

No. 2/1/2021-DC/577
Central Water Commission
Departmental Canteen

Sewa Bhavan, 3rd Floor
R.K. Puram, New Delhi
Dated: 23.11.2021

Circular

**Subject- Arrangement for supply of tea/coffee etc. to the officers of CWC-
Generalising the list of hospitality items reg.**

Ref: CWC office order File no.- G-17018/1/2020-O&M dated 02.08.2021

Vide above reference, monetary ceiling for serving tea/coffee etc. during official meetings etc. are revised and this facility also extended to other officers who were not entitled earlier.

The hospitality items are being supplied/issued by Departmental Canteen, CWC, to all the entitled officers on production of duly signed and stamped requisition slips. It has been observed that officers while sending their requirements of hospitality items, **varied/selective hospitality items are being requested**, procurement of these selective items is time taking and uneconomical also.

It is, therefore, proposed to generalise the list of hospitality items. The list of proposed items is enclosed as **(Annexure-I)**.

Suggestions, if any, are invited for addition/deletion of any item to finalise the list of hospitality items. The suggestions may be sent on Email ID, canteen-cwc@gov.in up to 15th Dec, 2021. Finalized list shall be made applicable from 1st Jan, 2022.

3112/43 m
23.11.21

(Ashish Kumar)

Honorary Secretary
CWC Departmental Canteen.

Copy for kind information to:

1. Sr. PPS to Chairman, CWC
2. PPS. to Member, D.&R./ W.P.&P./ R.M., CWC
3. PS to all Chief Engineers, CWC
4. Secretary, CWC.
5. All other concerned (through CWC website)
6. Notice Board CWC Departmental Canteen, 3rd floor,
7. For uploading on CWC website

Annexure-I

S. No.	Hospitality Items
1.	Milk powder 1kg/400gm/200gm/30gm
2.	Tata / Tetley/ Bagh Bakri / taj Mahal Tea bags
3.	Green Tea Tulsi, Ginger, Lemon, Turmeric (25 pcs)
4.	Lipton / Tetley green tea bags (25 pcs)
5.	Twin London Tea Bag (25 pcs)
6.	Typhoon black current green tea (25 pcs)
7.	Tata / Red label Tea 1kg/500gm/250gm
8.	Coffee powder BRU /Nescafe
9.	Sugar/Sugar cubes
10.	Biscuits/Nutri-Choice (Oats, Lemon, Almonds)/Good Day/Marie Gold etc.
11.	Namkeens-Haldi Ram/Bikano, Chana, Wafers, Chips etc.
12.	Dry fruits as Cashew nuts-Plain/roasted
13.	Almonds-plain/roasted
14.	Pistachio
15.	Kishmish/Raisins
16.	Walnuts/Akhrot giri
17.	Mineral Water bottles
18.	Cold drinks/ Juices
19.	Disposable items as Glass/ Cups/ Plates/ Tissue Paper/Napkins