FOR OPENING SUBSIDIARY CANTEENS

Permission for opening of new Subsidiary Canteens by Police Forces is required to be obtained from Central Office, CPC, New Delhi through their DG HQ.

(i) Locate nearby Master Canteen of any CAPFs for getting store (List attached)

(ii) Sufficient space for running subsidiary canteens that comprises of one large hall/room for display of -

(iii) Sufficient staff for running subsidiary canteens. (i.e. One Canteen Officer, one ASI/SI, one HC and two/three Constables).

(iv) For proper billing, a billing machine and computer be made available.

(v) Sufficient funds be made available by concerned department to Subsidiary Canteens (Approx. 10 Lakh)

(vi) Proper supervision by supervisory staff. (i.e. Commandant and 2 I/C of the unit)

(vii) After getting approval to run as Subsidiary Canteen, unit will submit its demand to concerned Master Canteens and on materialisation of demand, Subsidiary Canteen will collect items from Master Canteen on cash payment.

(viii) Subsidiary Canteen will have to submit their demand to Master Canteens only and will not make any direct communication with firms regarding supply of items.

(ix) Subsidiary Canteen will ensure frequent demand of stores, may be twice a month to make available store throughout the month.

(x) Only items/firms approved by Central Office, CPC will be sold from CPC. No unauthorized item will be sold from CPC.

(xi) Master Canteen will charge 1% profit from Subsidiary Canteen on negotiated price circulated by Central Office, Central Police Canteen, New Delhi. Out of that 0.50% profit will be remitted to Central Office, CPC and 0.50% profit will be kept by Master Canteen.

(xii) Subsequently, 2% profit will be charged by Subsidiary Canteen from troops and be utilized for welfare of troops and for betterment of Canteen.

(xii) For any assistance nearby Master Canteen may be visited by the staff of Subsidiary Canteen.

02. For any queries or any assistance related to opening of canteens, this office may be contacted at following number/address:

Address:-
The CEO-cum-GM,
Central Office, Central Police Canteen,
East Block- 07(Level-II), Sector- 01, R K Puram, New Delhi- 110066
Email: centraloffice-cpo@nic.in
Tel No. 011 - 26107572/26107573/26107574, Fax- 26107572
OFFICE MEMORANDUM

Sub :- CENTRAL POLICE FORCE CANTEEN SYSTEM (CPFCS)

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

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

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

3. CPFCS Central Administrative Committee: (CAC)

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

3.2 Structural Aspects:

a) CPFCS would basically evolve as a Department under Ministry of Home Affairs.

b) There will be 7 members for CAC including Chairman and FA as per designation indicated below :-

<table>
<thead>
<tr>
<th>Department</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman</td>
<td>ADG of CPFs on rotation basis</td>
</tr>
<tr>
<td>5 Members</td>
<td>IG (Adm/HQ) of CPFs</td>
</tr>
<tr>
<td>Finance Member</td>
<td>FA will also from the same force of Chairman</td>
</tr>
</tbody>
</table>

c) Chairman and Members of the CAC will be approved by the MHA on the recommendation of DG of CPFs concern.

d) FA will be from the same for from which the ADG has been nominated to chair the CAC.

e) Remaining 5 Members i.e. IG as nominated by the DG would be from the other CPFs.

f) The term of CAC would be 2 years.

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

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chairman</td>
<td>ADG BSF</td>
</tr>
<tr>
<td>2</td>
<td>Member</td>
<td>IG Assam Rifles</td>
</tr>
<tr>
<td>3</td>
<td>Member</td>
<td>IG CRPF</td>
</tr>
<tr>
<td>4</td>
<td>Member</td>
<td>IG CISF</td>
</tr>
<tr>
<td>5</td>
<td>Member</td>
<td>IG ITBP</td>
</tr>
<tr>
<td>6</td>
<td>Member</td>
<td>IG SSB</td>
</tr>
<tr>
<td>7</td>
<td>Member</td>
<td>FA BSF</td>
</tr>
<tr>
<td></td>
<td>DsG of force concerned may kindly intimate the name of officer for issue of orders of CAC by MHA.</td>
<td></td>
</tr>
</tbody>
</table>

i) The CAC will also ensure that:

i) Detailed guidelines to run the CPF Canteen System smoothly upto Bn/Unit level in consultation with all CPFs and circulated to all concerned under intimation to this Ministry which included system of CPF Canteen, Geographical and Regional depot, supply system etc. etc.

ii) Ensure about maintenance of accounts by CEO and provision to conduct annual audit of accounts maintained by the CEO i.e. CAC Secretary’s office/Regional Depot System (RDS/Unit Canteen System (UCS).

4. CPFCS Purchase Committee

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

4.2 Structural Aspects:

a) Terms of this committee would be coterminous with CAC and for two years on rotation basis.

b) The Purchase Committee will be consisting of 7 members as under:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman</td>
<td>IG of CPFs on rotation basis</td>
</tr>
<tr>
<td>5 Members</td>
<td>DIG of remaining CPFs</td>
</tr>
<tr>
<td>Co-opt Member</td>
<td>From Marketing/Finance expert. (will be Nominated by CAC)</td>
</tr>
</tbody>
</table>

c) The Presiding Officer of the Purchase Committee and Chairman of CAC will not be from the same force.

d) Presiding Officer of the Purchase Committee will be IG from notified CPF.

c) Remaining 5 members in the rank of DIG and one co-opted member from marketing/finance may be nominated by the CAC under intimation to this Ministry.
f) First Purchase Committee would be as under

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Chairman</td>
<td>IG ITBP</td>
</tr>
<tr>
<td>2.</td>
<td>Member</td>
<td>DIG Assam Rifles</td>
</tr>
<tr>
<td>3.</td>
<td>Member</td>
<td>DIG BSF</td>
</tr>
<tr>
<td>4.</td>
<td>Member</td>
<td>DIG CRPF</td>
</tr>
<tr>
<td>5.</td>
<td>Member</td>
<td>DIG CISF</td>
</tr>
<tr>
<td>6.</td>
<td>Member</td>
<td>DIG SSB</td>
</tr>
<tr>
<td>7.</td>
<td>Co-opt Member</td>
<td>Expert from the field of finance/marketing</td>
</tr>
</tbody>
</table>

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

i) Low operational costs

ii) Take advantage of market competition and existing networks

iii) Build network between manufactures and distributors to finalize rate contract, supply of consumer goods at depot/En level.

iv) Activate regional network agents/depots to supply quality products at the agreed rates

v) Act as a regional stockiest also, Provide update on latest trends in the market.

vi) Develop a system controlled by competitive forces on health lines.

vii) Ensure that purchase will be made at cheaper rate only after negotiation with the manufactures/companies. Terms and condition should be clear for each and every purchase.

viii) Ensure that standard products and dead stock should be returned to the manufacturer at their cost.

5. MONITORING AGENCY

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

6. CPFCS Central Office

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

<table>
<thead>
<tr>
<th>CPFCS Designation</th>
<th>Number of post</th>
<th>CPF Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEO General Manager</td>
<td>01</td>
<td>ADIG/DIG</td>
</tr>
<tr>
<td>Dy General Manager</td>
<td>01</td>
<td>Commandant</td>
</tr>
<tr>
<td>Office Manager</td>
<td>02</td>
<td>Dy Commandant</td>
</tr>
<tr>
<td>Field Manager</td>
<td>02</td>
<td>Asstt Comdt</td>
</tr>
<tr>
<td>Secretarial Staff(Min)</td>
<td>11</td>
<td>Insp(M)/S(I(M)/ASI(M)</td>
</tr>
<tr>
<td>Runner/Helper/Driver</td>
<td>11</td>
<td>Constable (GD/DVR)</td>
</tr>
</tbody>
</table>
a) Staff will be attached from the all CPFs as per details given below initially for a period of 3 years, may be extendable for another one year on need basis of CAC.

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

<table>
<thead>
<tr>
<th>Rank</th>
<th>AR</th>
<th>BSF</th>
<th>CRPF</th>
<th>CISF</th>
<th>ITBP</th>
<th>SSB</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>AD/GP/DIG</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>01</td>
</tr>
<tr>
<td>Comdt</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>01</td>
</tr>
<tr>
<td>DyComdt</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>02</td>
</tr>
<tr>
<td>AsstComdt</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>02</td>
</tr>
<tr>
<td>Insp(M)</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>02</td>
</tr>
<tr>
<td>SI(M)</td>
<td>-</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>1</td>
<td>1</td>
<td>04</td>
</tr>
<tr>
<td>ASI(M)</td>
<td>1</td>
<td>-</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>03</td>
</tr>
<tr>
<td>CT (GD)</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>06</td>
</tr>
<tr>
<td>Driver</td>
<td>-</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>05</td>
</tr>
<tr>
<td>Total</td>
<td>03</td>
<td>05</td>
<td>06</td>
<td>05</td>
<td>04</td>
<td>03</td>
<td>26</td>
</tr>
</tbody>
</table>

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

a) Chairman of CAC will be the head of the office of Central Office CPFCS.

b) Central Office will function as Secretarial Office to CAC and Purchase Committee.

c) Make all necessary arrangement for organizing meeting of CAC and purchase Committee.

d) Provide and keep all data/record required to CAC/Purchase Committee from time

e) Collect Demand from the Forces of all consumer goods and provide to Purchase Committee

f) Payment will be made centrally direct to the manufacturer through their regional centre or as per the terms and conditions fixed by the Purchase Committee with the approval of CAC.

A joint meeting of CAC and Purchase Committee will be organized on every quarter.

g) Minutes of the each and every meeting must be forwarded to all concern as well as MHA.

h) All codal formalities may be complied with Government Purchase of office equipments and other infrastructure required for Central Office CPFCS as per provisions made in the GFR.

7. Implementation Schedule & Regional Depot

7.1 To enjoy the bargaining power of 10 lakhs CPFs personnel from the manufacturer, CAC may deliberate to start canteen in one go in allover country with the support of network of concern manufacturer, if possible.
7.2 Regional Depot to be made functional on the recommendation of CAC in the remote areas, where the possibilities of distributors are not exist and will function under the supervision of Central Office of CPFCS.

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

8. Provision of Fund

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

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

8.3 Each unit should be provided a sum of Rs.1 0 Lakhs, so that cycle of purchase can be set in motion.

9. Profit/Margin of Canteens

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

10. Infrastructure

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

This has approval of Home Secretary.

Sd/x x xx
(A K Yadav)
Director (Police)

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

Copy to :-
PS to HM
Sr. PPS to HS/SS (IS)
PS to AS & FA
(Home)
PA to JS (Police)/Director(Police)/(PF)/(Pers)/(Fin/Home)/(Fin-Pers)
DS(Pers.1) Government of India
Ministry of Home Affairs
Central Office of Central Police Canteen

Block No.01, CGO Complex
Lodhi Road, New Delhi

No.DA-VII/Cir/CPC/2011/ Nov 2011

CIRCULAR

Sub :- CENTRAL POLICE FORCE CANTEEN SYSTEM (CPFCS)

The Central Police Canteen system is operating with wide network of 119 Master Canteens and 1493 Subsidiary Canteens/outlets in all parts of the country. At present about 499 firms are registered with CPC. It has been ensured that all the segments of daily consumable goods and home appliances are made available in these Canteens.

2. Initially, this facility was started for Central Police Forces that included BSF, CRPF, CISF, ITBP, SSB and Assam Rifles. Now this facility has been extended to all Police Forces coming under MHA like IB, SPG, NCRB, CBI and also to the Railway Police and all State Police organizations.

3. The Director General of Tamilnadu Police has approached this office to open Canteens in Tamilnadu Police HQs for the welfare of their State Police personnel and their dependants. The Tamilnadu State Police has informed that it may take some time to open new Canteens in their Police Lines and thus desired to issue necessary instructions to all Canteens of CAPFs to permit all State Police personnel for availing the canteen facility.

4. In this regard it is stated that as per the instructions issued on earlier occasions all State Police retired & serving personnel are authorized to avail CPC facility from any of the Central Police Canteen irrespective of its location and force. Therefore, all Master & Subsidiary Canteens located in the State of Tamilnadu are hereby directed that the State Police personal and their families may be allowed to enjoy/avail the benefit of Central Police Canteen. The personnel may be allowed on the basis of their Identity Card issued by their department and in case of retired, the facility may be provided on showing of PPO/Pension book/Ex-serviceman Identity card etc.

5. It is also made clear that Central Police Canteens are bound to provide facility to all personnel of the forces as mentioned at para-2 above. Denying this facility to any of the above will be viewed very seriously.

( Mahendra Singh Deo)
DIG/CEO-Cum-GM, CPC
1. DIG (Adm) CRPF/CISF DG, New Delhi

You are requested to intimate all Master & Subsidiary Canteens functioning in Tamilnadu State to provide canteen facility to personnel of state Police of Tamilnadu and their dependants. please.

For info & allow pers of State Police of Tamilnadu and their dependant to avail Canteen facility

-Do-

2. The Commandant
CTC-II, CRPF, Sanjeev Hills,
PO- Thoppampatti,
Distt- Coimbatore,
Tamilnadu-641017.

3. The Commandant
GC CRPF, Avadi,
Chennai, HQ
Tamilnadu-600065

-Do-

4. The Commandant
CISF Unit, NDRF Bn.
PO :Suraksha Campus,
Taluk :Arakkonam,
Distt. Vellore, Tamilnadu -631152

For info w.r.t. their DO L/No.30427/SG.I(1)/ 2010 dttd 19th Oct 2011 please.

5. HQrs DGP
Tamilnadu Police
KamarajarSalai
Chennai-600004
INFORMATION ABOUT CENTRAL POLICE CANTEEN

01 Central Police Force Canteen is a department established under the Ministry of Home Affairs operating with its HQ at New Delhi for providing goods and consumer durable to the personnel in active duty and retired personnel of Central Police Forces which broadly included BSF, CRPF, CISF, ITBP, SSB and Assam Rifles. This facility has now been extended to All CPOs coming under MHA like IB, SPG, NSG, NCRB, CBI, Railway Police and also to All State Police serving and retired personnel and their families.

02. Central Police Canteen system is operating on all India bases. It has wide network of 119 Master Canteens with around 1493 subsidiary canteens/outlets in different parts of the country. Master Canteens works like depots which place demand to manufacturers/Suppliers based on the demand of Master canteens and further distribute stores to its subsidiary canteen/outlets.

03. At present about 499 Firms have been registered with Cpe. It has been insured that all segments of daily consumable goods and house appliances are made available in these canteens.

PROCEDURE FOR OPENING OF SUBSIDIARY CANTEENS

Permission for opening of new Subsidiary Canteens by Force/Police Forces is required to be obtained from Central Office, CPC, New Delhi through their DG/DGPHQ

(i) Locate nearby Master Canteen of any CPMFs for getting store.

(ii) Sufficient space for running subsidiary canteens that comprises of one large hall/room for display of store and one room for storage cum office.

(iii) Nos of staff to work in canteen- 01 Officer as Canteen Officer
     01 Inspector/SI as Canteen SO
     01 HC as Canteen NCO
     01 HC as Store incharge
     01 CT as Salesman

(iv) For proper billing, a billing machine and computer be made available.

(v) Sufficient funds be made available by concerned department to Subsidiary Canteens (Rs 10 Lakh)

(vi) Proper supervision by supervisory staff. (i.e. Commandant and 2 I/C of the unit)

(vii) After getting approval to run as Subsidiary Canteen, unit will submit its demand to concerned Master Canteens and on materialisation of demand, Subsidiary Canteen will collect items from Master Canteen on cash payment.

(viii) Subsidiary Canteen will have to submit their demand to Master Canteens only and will not make any direct communication with firms regarding supply of items.

(ix) Subsidiary Canteen will ensure frequent demand of stores, may be twice a month to make available store throughout the month.

(x) Only item/firms approved by Central Office, CPC will be sold from CPC. No unauthorized item will be sold from CPC.
(xi) Master Canteen will charge 1% profit from Subsidiary Canteen on negotiated price circulated by Central Office, Central Police Canteen, New Delhi. Out of that 0.50 % profit will be remitted to Central Office, CPC and 0.5 % profit will be kept by Master Canteen.

(xii) Subsequently, 2% profit will be charged by Subsidiary Canteen from troops and same be utilized for welfare of troops and for betterment of Canteen.

(xii) For any assistance nearby Master Canteen may be visited by the staff of Subsidiary Canteen. The list of firms and items registered with CPC along with rates may be obtained from Master Canteen.

04. For any queries or any assistance related to opening of canteens, this office may be contacted at following number/address:-

**Address:-**
The CEO-cum-GM, Central Office, Central Police Canteen, East Block- 07(Level-II), Sector- 01, R K Puram, New Delhi- 110066 Email: centraloffice-cpc@nic.in Tel No. 011 - 26107572/26107573/26107574, Fax- 26107572

05. While applying for opening of Subsidiary Canteen, following information should be furnished to this office:-

a) Location wise details of Subsidiary Canteens and name of Master Canteen under which, subsidiary canteen will function, as per vicinity.

b) Availability of fund position (Suggested Rs.10 Lakh per Canteen)

c) Availability of infrastructures (Three rooms i.e. one for sale 20x 15 feet. One store 15x 10 feet & one office 10x 10 feet)

d) Nos of pers/family (serving/retired) will avail the canteen facility

c) Name & rank of Canteen Officer along with contact number, e-mail and contact/correspondence address.

t) Nos of staff to work in canteen- 01 Officer as Canteen Officer 01 Inspector/SI as Canteen SO 01HC as Canteen NCO 01 HC as Store incharge 01 CT as Salesman
FUNCTION OF THE MASTER CANTEEN

2. All over India there are 119 Master Canteens which act as Depot. Every state has one or more Master Canteen running under direct control of Central Armed Police Forces.

3. Master Canteen has to act as a mediator between Central Office, CPC and Subsidiary Canteens and will be responsible for supervision of the functioning and accounting of its Subsidiary Canteens.

4. Master Canteen has to function as a depot from where Subsidiary Canteens draw their supplies.

5. Master Canteen will not open any counter for selling of products at its own. Master Canteen does not act as a Subsidiary Canteen by selling of the items directly to the consumer. However, if HQ under which Master Canteen is located, intend to open its own Subsidiary Canteen for sale to the troops of own location, it can do it, provided separate staff is appointed for Subsidiary Canteen. It is to be ensured that both Master Canteen and Subsidiary Canteen are separately located and have separate accounting system.

6. Master Canteen will seek monthly demand from all Subsidiary Canteens and after proper consolidation will furnish demand to the firms concerned.

7. On the demand placed by the Subsidiary Canteens, Master Canteen will collect the consignment from the firms and ensure supply of the items to the Subsidiary Canteens, only after receipt of the payment. It will also be applicable to the Subsidiary Canteen which is located under same HQ where Master Canteen is functioning.

8. Master Canteen will ensure timely payment of the consignment received against the demand placed to the firms. If any Subsidiary Canteen fails to make payment for its projected demand, the responsibility lies on the Master Canteen to stop the supplies to the Subsidiary Canteen immediately.

9. Master Canteen will charge 1% profit on the supplies made to the Subsidiary Canteens. Out of which 0.5% of the profit will be remitted to the Central Office. CPC and rest 0.5% profit will be kept by the Master Canteen for its own improvement.

10. Similarly, Subsidiary Canteen will charge 2% profit from consumer on the payments made to Master Canteen.

11. It should be ensured that any expenditure made by Master Canteen or Subsidiary Canteen will be carried out from its own profit. This expenditure may be for improvement of Canteen, salary of salesman, if employed etc. In no case same will be deducted from the profit share of Central Office, CPC.

12. A report will be send by Master Canteen on proforma attached on Quarterly basis i.e. for the period from January-March, April-June, July-September and October-December.

13. The profit of CPC will be remitted on Quarterly basis by draft on the name of CEO-cum-GM, Central Police Canteen payable at New Delhi.

14. It will be ensured that Master Canteen will project demand to only finns registered with Central Police Canteen. CPC, Central Office will regularly send information of new registered firms and firms de-listed from CPC regularly. The H.O.O. of the unit/institution under whom said Master Canteens shall be functional will ensure that products of such firms/companies which are not registered with CPC are not sold through these Mater Canteens.
15. It should be ensured that payments to the firm should be made by Master Canteen within 30 days of supply or firms will be at liberty to stop supplies to the Master Canteen concern.

16. Demands should be projected based on the fortnightly / monthly sale of canteen. In case canteen is not able to sell the products, firm will not take back the supplied items from Master Canteen. It is the job of staff of Master Canteen to anticipate the sale by making proper inventory. This office will not intervene, if canteen approaches for return of items. Master Canteen is solely responsible for payment of supply, sold or unsold.

17. In case of any short supply or supply of defected items, Master Canteen must report to firm with information to CPC office.

18. To keep the canteen well stocked all the time Subsidiary Canteens should send demand to Master Canteen in every fortnight, so that Master Canteen can also send demand to firms on fortnightly basis.

19. In no circumstances Subsidiary Canteen should send direct demand to firms. All demands/payments should route through Master Canteens only.

20. Master Canteen will check and inform Central Office, CPC if any violation of instructions by Subsidiary Canteens is noticed.

21. The canteens are not allowed to make any terms & conditions related to placing of demands and supplies to firms registered with CPC of its own.

22. Funds and space for maintenance of the canteen will be managed by the said Master Canteen through their Force HQ.

23. The H.O.O. should have a proper check on the canteens to avoid any pi

24. Any clarification/suggestion related to policy decisions should be routed through the respective Force HQ only.

25. The canteen will have to put Hoarding/Sign Board of CPC with its logo in front of the canteen.

26. The canteen will ensure to remit 1 percent of profit to Central Office CPC on Quarterly Basis.

27. Every Master Canteens should obtain TIN number (which is mandatory for opening of Master Canteen) from sale tax department of concerned state and Master Canteen is also responsible for filing sale tax returns to the state.

**Payment of Bills**

Central Police Canteen system is committed to make payment through the concerned master canteens to the suppliers normally within 30 working days from the date of receipt of goods. The payment of bills will made by the master canteens that place orders for the consignment, direct to the firm under intimation to the Central Office of CPC.

Master Canteens to ensure that they should release the payment only after observing all formalities and to the full satisfaction of the consignment received. Expenditure, on account of dispatch of cheque by courier will be borne by the firm.
### VAT Calculation

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product cost at MC</td>
<td>RS 10,000.00</td>
</tr>
<tr>
<td>Profit Charged @ 1%</td>
<td>RS 100.00</td>
</tr>
<tr>
<td>VAT Applicable on RS 100/- Suppose @ 5%</td>
<td>RS 5.00</td>
</tr>
<tr>
<td>Product Cost at SC</td>
<td>RS 10105.00</td>
</tr>
<tr>
<td>Profit Charged @ 2%</td>
<td>RS 202.10</td>
</tr>
<tr>
<td>VAT Applicable on RS 202.10 @ 5%</td>
<td>RS 10.10</td>
</tr>
<tr>
<td>Sale Price of Product at SC</td>
<td>RS 10317.20</td>
</tr>
</tbody>
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28. Master Canteen will charge 1% profit on the supplies made to the Subsidiary Canteens.
   Out of which 0.50% of the profit will be remitted to the Central Office, CPC and rest 0.50% profit will be kept by the Master Canteen for its own improvement.

### VAT CALCULATION

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