



TREASURY CIRCULAR No. 43 OF 1952

DEPARTMENTAL CANTEENS AND RESTAURANTS

Introduction.

1. A Committee comprising representatives of the Treasury, the Municipality of Kuala Lumpur, the Social Welfare Department, the Audit Department, and the Government Services Staff Council, has recently undertaken a survey of the Canteens and Restaurants serving Government offices in Kuala Lumpur. The object was to establish the responsibility of Government regarding the provision of canteens, and to decide the extent to which Departmental Canteens should be controlled and the methods of control.

2. The report of the Committee has been accepted by the Treasury. The recommendations set out below are intended for the guidance of Heads of Departments insofar as the installation, management, and control of canteens and restaurants are concerned. Though the Committee inspected only canteens in Kuala Lumpur, its recommendations are of general application.

Justification for Canteens.

3. Canteens should be provided by Government only where it is obvious that the need exists in relation to the site of the office or depot, the needs of the staff, and influences such as staff working hours and the necessity for staff to remain on the premises continuously during a period of duty.

4. Unless such circumstances prevail there should be no subsidy provided by Government.

Extent of Government Subsidy for Canteens.

5. Where Government agrees to provide for staff canteens, the extent of its contribution to the cost should be limited to the provision of accommodation, furniture, water and light. All other "consumables and breakables" should be provided by the Contractor at his own expense.

Control of Management.

6. For any canteen sponsored by Government or receiving any Government subsidy (e.g., free accommodation, land, etc.), the terms of occupation and operation by the catering Contractor should provide for supervision by a staff Committee comprising users of the canteens and the Head of the office or Depot concerned, or his representative. Where a canteen serves more than one Office or Department, the representative should normally be from the Office whose employees are most concerned. The tasks of the supervising Committee should be:

(1) To ensure that the highest practicable standards of cleanliness and hygiene are observed by the Contractor.

(2) To ensure that the quantity and quality of the food and drinks provided are adequate.

(3) To agree a Price List with the Contractor which takes into account the extent of the Government subsidy, and covers all articles sold in the canteen. The Price List should be prominently displayed in the canteen for the information of all users.

(4) To receive and investigate all complaints from the users of the canteen.

7. All staff employed in sponsored or subsidised canteens should be "screened" to ensure that there is no security objection to their employment.

Credit Facilities.

8. Wherever possible the giving of credit by managements to Canteen users should be stopped and canteens operated on a strictly cash basis.

9. It is to be made clear to every Contractor that Government deplores the practice and that where credit is given it is entirely at the Contractor's risk. In no circumstances can Government be in any way associated with such debts or their collection.

By Command,

J.E.PEPPER,
Secretary to the Treasury.

THE TREASURY,
Kuala Lumpur, 11th December 1952.