fare.</p> <p>(h) He/ She will train and guide the staff under his control and supervise cooking/serving of meals. <b>Special care be taken for storage, cleaning, disposal of food wastes, etc.</b></p> <p>(j) He/ She will exercise utmost economy and check the food left over to reduce wastage to the minimum.</p> <p>(k) He/ She will take all possible measures to avoid any case of food poisoning.</p> <p>(l) He/ She will be responsible for cleanliness and for perfect hygienic conditions in the mess, including kitchen, bakery, dining room, pantries and the area surrounding the mess. <b>Disposal of sullage is as important as sewage disposal and thus sanitization arrangements in mess complex is important.</b></p> <p>(m) He/ She will arrange special diet for sick cadets, as per the prescriptions of the school Medical Officer / <b>Nursing Assistant.</b></p> <p>(n) He/ She will maintain a record of attendance of mess staff and ensure that they are neatly dressed, practise clean and hygienic methods and are medically fit to carry out their duties.</p> |  | <p>Receipt of fresh supplies added at Para (e)</p> <p>Collection of dry ration from QM added at Para (f)</p> |
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|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>(p) He/ <b>She</b> will be the recommending authority for leave to employees placed under his command.</p> <p>(q) He/ <b>She</b> will distribute work judiciously and equitably to the general employees placed under his command.</p> <p>(r) He / <b>She</b> will perform any other duty that may be assigned to him/ <b>her</b> by the Principal or by the <b>Administrative Officer</b>.</p> |  |                                                                                               |
| <b>14.03</b> | <p><b><u>DUTIES OF CATERING ASSISTANT</u></b></p> <p>The Catering Assistant will assist the Mess Manager in all his duties and will function as in-charge of the school mess during the absence of Mess Manager. He will be particularly responsible for the following:-</p> <p>(a) Maintenance of stock books and messing documents.</p> <p>(b) Issue of ration stores to the cooks as per the menu and the number of dining members.</p> <p>(c) Supervision of cooking and inspection of preparation before they are served.</p> <p>(d) Cleanliness and proper layout of stores and equipment in the kitchen, pantries, stores and the dining hall.</p> <p>(e) Discipline and turn-out of the mess staff.</p> <p>(f) Arranging monthly medical checkup of the staff and maintaining a record of such medical inspections.</p> <p>(g) Not allowing any unauthorized persons to eat in the mess.</p> <p>(h) Carrying out any other duties assigned to him by school authorities.</p> | <p><b>14.03 <u>DUTIES OF CATERING ASSISTANT</u></b></p> <p><b><u>DELETED</u></b></p>                                                                                                                                                                                                                                                                                                               |  | <p>Post of Catering Assistant removed and duties subsumed with the duties of Mess Manager</p> |

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| 14.04                    | <p><b><u>DIET</u></b></p> <p>A model diet chart has been prepared on the recommendation of the ICMB, keeping in view the physical requirements of boys in the age group 10 –18, which is given under rule 14.05 of this chapter. It may not be possible at certain stations and during certain parts of the year to adhere strictly to this scale because of non-availability of certain items, or higher prices, etc. However, the Principals will ensure that the diet provided to the boys is balanced nutritive and adequate for their proper physical growth. The food served in the mess should be periodically examined by the S.M.O for assessing its calorific value and its adequacy for children of different age groups.</p>                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Recommendation of Diet Chart by ICMR included |      |         |             |         |        |        |              |         |                |        |                  |        |                        |         |              |     |                         |         |       |        |                          |        |        |       |                                                                                                                                        |                    |
| 14.05                    | <p><b><u>RECOMMENDED SCALE</u></b></p> <p>The diet scale suggested per boy per day is as under:-</p> <table><tr><td><u>Ingredients</u></td><td><u>Quantity</u></td></tr><tr><td>Rice</td><td>150 gms</td></tr><tr><td>Wheat Flour</td><td>200 gms</td></tr><tr><td>Pulses</td><td>40 gms</td></tr><tr><td>Milk (cow's)</td><td>200 gms</td></tr><tr><td>Roots &amp; Tubers</td><td>50 gms</td></tr><tr><td>Other vegetables</td><td>50 gms</td></tr><tr><td>Green leafy vegetables</td><td>100 gms</td></tr><tr><td>Citrus Fruit</td><td>One</td></tr><tr><td>Meat or fish or chicken</td><td>100 gms</td></tr><tr><td>Sugar</td><td>50 gms</td></tr><tr><td>Veg oil/Hydrogenated oil</td><td>40 gms</td></tr><tr><td>Butter</td><td>20 ms</td></tr></table>                                                              | <u>Ingredients</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <u>Quantity</u>                               | Rice | 150 gms | Wheat Flour | 200 gms | Pulses | 40 gms | Milk (cow's) | 200 gms | Roots & Tubers | 50 gms | Other vegetables | 50 gms | Green leafy vegetables | 100 gms | Citrus Fruit | One | Meat or fish or chicken | 100 gms | Sugar | 50 gms | Veg oil/Hydrogenated oil | 40 gms | Butter | 20 ms | <p><b><u>RECOMMENDED SCALE</u></b></p> <p><b>14.05</b> The suggested scales per cadet will be as per the scales suggested by ICMR.</p> | Scales as per ICMR |
| <u>Ingredients</u>       | <u>Quantity</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                               |      |         |             |         |        |        |              |         |                |        |                  |        |                        |         |              |     |                         |         |       |        |                          |        |        |       |                                                                                                                                        |                    |
| Rice                     | 150 gms                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                               |      |         |             |         |        |        |              |         |                |        |                  |        |                        |         |              |     |                         |         |       |        |                          |        |        |       |                                                                                                                                        |                    |
| Wheat Flour              | 200 gms                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                               |      |         |             |         |        |        |              |         |                |        |                  |        |                        |         |              |     |                         |         |       |        |                          |        |        |       |                                                                                                                                        |                    |
| Pulses                   | 40 gms                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                               |      |         |             |         |        |        |              |         |                |        |                  |        |                        |         |              |     |                         |         |       |        |                          |        |        |       |                                                                                                                                        |                    |
| Milk (cow's)             | 200 gms                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                               |      |         |             |         |        |        |              |         |                |        |                  |        |                        |         |              |     |                         |         |       |        |                          |        |        |       |                                                                                                                                        |                    |
| Roots & Tubers           | 50 gms                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                               |      |         |             |         |        |        |              |         |                |        |                  |        |                        |         |              |     |                         |         |       |        |                          |        |        |       |                                                                                                                                        |                    |
| Other vegetables         | 50 gms                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                               |      |         |             |         |        |        |              |         |                |        |                  |        |                        |         |              |     |                         |         |       |        |                          |        |        |       |                                                                                                                                        |                    |
| Green leafy vegetables   | 100 gms                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                               |      |         |             |         |        |        |              |         |                |        |                  |        |                        |         |              |     |                         |         |       |        |                          |        |        |       |                                                                                                                                        |                    |
| Citrus Fruit             | One                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                               |      |         |             |         |        |        |              |         |                |        |                  |        |                        |         |              |     |                         |         |       |        |                          |        |        |       |                                                                                                                                        |                    |
| Meat or fish or chicken  | 100 gms                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                               |      |         |             |         |        |        |              |         |                |        |                  |        |                        |         |              |     |                         |         |       |        |                          |        |        |       |                                                                                                                                        |                    |
| Sugar                    | 50 gms                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                               |      |         |             |         |        |        |              |         |                |        |                  |        |                        |         |              |     |                         |         |       |        |                          |        |        |       |                                                                                                                                        |                    |
| Veg oil/Hydrogenated oil | 40 gms                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                               |      |         |             |         |        |        |              |         |                |        |                  |        |                        |         |              |     |                         |         |       |        |                          |        |        |       |                                                                                                                                        |                    |
| Butter                   | 20 ms                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                               |      |         |             |         |        |        |              |         |                |        |                  |        |                        |         |              |     |                         |         |       |        |                          |        |        |       |                                                                                                                                        |                    |
| 14.06                    | <p>It has also been suggested by the I.C.M.R that the quantity of cereals given may be slightly less for younger boys and little more for older boys. Moreover, vegetarians may be given cheese/or other vegetable proteins instead of mutton and eggs. Roughly calculated, 50 gms of cheese will be equal to 100 gms meat or chicken and 20 gms roasted groundnut seeds may be given instead of an egg. Quantity of cereals required for breakfast or for pudding should be found from within the wheat quota. In addition to the above, the students should be given requisite quantities of tea/coffee, salt, condiments, spices, pickles, jams, marmalade, etc. Depending upon the local conditions and eating habits, each school shall have the discretion to adopt vegetarian or non-vegetarian or mixed diet,</p> | <p><b>14.06</b> It has also been suggested by the ICMR that the quantity of cereals given may be slightly less for younger <b>cadets</b> and little more for older <b>cadets</b>. Moreover, vegetarians may be given cheese/or other vegetable proteins <b>in lieu</b> of mutton and eggs. Roughly calculated, 50 gms of cheese will be equal to 100 gms meat or chicken and 20 gms roasted groundnut seeds may be given instead of an egg. Quantity of cereals required for breakfast or for pudding should be found from within the wheat quota. In addition to the above, the students should be given requisite quantities of tea/coffee, salt, <b>condiments, spices, pickles</b>, jams, marmalade, etc. Depending upon the local conditions and eating habits, each school shall have the discretion to adopt vegetarian or non-vegetarian or mixed diet, as considered convenient and suitable to the children.</p> |                                               |      |         |             |         |        |        |              |         |                |        |                  |        |                        |         |              |     |                         |         |       |        |                          |        |        |       |                                                                                                                                        |                    |

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|              | as considered convenient and suitable to the children. Expenses on firewood/kerosene/cooking gas/coal and matchsticks will also be taken into account while working out the cost of messing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Expenses on firewood/ kerosene/ cooking gas/ coal and matchsticks will also be taken into account while working out the cost of messing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                          |
| <b>14.07</b> | <b><u>MENU</u></b><br>Taking into account the diet chart and the monetary limits, weekly menus will be prepared by the Mess Manager in consultation with the Mess Committee and put up to the Registrar. The Registrar will approve them after careful scrutiny, ensuring that both the vegetarians and the non-vegetarians have been catered for adequately. The menu signed by the Registrar and countersigned by the Principal will be prominently displayed on a notice board in the mess, preferably near the entrance to the dining hall.                                                                                                                                                                                                        | <b><u>MENU</u></b><br><b>14.07</b> Taking into account the diet chart and the monetary limits, weekly menus will be prepared by the Mess Manager in consultation with the Mess Committee and put up to the <b>Administrative Officer</b> . The Administrative Officer will approve them after careful scrutiny, ensuring that both the vegetarians and the non-vegetarians have been catered for adequately. The menu signed by the Administrative Officer and countersigned by the Principal will be prominently displayed on a notice board in the mess, preferably near the entrance to the dining hall.                                                                                                                                                                                                                       |  |                                                          |
| <b>14.08</b> | <b><u>MESS COMMITTEE</u></b><br>Every school will form a Mess Committee with representatives of students and of staff on it. The committee will meet on as required basis but at least once a month. The duties of the Mess Committee will be as under:-<br>(a) To ensure that the food served in the Mess is wholesome, balanced and meets the requirements of the boys in different age groups.<br><br>(b) To study the menu and to suggest changes, if any, considered necessary.<br><br>(c) To discuss procurement problems and to suggest alternatives that may be provided within the monetary limits without sacrificing quality, quantity or variety.<br><br>(d) To investigate complaints in the preparation or distribution of food, if any. | <b><u>MESS COMMITTEE</u></b><br><b>14.08</b> Every school will form a Mess Committee with representatives of students and of staff on it. The committee <b>under the chairmanship of Principal</b> will meet on as required basis but at least <b>once a quarter</b> . The duties of the Mess Committee will be as under:-<br>(a) To ensure that the food served in the Mess is wholesome, balanced and meets the requirements of the <b>cadets of</b> different age groups.<br><br>(b) To study the menu and to suggest changes, if any, considered necessary.<br><br>(c) To discuss procurement problems and to suggest alternatives that may be provided within the monetary limits without sacrificing quality, quantity or variety.<br><br>(d) To investigate complaints in the preparation or distribution of food, if any. |  | Principal to be the Chairman of Mess Committee specified |
| <b>14.09</b> | <b><u>PER CAPITA ALLOWANCE</u></b><br>The per capita allowance for messing is fixed by the Board of Governors from time to time. The amount to be spent on diet cannot be reduced without the sanction of the Board of Governors.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>14.09 <u>PER CAPITA ALLOWANCE</u></b><br>The per capita allowance for messing is fixed by the Chairperson LBA from time to time. The amount to be spent on diet cannot be reduced without the sanction of the Chairperson LBA.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | BoG replaced by LBA                                      |

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| <b>14.10</b> | <b>PURCHASE OF RATION ITEMS</b><br>Guiding principles for procurement of dry and fresh ration and other commodities required for the mess are given below:-<br>(a) The following sources, in the order in which they figure, will be tapped as far as possible for bulk procurement:-<br>(i) School farm, garden, piggery, dairy, poultry etc.<br>(ii) CSD Canteen.<br>(iii) Govt agencies, co-operative stores/wholesale depots.<br><br>Note:- At times the prices in the Govt sponsored stores may be higher than those prevailing in the local market. In such cases, the mess should buy its requirements from the sources that happen to be more economical, keeping in view the quality. | <b>14.10 PURCHASE OF RATION ITEMS</b><br>Guiding principles for procurement of dry and fresh ration and other commodities required for the mess are given below:-<br>(a) The following sources, in the order in which they figure, will be tapped as far as possible for bulk procurement:-<br>(i) School farm, garden, piggery, dairy, poultry etc.<br>(ii) Govt agencies, co-operative stores/wholesale depots.<br>(iii) Exercise economy of scales while procuring dry rations, condiments as well as dry vegetable varieties |  |                                                |
| <b>14.11</b> | Sainik Schools have also been permitted to buy dry ration at payment rates from the nearest services supply depots vide Govt of India, Ministry of Defence letter No.1030/Q/ST-6/7457/DO (S) dated 19 December 1977.                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>14.11</b> At times the prices in the Government sponsored stores may be higher than those prevailing in the local market. In such cases, the mess should buy its requirements from the sources that happen to be more economical, keeping in view the quality.                                                                                                                                                                                                                                                                |  | Purchase of Dry Ration from local market added |
| <b>14.12</b> | The products of the school farm, vegetable garden, dairy, piggery, poultry, etc should be sold to the Mess at contract rates or the lowest wholesale rates prevailing in the local market at that time. The sale procedures should be debited/credited by book adjustments under appropriate sub heads of accounts.                                                                                                                                                                                                                                                                                                                                                                            | <b>14.12</b> The products of the school farm, vegetable garden, dairy, piggery, poultry, etc should be sold to the Mess at contract rates or the lowest wholesale rates prevailing in the local market at that time. The sale procedures should be debited/ credited by book adjustments under appropriate sub heads of accounts.                                                                                                                                                                                                |  |                                                |
| <b>14.13</b> | Wheat, rice, sugar, maida, tea, steam coke, pulses and other partly controlled items, shall, as far as possible be purchased from the services supply depots or from State Govts and District supplies officers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>14.13</b> Wheat, rice, sugar, maida, tea, steam coke, pulses and other partly controlled items, shall, as far as possible be purchased from the services supply depots or from State Govts, <i>State Govt undertakings/ agencies</i> and District supplies officers.                                                                                                                                                                                                                                                          |  | Purchase of goods from Govt agencies           |
| <b>14.14</b> | . All stores and commodities purchased should be taken on ledger charge and properly accounted for by the Quartermaster and thereafter by the Mess Manager.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>14.14</b> All stores and commodities purchased should be taken on ledger charge and properly accounted for by the Quartermaster and thereafter by the Mess Manager.                                                                                                                                                                                                                                                                                                                                                           |  |                                                |
| <b>14.15</b> | It is necessary to keep adequate 'reserve stocks' of dry ration. However, over provisioning, particularly of perishable items, should be carefully avoided to eliminate loss by damage or deterioration in its nutritive value.                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>14.15</b> It is necessary to keep adequate 'reserve stocks' of dry ration. However, over provisioning, particularly of perishable items, should be carefully avoided to eliminate loss by damage or deterioration in its nutritive value.                                                                                                                                                                                                                                                                                     |  |                                                |

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| 14.16 | <p><b><u>RESSPONSIBILITY OF THE REGISTRAR TOWARDS THE MESS</u></b></p> <p>Although the mess manager is directly responsible for efficiently running the Mess, the overall responsibility is that of the Registrar. His duties, therefore, would include :-</p> <p>(a) To ensure that messing expenditure remains within the budget allotted.</p> <p>(b) To approve fresh and dry ration demands put up by the Mess Manager.</p> <p>(c) To ensure that the fresh and dry rations supplied by the contractors are at least of specified quality. He will carry out a surprise check of the ration supplied at least twice a week.</p> <p>(d) To inspect the mess at least twice a week to ensure a very high standard of cleanliness, to check on the arrangements for cooking, to ensure that the quality of preparations is good and to see that service during the meals is prompt.</p> <p>(e) To inspect the mess stores at least once a fortnight.</p> <p>(f) To ensure that the S.M.O. carries out the sanitary rounds of the mess at least once a week and that his recommendations are submitted to the Principal for his information and orders.</p> <p>(g) To ensure that the mess staff are properly turned out and that all those handling food at various stages of preparation or service are medically fit.</p> <p>(h) To ensure that the mess staff are aware of their duties and responsibilities.</p> <p>(j) To preside over the Mess Committee Meetings and to sign the weekly menus.</p> <p>(k) To ensure that in the beginning of summer and winter vacations, a 100% physical check of mess stores is carried out for writing off the breakages and for regularisation of minor losses.</p> |  |  | <p>Rule 14.16 shifted to 12.11 (Duties of Adm Officer)</p> |
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