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	Lunch facilities at CSM HQ		

REVISION HISTORY			
REV	Description of Change	Author	Effective Date
1.0	Lunch facilities at CSM HQ	Manasi Das	02-June-12
Rev. 1.1	Points added are 1. Added the canteen group email ID 2. Revised the points on Canteen facilities on Sundays 3. Pricing rules for Regular & Guest 4. Reasons for closing of Lunch facilities	Manasi Das	13-Feb-15

REFERENCE DOCUMENTS	
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1. POLICY STATEMENT:

Buffet Lunch arrangement in CSM Canteen is an integral part of the CSM HQ. Its responsibility is to provide hygienically prepared, healthy and tasteful food with a reasonable rate for CSM Employees.

2. ELIGIBILITY:

Since the facility is available at the HQ, Bhubaneswar, only employees, placed at CSM HQ, can only avail the Canteen facility.

Anyone interested to avail the lunch facility from the Canteen is required to register his/her name, by sending an email to canteen@csmpl.com at least 2 days in advance.

3. BENEFITS:

Organization

- Employee satisfaction and delight.
- Employers' best practice and industry benchmark.

Employees


- No hurry, of taking food
- Reasonable price
- Good and Hygienic food made available.

4. CANTEEN OPERATION

4.1 The canteen will operate on working days from Monday to Saturday.

4.2 Availability of Canteen Facility on Sunday/Holiday (Specific occasion/assignment):

- 4.2.1 Availing Canteen Facility on Sunday/Holidays must be informed to the Admin department at least 1 day in advance through an e-mail after taking the due approval from the RA/PM/HoD.
- 4.2.2 Admin Dept shall arrange the facility as per the requirement depending upon the availability of Cook and support staffs.
- 4.2.3 Any decision on the acceptance/denial of the facility shall be communicated by the Admin Dept..by written email.

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- 4.3 Food will be served as per the notice on Food Menu displayed in the canteen.
- 4.4 Food menu will be revised by the Canteen Committee based on the feedbacks by the Committee members and stakeholders.

5. PRICING POLICY

- 5.1 Price for all Vegetarian and Non-Vegetarian meal is the same. The pricing is a subsidized amount decided by the management along with the committee formed for smooth functioning of the Canteen.
- 5.2 Any change in the pricing i.e. Regular and Guest meals will be communicated to all stakeholders before it is implemented.
- 5.3 Pricing for guest meals shall be different from regular meals and based on the decision of the committee.

6. PAYMENT MODE:


- 6.1 No Cash payment to be made. Payment will be deducted from the employee's respective salary.

7. RULES OF THE CAFETERIA :

- 7.1 The Employee availing food from the canteen (Both Regular and Guest) has to ensure they follow the Buffet system.
- 7.2 For better solid waste management, all the employees availing the canteen service must abide by the rule of putting the used plates in the Dust Bin kept for the purpose after having their Lunch.
- 7.3 In case a person is not willing to avail the lunch facility for a day/(s), the Canteen committee (canteen@csmpl.com) has to be intimated a day in advance (i.e.; within the office hours, before 6 PM), else s/he will be charged for the meal even if s/he has not taken the meal.

However, the exceptions will be considered in case of Medical Leave or Urgent official Tour.

- 7.4 Employees willing to discontinue the Lunch facilities have to inform One day in advance through email to canteen@csmpl.com, However the same will be effective from the next month.

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7.5 Once the Lunch facility is subscribed, it cannot be stopped in the middle of the month except the below mentioned reasons:

- 7.5.1 Medical Leave
- 7.5.2 Official tour/deputation
- 7.5.3 Separation from the company

8. CANTEEN COMMITTEE:

For better and smooth functioning of the Canteen, we have formed a Committee. The Committee members, except the Admin members will be kept on a rotation basis in the Committee. The members other than Admin members will change every month.

Committee member's responsibilities will be to take care of the menu finalizing and also to check that the rules are properly followed in the Canteen during Lunch.

9. SPECIAL NOTE :

For any suggestion/feedback related to food or any other arrangements, employee may send email to canteen@csmpl.com.
