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Question paper for the Written Examination for the post of
HEAD CANTEEN MANAGER (Ex-Cadre)

Date: 21.08.2014

Marks: 100
Duration: 3 hrs.

NOTE : ANSWER ALL THE 1 MARK QUESTIONS

I. Choose the correct answer:

30 marks (1 mark each)

1. In ICF, canteens are of

- (a) Non-statutory type (b) Statutory type
QMC (c) Both (a) & (b) (d) None of the above

2. The Canteen Management Committee consist of

- (a) Members nominated by Administration
QMC (b) Representatives elected from staff
(c) Both (a) & (b)
(d) None of the above

3. Canteen is to be set up in a factory as per the which act of the following :

- (a) Companies Act (b) Canteens Act
(c) Payment & Wages Act (d) Factories Act

4. For repair of a Fan in Furnishing workers Canteen you will contact

- (a) SSE/ 74 (b) SSE/80
(c) SSE/85 (d) SSE/88

5. Secretary of ICF Canteen is

- (a) SSE of a Shop (b) Welfare Inspector
(c) APO (d) AWM

6. Chairman of ICF Canteen is

- (a) An officer nominated by Administration
(b) Representative elected from staff
(c) Either (a) or (b)
(d) None of the above

7. Number of Elected Representatives in the previous canteen committee in Shell division is

- (a) 4 (b) 5 (c) 9 (d) 8

8. As per the act, canteen needs to be established by the administration if more than _____ workers are employed
(a) 1000 (b) 500 (c) 250 (d) 100
9. For provision of an additional water cooler in canteen, which department you will approach?
(a) Mechanical (b) Civil Engg.
(b) Electrical (d) Stores
10. Tenure of Canteen Management Committee is ____
(a) 1 year (b) 3 years
(c) 5 years (d) None of the above
11. Legal responsibility for the proper management of ICF canteens rests solely with
(a) Canteen Committee (b) Canteen Manager
(c) Administration (d) Contractor
12. Licence to run our canteen is issued by
(a) Inspector of Factories (b) Regional Labour Commissioner
(c) Chennai Corporation (d) Southern Railway.
13. Account debited means
(a) Balance reduced (b) Balance increased
(c) Balance reduced to nil (d) Account is closed
14. SF 5 is
(a) Charge sheet for Major penalty
(b) Charge sheet for Minor penalty
(c) Suspension order
(d) None of the above
15. Which of the following is associated with accounting system
(a) No entry (b) Bills entry
(c) Double entry (d) None of the above
16. Rate of a Meals in ICF Worker's canteen is
(a) Rs. 10/- (b) Rs. 12/- (c) Rs. 15/- (d) Rs. 16/-

17. A commodity is costing Rs.40 /- A discount of 13% is offered if you purchase more than 100 nos. . How much you need to pay if you buy 200 nos of the item
(a) Rs.6920/- (b) Rs.6960/-
(c) Rs.6980/- (d) Rs.6000/-
18. In ICF canteens, provisions are purchased by placing indent to
(a) Vendor (b) Civil supplies department
(c) Stores (d) None of the above
19. In ICF Worker's canteens, the number of shifts are :
(a) 2 (b) 3 (c) 1 (d) None of the above
20. How many Statutory canteens are available in ICF
(a) 4 (b) 2
(c) 6 (d) None of the above
21. A balance sheet means
(a) a statement of the assets and liabilities
(b) a statement of the profit and losses
(c) a statement of net revenue and net income
(d) None of the above
22. Licence to ICF canteens are issued in favour of
(a) Chairman (b) Secretary
(c) Manager (d) None of the above
23. Lack of Vitamin A results in
(a) Anemia (b) Scurvy
(c) Night blindness (d) None of the above
24. Licence issued to ICF canteen is to be renewed once in
(a) 1 year (b) 2 years
(c) 3 years (d) None of the above
25. Potatoes are rich in
(a) Proteins (b) Carbohydrates
(c) Minerals (d) None of the above
26. In which of the following train food is not at free of cost
(a) Shatabdi (b) Jan Shatabdi
(c) Rajdhani (d) Duronto

27. Routine blood examination for the canteen staff at intervals of not more than ____ Months as per the Act
a) 24 months (b) 12 months
(c) 6 months (d) 3 months
28. Which food item is not rich in Proteins
(a) Rice (b) Meat
(c) Eggs (d) Milk
29. Maximum punishment can be given to a Railway employee under DAR :
(a) Dismissal from service (b) Removal from service
(c) Compulsory Retirement (d) Reduction to lower stage
30. Minimum Grade pay required for entitlement of Privilege pass to travel in AC 2-tier coaches for a Railway employee is :
(a) Rs. 2400/- (b) Rs. 2800/-
(c) Rs. 4200/- (d) Rs. 4600/-

II. Fill in the blanks

10 marks (1 mark each)

1. Name of our Railway Minister is _____.
2. IRCTC stands for _____.
3. LPG stands for _____.
4. Occupier of Shell Factory is _____.
5. Licence to our canteens are issued under _____ Act
6. PLB stands for _____.
7. In worker's canteen, rate of Tea (with cup) is _____.
8. _____ is the brand of packaged water manufactured in house which is Supplied in Railway canteen & Pantries in train
9. Weight of a commercial LPG Cylinder is _____
10. DSR stands for _____.

III. Match the following :

5 marks (1 mark each)

- | | |
|------------|--------------|
| 1. Cooker | a. Jersy |
| 2. Kwaliti | b. Indane |
| 3. LPG | c. Tea |
| 4. Green | d. Ice Cream |
| 5. Milk | e. Induction |

25/c

IV. Say True or False:

10 marks (1 mark each)

1. In ICF, for Shell & Furnishing divisions, separate Canteen Management Committee exists.
2. At present, only Adhoc mangament committee runs the canteens
3. Chairman of Furnishing Canteen is SME/I/Fur.
4. For a same eatable item, there exists a price difference between Administrative and Worker's canteen.
5. Maximum number of LHAP which can be accumulated is 360 days.
6. Dinner is served in ICF worker's canteens in Shell division.
7. Number of Non-statutory canteens in ICF is FOUR.
9. Vitamin C is produced in human body with the help of Sunlight.
10. "Garibh Rath" is a fully Air-conditioned train

V Write Short answer on any three of the following (not exceeding 150 words for each question)

15 marks (5 marks each)

1. A situation that a person with leprosy deformity visits the canteen during peak hours of the canteen for Coffee. Employees object. How you will handle the situation as a Manager.
2. List out the Procedure for purchase of items like utensils, cooker valuing upto Rs.3 lakhs.
3. What are the incentives given to an employee under the official language policy ?
4. Describe the diseases spread through contaminated water/ food.

VI Answer any three of the following (not exceeding 300 words for each question)

30 marks (10 marks each)

1. What are the statutory requirements to be complied for canteen as per Factories Act 1948?
2. As the Canteen Manager, list out 10 new suggestions for the Improvement of the canteen in ICF.
3. List out the precautionary measures to be taken in Canteen during the time of a Bandh ?
4. Draft a report to Controlling officer about a misbehavior act of your subordinate staff. (Don't mention your identity in the draft)
5. Differentiate statutory and Non-statutory type of canteens.
