

**RULES
&
REGULATIONS
OF
MEGHALAYA POLICE
CENTRAL POLICE CANTEEN**

10TH MAY 2012.

LIST OF THE MEGHALAYA POLICE CANTEEN

UNIT/DISTRICT	Location of Canteen	To cater to	
East Khasi Hills, Reserve	EKH Units Reserved	1) SB 2. CID 3. ACB 3). PHQ 4). Infil 5) SCRB 6).F & ES 7). FSL and 8) EKH DEF personnel	1. Ministerial Staffs 2. Followers
Police Training School, Mawroh.	Mawroh	1) PTS personnel 2) RCs 3) MPRO Staff	1. Ministerial Staffs 2. Followers
1 st MLP Bn	Mawiong	1) 1 st MLP Bn. 2) 6 th MLP Bn	1. Ministerial Staffs 2. Followers
2 nd MLP Bn	Goeragre	2 nd MLP BN personnel	1. Ministerial Staffs 2. Followers
West Garo Hills District	Tura	DEF personnel, Ministerial staff, F & ES, DSB/ Infil	1. Ministerial Staffs 2. Followers
5 th MLP Bn	Samgong	5 th Bn. personnel /EGH DEF personnel/ DSB/ F & ES/ Infil.	1. Ministerial Staffs 2. Followers
Jaintia Hills District	Jowai	DEF personnel/ DSB/F & ES/ 3 rd MLP Bn/ Infil.	1. Ministerial Staffs 2. Followers
South Garo Hills District	Baghmara	DEF personnel / F & ES/ DSB/ Infil	1. Ministerial Staffs 2. Followers
4 th MLP Bn	Sohpian	DEF personnel / DSB/ F & ES/Bn personnel/ Infil	1. Ministerial Staffs 2. Followers
Ri Bhoi District	Nongpoh	DEF personnel/DSB / F & ES personnel/ Infil	1. Ministerial Staffs 2. Followers

CENTRAL POLICE CANTEEN

**OFFICE OF THE DIRECTOR GENERAL OF POLICE,
MEGHALAYA **** SHILLONG**

INTRODUCTION

As a measure of Welfare, under Central Police Canteen (CPC) the Canteen Stores Department (CSD) based on the pattern of the Central Armed Police Forces (CAFS) are being extended through the system of Master Canteens to the serving and retired personnel and ministerial staff of the Meghalaya Police Department. The purpose behind extending such facility is to provide a wide range of popular and quality Consumer products with price advantage.

The setting up of such canteen facility is subject to availability of sufficient space for such Canteen, Stores, Man power and other logistics required to run the Canteens, all of which will have to be contributed by the State Police unit.

In respect of Meghalaya Police, the Master Canteen is the Frontier Hqrs, BSF Canteen, Mawpat, Shillong. The responsibility of the Master canteen is to procure and distribute items for Subsidiary Canteens. Around 215 Firms/ Companies associated with the Central Police Canteen by way of registration of their branded products at discounted prices that includes items like Grocery. Stationery, Home Appliances, Garments, Electronics, Two and Four Wheelers, etc.

The following Rules are framed for the smooth running of the Canteens.

1. GENERAL

- 1.1 The canteen is a part of Police Welfare and it should be run with the private fund of the units and districts. No Government fund will be used for running the canteen.
- 1.2 No goods will be sold on credit to any one.
- 1.3 Goods will be sold in cash. The facility of credit/debit card will be introduced in due course.
- 1.4 Central Police Canteen will not be outsourced to any Private Party or contractor and it should be run by Unit/ District concern.

2 MEMBERSHIP/ EMPLOYEES CATEGORY WISE

2.1 Canteen Smart Card will be issued to each member of the force and ministerial staff and the following limits have been prescribed for purchase of good per month:

Rank	Monthly Entitlement PER MONTH	The smart card ceilings in purchase of luxury items PER ANNUM
Officers of and above Dy.SP/Superintendent/ Registrar or equivalent rank	Rs 7500/-	Rs 85000/-
Inspector/ Sub Inspector/ UDA/ or equivalent ranks	Rs 6000/-	Rs 56000/-
Cons/LNK/NK/Hav/LDA and equivalent ranks	Rs 4500/-	Rs 45000/-
Followers/Peons/Swpr and equivalent ranks	Rs 2500/-	Rs 30000/-

2.2 MHA's Letter to Meghalaya Police Department indicates that the Smart Card System is under process and will be intimated shortly. After introduction of the Smart Card, each Police staffs will be provided with a Card for which the transaction for buying of articles will be made through Smart Card and for procurement of software for the Canteen the approximate costs will be ₹.17,000/- per computer and for individual smart card the fees will be ₹. 130/- (subject to final contract agreement from MHA on Smart Card).

3 CANTEEN COMMITTEE IN DISTRICTS/ UNITS

3.1 The Police Welfare Canteen in its every aspect will be run by a Canteen Committee which is hereby constituted asunder. The Canteen of each Unit shall have the following composition of the Welfare Canteen Committee:

- i) CO/SP--- Chairman.
- ii) Addl. SP/ Deputy Commandant- member
- iii) Adjutant/DySP (Hqrs)- member Secy
- iv) Inspector/ Subedar Major - member
- v) Officer in charge, Police Welfare canteen - member.

3.2 The Committee shall conduct the following business:

- i. Select officer In-charge for the Canteen. The Officer in charge of the canteen should have good integrity.
- ii. Give clear cut responsibility of the canteen to the officer i/c of the canteen. The entrustment of responsibility and liabilities as I/C canteen should be very clearly laid down at the time of passing order of the officer in charge of the canteen.
- iii. The rank of the officer in charge of the canteen may be **GO or non-GO but not of S.I/Hav rank.**
- iv. Have monthly meeting to review the functioning of the canteen
- v. Take stock of the sale proceeds of the previous month.
- vi. Ensure that the Canteen in - Charge will have a tenure of one year and at the expiry of the period, another officer should be appointed in charge of canteen.
- vii. Prepare a panel of officers who will be in charge of the canteen in succession.
- viii. Ensure that the officer in charge of the canteen takes over the charge of the canteen, its assets and properties, goods and materials as per the handing over and taking over challan which should be duly countersigned by the Gazetted officer in charge of the canteen.
- ix. Recommend disciplinary or criminal action in case defalcation is noted in case of canteen I/C or any staff.
- x. Frame rules for running the Canteen keeping in tact these standard operating procedures.
- xi. Detail only GO or Inspector for the collection of goods from the Master Canteen.
- xii. Cause internal audit of the functioning, accounts and business transacted by the canteen.

3.3 Duties of officer in charge, Police Welfare canteen:

- i. Place indent of demand of good and supplies to the AIG I/C Canteen in the PHQ through latest by the 26th day of the month and in case the day falls on holiday, the next working day.

- ii. He will be responsible for placing of Orders, receiving the articles from the Master Canteen. Records of receipts should be maintained.
- iii. Take accounts of the overall stock position in the last 3 remaining days of the month to assess stock position and work out requirement of the next month;
- iv. Take account of the debit/ credit position of the Canteen and place it before the Canteen Committee.
- v. If any anomaly is detected in goods, materials and the fund of the canteen, the officer appointed to take over the charge of the canteen should not open a new cash book or the register of goods, but he should take over on as is where is basis and it will be the responsibility of the canteen Committee to sort out the issue and recommend appropriate action against the defaulting i/c canteen.
- vi. He will not lend money or issue goods on credit.

4 CHARGES OVER THE PRICE LIST

- 4.1 Over and above the approved Price Lists of CPC, MHA, there will be an extra charge including VAT @ 5%, CST @ 2 % and Master Canteen BSF @ 2 % (1% for the Welfare of CPC (WARB) at New Delhi and 1% for benefit of the Master Canteen which is duly approved by R & W Deptt. MHA). And 3.50 % is fixed by the DGP for the benefit of the District Welfare. (List of the companies/firm is mentioned at Annexure - I).
- 4.2 Working on the basis of the cost price including (VAT + CST + BSF Profit) District/ Unit Canteen should prepare the order list (Provided from PHQ Shg) according to their demand and the same should be sent to PHQ on every 26th day of the month for the following month.

- 4.3 Welfare Canteen will send demand for goods and their total costs inclusive of all taxes to the AIGP (R) by 26th day of the month and if that day is a closed holiday, then on the following working day.
- 4.4 On receiving the demand, PHQ Headquarter will prepare consolidated demand order and send it the Master Canteen, BSF immediately to enable the Master Canteen BSF to make supply of goods in the 1st week of every month.

5 SHARE OF PROFIT OF CANTEEN FOR CENTRAL POLICE CANTEEN

- 5.1 0.5 % (point five percent)of the total profits , after deductions of charges, of the Welfare of District/Unit will be deducted and sent to the AIG (R) by demand draft payable at Shillong or ECS or cheque .The amount so accrued will be deposited in the Central Police Welfare Accounts.
- 5.2 It is to be noted that after receiving the supply order from PHQ, the Master Canteen will take a minimum 5 days in respect of the Companies which are based at Guwahati, Assam, to fulfil the demand of goods to enable the representative of respective District/Unit canteen to collect them from the Master Canteen, BSF.

6 CASH HANDLING AND MAINTENANCE

- 6.1 A cash book will be maintained in **Assam Schedule II, Form No. 48.**
- 6.2 Quarterly statement of the cash transactions should be submitted to the SP /CO through the canteen Committee.
- 6.3 Cash should be kept under the joint custody of the Gazetted officer in charge and the officer in charge of the canteen. The keys of the safe should also be jointly kept with both these officers.
- 6.4 Daily sale should be accounted for and proper accounts of the cash collection over the day should be maintained.

7 BANKING TRANSACTION

- 7.1 An SB Accounts should be opened by the designation of the Asst Inspector General of Police (Reorganization) exclusively for the Central Police Canteen (CPC). The accounts should be used for transacting all money connected with the CPC.
- 7.2 Each unit running the welfare canteen will open an SB Accounts in the local State bank of India with internet banking facility. It is expedient for the unit heads to operate the accounts only for the purpose of CPC and avoid intermingling of other accounts.
- 7.3 While placing the supply order, the Chairman of the canteen Committee should send the total Cost Price of the goods through internet banking to the accounts of the AIGP (R) along with the list of the goods through e-mail followed by hard copy of the deposit receipt and the list of goods to the AIG (R), Meghalaya, Shillong.
- 7.4 Once the monthly demands of from the canteens are received, along with the money in the accounts, AIG (R) will forthwith issue consolidated demand to the BSF Master Canteen and issue check. Issuance of check to the BSF Master canteen will continue till such time BSF does not make switch over to internet banking.
- 7.5 In case the canteens have sent less money that required for the supply of items from the master canteen, the respective canteens will immediately transmit the short-fall amount to the AIG (R).
- 7.6 In case money and the list of demand are not submitted to the AIG (R) on or before 26th day of the month, the same will not be entertained and their demand will be carried over to the following month.

8 CANTEEN AUDIT

8.1 The respective Chairman (SPs/Commandants) shall submit the audit report of the canteen accounts, sale proceeds, profits or loss, annually and detail to be furnished to PHQ.

9 WORKING HOURS

9.1 The Canteens shall be open from 8 AM to 12 Noon and 1.30 pm to 4.30 pm. Respective unit heads will decide on which of the week the canteen should remain closed.

9.2 The respective Chairman of the Police Welfare Canteen may consider giving Honorarium out of the profit of the Canteen to the staff of the Canteen on half yearly basis.

10 EMAIL ID OF A.I.G.P (R)

10.1 The email address for Meghalaya CPC is **meghalayasubidiarycpc @gmail.com** so that every correspondence related to CPC can be sent directly to AIG (R) for early action.

10.2 All Unit Canteen should have its own email ids to be operational done by I/C Canteen for receiving and sending email to PHQ on CPC.

11 NODAL OFFICER AND OFFICER IN CHARGE OF POLICE WELFARE CANTEENS

11.1 **Asstt. Inspector General of Police (R), Meghalaya, Shillong is the Nodal Officer** for Meghalaya Central Police Canteen (CPC). He will open a cell in the PHQ to process the matters relating to the welfare canteens.

This issue with the approval of the Director General of Police, Meghalaya, Shillong.

Sd/-

(Shri. B. R. Rana, IPS)
Inspector General of Police (HQr),
Meghalaya, Shillong.
Email Id : **br_rana@rediffmail.com**
Mob: +91 - **9436165377**

Memo No. MG/VI - 77/2011/54

Dated Shillong, the 15th/ May 2012.

Copy to:

1. The Director General of Police, Meghalaya, Shillong for favour of information.
2. The Addl. Director General of Police (L & O)/ (SB)/ (CID), Meghalaya, Shillong for favour of information.
3. The Inspector General of Police (L & O) / (TAP)/ (R/PR/ F &ES)/ (CID)/ (HQR/ OPS), Meghalaya, Shillong/ Tura for favour of information.
4. The Deputy Inspector General of Police (CID)/ (Security), Meghalaya, Shillong for favour of information.
5. The Asstt. Inspector General of Police (A)/ (R), Meghalaya, Shillong.
6. The Superintendent of Police, East Khasi Hills, Shillong/ West Khasi Hills, Nongstoin/ Jaintia Hills, Jowai/ Ri Bhoi, Nongpoh/ East Garo Hills, Williamnagar/ West Garo Hills, Tura/ South Garo Hills, Baghmara for favour of information and necessary action accordingly
7. The Principal, PTS, Mawroh, Shillong for favour of information and necessary action accordingly
8. The Superintendent of Police (Security)/ (F & ES) Meghalaya, Shillong for favour of information
9. The Spl. Superintendent of Police (Re- Orgn)/(CID), (SB - I) / (SB - II), Meghalaya, Shillong for favour of information.
10. The Commandants 1st MLP Bn, Mawiong/ 2nd MLP Bn, Goeragre/ 3rd MLP Bn, Khlieh - Tyrshi, Jowai/ 4th MLP Bn Sohpien, Nongstoin/ 5th MLP Bn Samgong/ 6th MLP Bn Camp Shillong for favour of information and necessary action accordingly
11. The Director MPRO/ FSL Meghalaya, Shillong for favour of information.
12. The Finance & Accounts Officer/ Asstt. Engineer HQR, Shillong for favour of information.
13. The Superintendent of Police (SCRB) Meghalaya, Shillong for favour of information and uploading in the Meghalaya Police Website.

Sd/-

Asstt. Inspector General of Police (R),
Meghalaya, Shillong.

ANNEXURE – I

LIST OF FIRMS UNDER MEGHALAYA CANTEEN

Sl. No	Firm Name/ Company	Detail of Items	% of discount by Company	% Profit by MLP Canteen (CPC)	Benefit by Personnel in % wise
1	V.I.P Industries	Suit Case (Aristocrat)	15% - 25%	3.50%	4.11 %
2	M/S Glaso smarthline Consumer Health Care	Drinks (Horlicks/Boost)	16%- 25%	3.50%	12.38 %
3	Joy	Cosmetics (Facial products)	34%	3.50%	25.54 %
4	Park Avenue	Perfume	17% - 20%	3.50%	12.38 %
5	Killer/ Lawman/ Integriti	Garments (Trouser/ Jeans)	32% - 36%	3.50%	23.29 %
6	Catch/ Maharaj Choice/	Spices (All kind of spices)	24% - 28.50%	3.50%	19.77 %
7	Nirlon	Home Appliances (Utensils non sticky cooking)	40%	3.50%	32.31 %
8	Vega Auto Accessories	Helmet (All kind of helmet)	10% - 10.16%	3.50%	32.31 %
9	Royal Appliances	Pressure Cooker only	N/A	3.50%	
10	Chings Secret Smith	Kitchen Product (eg Sauce, Noodles, Soup)	25% - 35%	3.50%	20.82 %
11	Love and Rambo	Garments Inner wear (Both Men and Women)	40% - 69.90%	3.50%	32.31 %
12	Popular Santushti	Hair Oil/ Home Oil	25% - 28%	3.50%	20.82 %
13	Master Chef / Coco Master	Juice (Pineapple, Orange, Lemon) / Coffee	29.25% - 51%	3.50%	20.18 %
14	Foce	Garments	46.63% - 48%	3.50%	39.79 %
15	Priya Gold	Biscuits / Snacks/ Butter/ Cheese	20% - 21%	3.50%	15.54 %
16	Kent RO System Ltd	Water Filter	38% - 40%	3.50%	32.56 %
17	Shalimar Chemicals Pvt. Ltd.	Coconut Oil	29% - 33%	3.50%	19.9 %
18	Zeap Battery Pvt. Ltd	Cell Battery	28% - 45.11%	3.50%	3.96 %
19	Keshav Publications	Stationery Items (Exercise Books)	28%	3.50%	18.77 %
20	Godrej Consumer Product Ltd.	Hair Dye/ Shaving Cream etc	28.21% - 32.14%	3.50%	2.5 %
21	Jai Bajrang Enterprise (Trenz)	Sports Garment (T-Shirt/ Pant/ Shoes)	47.27% - 68.36%	3.50%	35.29 %
22	Bata India Ltd.	Footwear (Ladies and Gents) / Hankerchief/ Wallet	20% - 25%	3.50%	15.54 %
23	Adidas India Marketing Pvt. Ltd.	Footwear(Sports shoes)/ Garments (T-Shirt)	33%	3.50%	26.63 %
24	Eagle	Utensil (Non sticky cookware)	33% to 46%	3.50%	24.41 %
25	Videocon	Electronic items (Washing Machine/ Air Cooler/ TV/ Refrigerator)	23% - 43.14%	3.50%	9.75 %
26	Hindustan Uniliver Limited	Daily Home Product (Surf/ Soap)	28%	3.50%	19.26 %

CENTRAL POLICE CANTEEN

27	Dabur	Daily Home Product (Hair Oil/ Toothpaste/ Brush/ Honey/ Glucose/ Agarbatti/ Biscuit/ Noodles)	17.91% - 42.84%	3.50%	5.8 %
28	Rupa & Company	Garments Inner (Both Men and Women)	41.90% to 52.38%	3.50%	33.31 %
29	Ashirvad Kitchen of India	Food Items (Snacks/ Sweets/ Biscuits) Ready to Eat (Chicken Darbari/ Aloo Motor/ Motor Paneer etc)/ Spices	20% to 34.33%	3.50%	15.39 %
30	Anukul Industries	Plastic Items (Plate, Plastic Cloth Brush)/ Inner Garments	38% to 47.49%	3.50%	30.05 %
31	Bajaj Electricals	Electrical appliances (Electric Fan/ mixer Grinder/ Lightning)	34% to 63.24%	3.50%	26.11 %
32	Himalaya & Drugs Company	Cosmetics Baby Items (Baby Oil, Powder, Soap)	37.78%	3.50%	34.31 %
33	Maruti Zuzuki, India Ltd.	All maruti brand except (Swift Petrol)	20% - 60%	5.50%	3.5 %
34	Vital Good Health and JMD No.1	All kind of cooking oil	24.48% - 38.46%	3.50%	21.68 %
35	Fortune & RAAF	Cooking oil	13.50% - 38%	3.50%	18.71 %
36	HARI DARSHAN (Hari Darshan Sevashram Pvt. Ltd.	Incense Sticks/ Dhoop		3.50%	18.77 %
37	Samsung M/S Samsung India Electronics Pvt. Ltd	Panel Tv, Washing Machine, Micro Oven, Refrigerator, etc)	23% - 28%	3.50%	18.71 %
38	Suzuki Motorcycle India Pvt. Ltd	Two wheeler Zuzuki	3.75%	3.50%	0.25 %
39	Sakura Quartz (Technos Corporation)	Wrist Watch	44%	3.50%	36.82 %
40	Karan Mats	Mat	41% - 45%	3.50%	37.71 %
41	Optima International	Wrist Watch	24%	3.50%	14.26 %
42	Shakti Bhog	Besan, Atta, Maida, Sooji, Basmati Rice	20% - 31%	3.50%	15.54 %
43	Nilkamal	Plastic Furniture	20% - 30%	3.50%	15.54 %
44	True Power (M/S True Power International Ltd)	Home UPS Inverter, Water Purifier	30% - 50%	3.50%	26.1 %
45	Prestige (M/S TTK Prestige Ltd)	Pressure Cooker, Frypan, Gas Stove etc	20% - 35%	3.50%	15.54 %
46	Kesava Tex	Bed Sheet, cover, pillow, door mat, towel etc	25%	3.50%	20.82 %
47	M/S SURYA ROSHNI LIMITED	Electric Bulb/ Tube	37.45%-46.44%	3.50%	14.02 %

Note: Sl. No. 33 and 38 Maruti Company will be highlighted within a due time after consulting with the Representative.