

WASHROOM & CANTEEN POLICY

Policy Number	ACPFL-WCP
Version	1.0
Effective Date	01 April 2025
Review Date	31 March 2028
Approved By	Ashok Kumar Mahansaria, Managing Director
Policy Owner	Raj Kumar Mahansaria, HR & Admin Manager
Co-Owner	Anand Kumar Mahansaria, Factory & Production Manager
Applicable To	All employees, contract workers, canteen staff, and visitors on factory premises
Legislation Ref.	Factories Act 1948 (Sec. 11–13: Cleanliness; Sec. 18–19: Drinking Water & Latrines; Sec. 42: Washing Facilities; Sec. 46: Canteen); OSH Code 2020; Food Safety & Standards Act 2006 (FSSAI); The Factories Rules 1950 (Bihar); Prevention of Food Adulteration Act 1954

1. Purpose

Ashoka Cattle & Poultry Feeds Limited is committed to providing and maintaining clean, hygienic, and adequate washroom and canteen facilities for all employees and workers at its Darbhanga factory. These facilities are not a privilege — they are a legal right of every worker under the Factories Act, 1948, and an organisational commitment to the dignity and wellbeing of the workforce. This Policy establishes binding standards for the provision, maintenance, cleanliness, and governance of all washroom and canteen facilities.

2. Scope

- All washroom / toilet / urinal blocks and washing facilities on factory premises.
- The Company canteen and all food service areas, including the canteen kitchen, serving counter, seating area, and pantry.
- All employees, contract workers, canteen staff (employed directly or through a canteen contractor), and visitors.

PART A — WASHROOM & SANITATION FACILITIES

3. Statutory Minimum Requirements

The Company shall provide and maintain the following facilities in compliance with Section 42, 18, and 19 of the Factories Act, 1948:

Facility	Statutory Requirement & Company Standard
Toilets / Latrines	Minimum ratio: 1 latrine per 25 workers (Factories Act, Sec. 19). Separate blocks for male and female workers — clearly signed. Maintained in clean and sanitary condition at all times. Flushing mechanism (flush cistern or pour-flush) in working order. Doors with internal latches for privacy.

Facility	Statutory Requirement & Company Standard
Urinals	Sufficient number of urinals in the male block. Cleaned and flushed at minimum twice per shift. Urinal screens/dividers to ensure privacy.
Washing Facilities	Wash-basins or troughs with running water — minimum 1 per 25 workers. Soap (bar or liquid dispenser) available at all times. Hand-drying facility (paper towels, clean cloth roller, or air dryer). Separate male and female facilities.
Drinking Water	Clean, potable drinking water at minimum 2 accessible points per major work area. Maintained as per Sec. 18 of the Factories Act. Water coolers / filtered water preferred. Regular water quality testing.
Crèche	If more than 30 women workers are employed: crèche facility mandatory under Sec. 48 of the Factories Act. Current status to be assessed and provided if threshold is met.

4. Washroom Location & Accessibility

- Washrooms shall be located within 60 metres walking distance of every workstation, or within 1 minute's walk.
- Washrooms shall be adequately lit (natural or artificial) and ventilated to prevent odour accumulation.
- Access shall not require passing through a hazardous production area.
- Separate entrances and blocks for male and female workers — both clearly and prominently signed in Hindi and English.
- At least one toilet facility shall be accessible for persons with disabilities, where practicable.

5. Washroom Cleanliness Standards

The following standards shall be maintained at all times:

Area / Item	Cleaning Frequency	Standard / Criteria
Toilet bowls / seats	Minimum twice per shift (start of each shift and mid-shift)	Free of stains, odour, and residue. Disinfectant used at each cleaning.
Urinals	Minimum twice per shift	Clean, no scale or urine residue. Disinfectant block in each urinal.
Wash-basin and taps	Each cleaning round	Clean, no lime scale. Taps functioning without dripping.
Floor (all washroom areas)	Twice per shift + after any visible soiling	Mopped with disinfectant solution. No pooled water.
Walls and partitions	Weekly deep clean	Free of mould, graffiti, and stains.
Mirrors	Daily	Clean, uncracked.
Soap dispensers	Refilled daily or before empty	Soap available at all times.
Paper towels / hand dryer	Paper: restocked before empty; Dryer: checked daily	Always functional.
Dustbins	Emptied after each cleaning round	Lined with bags, not overflowing.
Washroom exterior approach	Daily	Clean, no water pooling at entrance.

6. Cleaning Records

A Washroom Cleaning Register shall be maintained at each washroom entrance, containing:

- Date and time of each cleaning round.
- Name of cleaning staff.
- Any defects observed (blocked drain, broken flush, cracked fitting, empty soap) and date reported.
- Sign-off by cleaning staff and countersign by HR Admin / Facility Supervisor.

The HR Manager shall inspect the Washroom Cleaning Register weekly and the washrooms physically at least once per week. Inspection findings shall be recorded in the Facility Inspection Report.

7. Maintenance of Washroom Fittings

- Blocked drains, broken flush mechanisms, leaking taps, cracked toilet seats, or broken doors shall be reported by the cleaning staff or any user to the HR Manager or Shift Supervisor on the same day.
- Maintenance work orders shall be raised within 24 hours of a defect being reported.
- Where a cubicle or facility is out of order, it shall be clearly marked 'OUT OF ORDER — DO NOT USE' and the estimated repair time communicated.
- No washroom facility shall remain out of service for more than 48 hours without escalation to the Factory Manager and HR Manager for alternative arrangements.

8. Prohibited Activities in Washrooms

- Smoking, chewing tobacco, or spitting.
- Disposing of solid waste (paper, rags, sanitary items) in the toilet bowl — a waste bin shall be provided for this purpose in each cubicle.
- Storage of feed materials, chemicals, tools, or any non-washroom items.
- Remaining in the washroom for extended periods during working hours for non-toilet purposes.
- Graffiti, vandalism, or damage to any fitting.

Violation of these prohibitions shall be treated as misconduct under the Code of Conduct Policy (ACPFL-CCE-012).

9. Hygiene Awareness

- The Company shall display handwashing guidance posters (correct handwashing technique — WHO 6-step method) inside every washroom at the wash-basin.
- Signs reminding workers to wash hands before handling food and after using the toilet shall be displayed prominently.
- During any communicable disease outbreak, additional hygiene guidance and hand sanitiser shall be provided at washroom exits.

PART B — CANTEEN POLICY

10. Statutory Basis for the Canteen

Section 46 of the Factories Act, 1948 mandates that every factory where more than 250 workers are ordinarily employed shall provide a canteen for the use of the workers. Ashoka Cattle & Poultry Feeds Limited employs more than 250 workers and is therefore legally obligated to maintain and operate a canteen. The canteen shall comply with the Second Schedule of the Factories Act (rules for canteen management) and the Food Safety & Standards Act, 2006.

LEGAL OBLIGATION: The Company's employee strength exceeds 250. Maintenance of a canteen is a statutory requirement under Section 46 of the Factories Act, 1948 — not a discretionary

benefit. Failure to provide or adequately maintain the canteen is an offence under the Factories Act.

11. Canteen Facilities — Physical Standards

Facility / Area	Required Standard
Dining / Seating Area	Sufficient seating for at least one-third of workers on each shift simultaneously. Clean, ventilated, naturally and artificially lit. Tables and benches/chairs in good condition — wiped after every meal service. Floor mopped after each meal period.
Kitchen	Separate from the dining area. Adequate cooking equipment (gas stoves, utensils). Exhaust ventilation above cooking range. Flooring: non-slip, easy to clean. Separate wash-up area with running water. Pest-proof: mesh screens on windows, no entry gaps.
Food Preparation Area	Clean, dry surfaces. Separate chopping boards for raw and cooked food (colour-coded). Refrigeration for perishable items. All food preparation surfaces stainless steel or food-grade material.
Storage (Dry Goods)	Cool, dry, ventilated pantry. All food items stored in sealed containers or covered — not in open sacks on the floor. FIFO rotation for all canteen stock.
Refrigerator / Cold Storage	Temperature maintained at < 5°C. Temperature recorded twice daily. No mixing of raw meat and cooked food.
Wash-up Area	Running hot and cold water. Adequate supply of dishwashing liquid. All utensils washed, rinsed, and air-dried — not wiped with cloth that may spread contamination.
Handwashing Station	Dedicated handwashing basin for canteen staff (separate from utensil-washing sink). Soap and towels always available.
Garbage / Waste Bins	Covered bins with liner bags. Emptied after every meal service. Separate bins for food waste, recyclable packaging, and general waste.

12. Food Safety & Hygiene Standards

All food served in the Company canteen must be safe, hygienic, and nutritious. The canteen is subject to the FSSAI Act 2006. Serving contaminated or adulterated food is a criminal offence.

12.1 FSSAI Compliance

- The canteen (whether run directly or through a contractor) shall hold a valid FSSAI Registration / Licence appropriate to its turnover and scale.
- The FSSAI certificate shall be displayed prominently in the canteen. Validity shall be monitored by the HR Manager and renewed before expiry.
- The canteen operator shall maintain all records required under FSSAI (food safety management, supplier records, pest control records).

12.2 Food Preparation Hygiene

- All food shall be prepared fresh daily. Leftover cooked food shall not be served the next day.
- Raw meat, poultry, and fish (if served) shall be stored separately from cooked food and vegetables.

- Minimum cooking temperatures: Poultry — 74°C internal temperature; Meat — 71°C; Eggs — cooked through.
- Oil used for frying shall be changed at least every 2 days or earlier if it darkens, foams, or develops off-odour.
- No use of artificial colours, banned additives, or adulterated ingredients.
- Date of preparation shall be marked on all prepared/stored food items in the kitchen.

12.3 Personal Hygiene of Canteen Staff

- All canteen staff shall undergo a pre-employment medical examination and annual health check — specifically for: Tuberculosis (chest X-ray), skin infections, typhoid carrier status, and fitness to handle food.
- Any canteen staff member suffering from a communicable illness (diarrhoea, vomiting, skin infection, respiratory illness with fever) shall be immediately excluded from food handling until medically cleared.
- Mandatory for all canteen staff while on duty: clean apron or uniform, hair net or cap covering all hair, no jewellery on hands/wrists (rings, bangles, watches — harbours bacteria), no nail polish.
- Hands must be washed: before starting work, after handling raw food, after using the toilet, after blowing nose or touching face, after handling garbage.
- No smoking, chewing tobacco, or spitting in or near the kitchen or serving area.

12.4 Water Quality

- Only potable water from an approved source shall be used in the canteen for cooking, washing, and drinking.
- Water storage tanks servicing the canteen shall be cleaned monthly.
- Water quality (E. coli, coliform) shall be tested quarterly from the canteen tap.

13. Menu & Nutritional Standards

- The canteen shall provide nutritious, balanced meals covering at minimum: a grain-based staple (rice/roti), at least one vegetable dish, dal or protein source, and drinking water.
- The menu shall be planned weekly by the Canteen Managing Committee and displayed on the canteen notice board at the start of each week.
- Prices shall be reasonable and consistent, and shall not be altered without approval of the Canteen Managing Committee and the HR Manager.
- Vegetarian and non-vegetarian options shall be clearly marked.
- Special provisions shall be made for workers with religious dietary requirements (e.g., no onion/garlic, halal meat) where feasible and where required.
- The canteen shall not serve alcohol under any circumstance.

14. Meal Timings & Access

Meal	Timing & Arrangements
Breakfast (if provided)	Before or at start of morning shift.
Lunch	Staggered 30-minute slots to ensure no production stoppage and canteen is not overcrowded. Schedule published by HR monthly.
Dinner / Night Meal	Hot meal available for evening and night shift workers at appropriate times.
Tea / Snacks	Tea/coffee and snacks served at designated break times.

- Workers shall observe orderly queuing at the serving counter.
- No food shall be brought from the canteen to the production floor or warehouse areas.
- Meals shall be consumed in the canteen / designated dining area only — not at workstations.

15. Canteen Pricing

- Canteen prices shall be set at reasonable rates subsidised by the Company where applicable, in accordance with the Second Schedule of the Factories Act and the decisions of the Canteen Managing Committee.
- Prices shall be displayed on a menu board in the canteen at all times in Hindi and English.
- No hidden charges or arbitrary price increases shall be permitted without Canteen Managing Committee approval.
- The canteen account (income and expenditure) shall be maintained transparently and presented to the Canteen Managing Committee at every quarterly meeting.

16. Canteen Cleaning Schedule

Area	Frequency	Method / Standard
Serving counter and tables	After every meal service	Wiped with clean damp cloth and food-safe disinfectant.
Kitchen floor	After every meal service preparation	Swept and wet-mopped with disinfectant.
Cooking range / hob	After every use	Degreased and wiped down.
Exhaust hood / filters	Weekly	Filters removed and washed to remove grease buildup.
Refrigerator interior	Weekly	Emptied, wiped with food-safe disinfectant. Checked for expired items.
Utensils and crockery	After every use	Machine or hand-washed, rinsed, air-dried.
Waste bins	After every meal service	Emptied, bag replaced, bin washed with disinfectant weekly.
Dining area floor	After every meal period	Swept and mopped with disinfectant.
Store room / pantry	Weekly	Swept, shelves wiped, stock rotated (FIFO).
Drainage / grease trap	Monthly	Cleared to prevent blockage and odour.
Full deep-clean (all areas)	Monthly	All surfaces, equipment, walls, ceiling. Record in Canteen Hygiene Register.

17. Pest Control in the Canteen

- The canteen shall be included in the factory's integrated pest management programme (ACPFL-WHS-003).
- Monthly inspection of canteen and kitchen for signs of rodents, cockroaches, flies, and ants.
- Gel bait stations for cockroach control installed in kitchen — replaced quarterly.
- UV insect-o-cutor installed in the kitchen — serviced monthly.
- All food storage areas shall be sealed against pest entry (mesh screens on windows and ventilation openings).
- Any signs of pest activity shall be reported to the HR Manager immediately and pest control contractor called within 24 hours.

18. Canteen Contractor Management (if outsourced)

- Where the canteen is operated by a contractor, the contractor shall hold a valid FSSAI licence and comply with all standards in this Policy.
- The contractor agreement shall include: food safety obligations, staff hygiene requirements, price ceiling, menus to be served, cleaning standards, and right of the Company to inspect at any time.

Ashoka Cattle & Poultry Feeds Limited

- The HR Manager or Canteen Managing Committee shall conduct a monthly surprise inspection of the canteen contractor's operations.
- The contractor shall provide a monthly hygiene and food safety self-audit report to the HR Manager.
- Persistent failure to meet hygiene standards shall result in contract termination.

19. Complaints & Feedback

- A canteen feedback/complaint register shall be maintained at the canteen and accessible to all workers.
- Workers may also submit feedback (including complaints about food quality, hygiene, or pricing) to any Canteen Managing Committee member at any time.
- All feedback received shall be reviewed at the next Canteen Managing Committee meeting.
- The HR Manager shall acknowledge and act on any hygiene or food safety complaint within 24 hours.

20. Compliance & Consequences

- Canteen staff who violate food safety or personal hygiene standards shall face disciplinary action — including immediate suspension from food handling duties pending investigation.
- Workers who damage canteen property or behave disruptively in the canteen shall face disciplinary action under the Code of Conduct Policy.
- Any violation of FSSAI standards shall be reported to the FSSAI officer as required.

21. Review

This Policy shall be reviewed annually by the HR Manager in consultation with the Canteen Managing Committee and Factory Manager, and presented to the MD for approval. A Canteen Hygiene Audit Report shall be presented to the MD every quarter.

22. Policy Adoption

Authorised Signatory Ashok Kumar Mahansaria Managing Director Ashoka Cattle & Poultry Feeds Limited	Date of Adoption [Date] Effective Date: 01 April 2025
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CANTEEN MANAGING COMMITTEE CONSTITUTION & TERMS OF REFERENCE

Document Number	ACPFL-CMC
Document Title	Canteen Managing Committee — Constitution & Terms of Reference
Version	1.0
Effective Date	01 April 2025
Review Date	31 March 2028
Issued By	Ashok Kumar Mahansaria, Managing Director
Administered By	Raj Kumar Mahansaria, HR & Admin Manager
Legislation Ref.	Factories Act 1948 — Section 46 and Second Schedule (Canteen Rules); Bihar Factories Rules 1950 — Rule 60A (Canteen Managing Committee); FSSAI Act 2006

1. Legal Basis

Section 46 of the Factories Act, 1948, read with Rule 60A of the Bihar Factories Rules, 1950, requires that where a canteen is provided in a factory, a Canteen Managing Committee ('CMC') shall be constituted to manage the canteen and advise on its operations. Ashoka Cattle & Poultry Feeds Limited, having more than 250 workers at its Darbhanga factory, is obligated to constitute and maintain a CMC. This document constitutes the CMC of the Company and defines its composition, powers, and procedures.

2. Purpose of the Canteen Managing Committee

- To supervise and manage the operations of the Company canteen in the interest of all workers.
- To ensure food quality, hygiene, and pricing remain reasonable and compliant with all applicable laws.
- To serve as the formal representative body for workers' interests regarding canteen services.
- To review canteen accounts, menu, and performance regularly and recommend improvements.
- To handle complaints and suggestions from workers regarding the canteen.

3. Constitution of the Canteen Managing Committee

The CMC shall be constituted as follows:

Designation in CMC	Occupant / Basis of Appointment
Chairperson	Raj Kumar Mahansaria, HR & Admin Manager — nominated by Management. Responsible for convening meetings, maintaining records, and implementing CMC decisions.
Management Representative (Production)	Anand Kumar Mahansaria, Factory & Production Manager — or nominee — representing management's operational interest.
Management Representative (Finance)	Accounts/Finance team nominee (proposed by CFO) — to oversee canteen accounts and budget.
Worker Representative — Shift A	[Name to be elected by workers of Shift A] — elected by workers, serving a 1-year term.
Worker Representative — Shift B	[Name to be elected by workers of Shift B] — elected by workers, serving a 1-year term.

Designation in CMC	Occupant / Basis of Appointment
Worker Representative — Shift C	[Name to be elected by workers of Shift C] — elected by workers, serving a 1-year term.
Worker Representative — Contract Workers	[Name to be elected by contract workers] — elected from among contract workers deployed at the factory.
Women's Representative	[Name to be elected] — representing the interests of women workers (mandatory where women are employed). At least one woman representative shall be on the CMC.
Canteen Operator Representative	In-charge of the canteen (canteen contractor's supervisor or Company canteen manager) — permanent invitee, not a voting member.

3.1 Composition Rules

- As per the Bihar Factories Rules: the CMC shall have equal representation from management and workers — the number of worker representatives shall not be less than the number of management representatives.
- Minimum one woman member shall be on the CMC at all times.
- The total CMC strength shall be between 6 and 12 members.
- No member of the CMC shall have a financial interest in the canteen contractor's business.

3.2 Election of Worker Representatives

1. Worker representatives shall be elected by a simple show of hands or secret ballot by workers of their respective shift / category at a meeting convened by the HR Manager.
2. Elections shall be held annually in March for representatives taking office in April.
3. Any worker on the Company's rolls (permanent or contract) who has completed 3 months of service shall be eligible to vote and to stand for election.
4. In the event that no election is possible (e.g., no nominations), the HR Manager shall nominate representatives in consultation with the senior-most workers of the shift.
5. Election proceedings and results shall be recorded in the CMC Election Register.

3.3 Term of Office

- Every CMC member shall hold office for a period of 1 year from the date of constitution/election.
- Outgoing members are eligible for re-election/re-nomination.
- The CMC shall be reconstituted every year, ordinarily by 31 March, with effect from 1 April.
- In the event of a member vacating mid-term (resignation, transfer, termination), a replacement shall be elected/nominated within 30 days.

4. Powers and Functions of the CMC

4.1 Menu & Food Quality

- Approve the weekly/monthly canteen menu.
- Review worker feedback on food quality, variety, and quantity.
- Inspect and taste food at random from any meal service without prior notice to canteen staff.
- Recommend changes to recipes, ingredients, or cooking methods based on worker feedback or hygiene concerns.
- Ensure the menu provides nutritious, balanced meals meeting the needs of a physically active workforce.

4.2 Pricing

- Review and approve canteen price lists.
- Ensure prices are reasonable and consistent with the cost structure and any Company subsidy.
- No price changes shall be made without CMC approval.

- The CMC may recommend a canteen subsidy to the Management where meal costs are beyond the means of workers at lower pay grades.

4.3 Accounts & Financial Oversight

- Review canteen income and expenditure accounts monthly — prepared by the canteen operator/contractor.
- Verify that all purchases of canteen supplies are at fair market prices (no inflated procurement).
- Review canteen subsidy utilisation (if any subsidy is provided by the Company).
- Flag any unexplained financial discrepancies to the HR Manager and CFO.

4.4 Hygiene, Safety & Compliance

- Conduct a physical inspection of the canteen (kitchen, dining area, storage, utensils) at every quarterly meeting and at any time a complaint is received.
- Review the Canteen Hygiene Register and Cleaning Records at every meeting.
- Ensure canteen staff are following personal hygiene requirements.
- Verify FSSAI licence validity and ensure no expired ingredients are in use.
- Recommend corrective actions and follow up on implementation at the next meeting.

4.5 Complaints & Feedback

- Review all canteen complaints and suggestions received since the last meeting.
- Ensure worker complaints are resolved and responses communicated to complainants.
- Recommend systemic improvements based on recurring feedback patterns.

4.6 Recommendations to Management

- The CMC is an advisory body. Its recommendations on all canteen matters shall be placed before the Management (HR Manager / Factory Manager) for decision and implementation.
- The Management shall provide written reasons if any CMC recommendation is not accepted.
- CMC recommendations accepted by Management shall be implemented within 30 days or as per the agreed timeline.

5. Meetings of the CMC

Type of Meeting	Frequency & Process
Regular Quarterly Meeting	Held once every 3 months — minimum 4 meetings per year. Chairperson (HR Manager) shall issue written notice to all members at least 7 days before each meeting.
Special / Emergency Meeting	Called by the Chairperson at any time to address an urgent issue (food safety incident, major complaint, serious hygiene breach). Notice: 48 hours minimum.
Annual Review Meeting	Held in March each year to: review the CMC's performance for the year, elect/nominate representatives for the next year, review and update the canteen policy.

5.1 Quorum

- Quorum for any CMC meeting: minimum 50% of members present, including at least one management representative and at least one worker representative.
- If quorum is not met, the meeting shall be adjourned by 30 minutes. If quorum is still not met, the meeting proceeds as an informal session — decisions made shall be placed before a quorate meeting for ratification within 15 days.

5.2 Decision Making

- Decisions shall be made by simple majority of members present and voting.
- In the event of a tie, the Chairperson shall have a casting vote.

- All decisions shall be recorded in the Minutes.

5.3 Minutes

- Minutes of every CMC meeting shall be prepared by the HR Manager within 5 working days of the meeting.
- Minutes shall record: date, venue, members present, agenda items discussed, decisions taken, actions assigned (with name and deadline).
- Draft minutes shall be circulated to all members within 5 working days for review. Confirmed/finalised minutes shall be signed by the Chairperson.
- Minutes shall be displayed on the canteen notice board for workers' information within 10 working days of the meeting.
- Minutes shall be retained for a minimum of 5 years and made available for inspection by the Factories Inspector.

6. Agenda for Regular Quarterly Meetings

The standard agenda for each quarterly CMC meeting shall include the following items as a minimum:

Agenda Item	Content
1. Confirmation of previous minutes	Review and confirm the minutes of the previous meeting. Status of action items.
2. Canteen accounts	Review of income, expenditure, and subsidy utilisation for the quarter.
3. Menu review	Review current menu, worker feedback, and proposed changes for next quarter.
4. Price review	Review current prices. Any proposed adjustments to be discussed and decided.
5. Hygiene inspection report	Review of the canteen hygiene inspection carried out by the CMC. Corrective actions from previous inspection.
6. Canteen staff matters	Adequacy of canteen staff, any training needs, health check compliance.
7. FSSAI compliance	Confirmation of valid FSSAI licence. Any FSSAI-related observations.
8. Complaints & feedback	Review of all complaints/suggestions received. Status of resolutions.
9. Pest control	Review of pest control records and any incidents.
10. Special items	Any other urgent matter raised by any member.
11. Next meeting date	Date and venue for the next regular meeting confirmed.

7. Canteen Hygiene Inspection Procedure

At each quarterly meeting, the CMC shall conduct a physical inspection of the canteen before or during the meeting. The inspection shall cover:

Inspection Area	Items to Check
Kitchen and cooking area	Cleanliness, absence of pests, proper storage of raw and cooked food, oil quality, cooking temperatures, personal hygiene of staff.

Inspection Area	Items to Check
Food storage (dry and cold)	FIFO compliance, expiry dates, temperature of refrigerator, absence of pests and moisture damage, proper labelling.
Utensils and crockery	Cleanliness, no cracks or chips (harbours bacteria), adequate quantity, storage hygiene.
Dining area	Tables, benches, floor condition, ventilation, lighting, waste bins.
Cleaning records	Canteen Hygiene Register — completeness and regularity of cleaning entries.
Water supply	Running water at kitchen and washbasin. Potable source confirmed.
Canteen staff	Uniform, hair covering, no jewellery on hands, general hygiene compliance.
FSSAI licence	Certificate displayed, validity confirmed.

Inspection findings shall be recorded in the CMC Inspection Report (a standard form attached to the minutes). Each finding shall have: description, severity (minor/moderate/critical), corrective action required, responsible person, deadline.

8. Worker Rights in Relation to the Canteen

- Every worker has the right to eat in the canteen and to receive safe, hygienic, and fairly priced food.
- Every worker has the right to raise a complaint or suggestion about the canteen — verbally to their CMC representative, or in writing in the Complaint/Feedback Register kept in the canteen.
- Workers shall be informed of the names and designations of their CMC representatives, displayed on the canteen notice board and the factory general notice board.
- Workers shall be informed of canteen accounts — a summary of canteen income and expenditure for the quarter shall be displayed on the notice board within 15 days of each quarterly meeting.

9. Management's Obligations

- To provide and maintain the physical infrastructure of the canteen in a clean, safe, and functional condition.
- To fund any approved canteen subsidy and ensure its proper utilisation.
- To ensure canteen staff are adequately trained in food safety.
- To implement CMC decisions within agreed timelines.
- To provide written reasons if any CMC recommendation is not accepted.
- To file the required annual return regarding canteen provision with the Chief Inspector of Factories (as part of the Annual Factory Return under the Factories Act).

10. Constitution Order

The following order is hereby issued constituting the Canteen Managing Committee of the Company with effect from the Effective Date stated in this document:

Member Name / Role	CMC Position
Raj Kumar Mahansaria — HR & Admin Manager	Chairperson (Management Nominee)
Anand Kumar Mahansaria — Factory & Production Manager	Management Representative

Member Name / Role	CMC Position
[Finance Nominee — TO BE CONFIRMED by CFO]	Management Representative (Finance)
[Elected Worker Representative — Shift A]	Worker Representative
[Elected Worker Representative — Shift B]	Worker Representative
[Elected Worker Representative — Shift C]	Worker Representative
[Elected Representative — Contract Workers]	Worker Representative
[Elected Women's Representative]	Women's Representative (Worker)
Canteen In-Charge / Supervisor	Permanent Invitee (non-voting)

Term: 01 April 2025 to 31 March 2026. To be reconstituted annually.

This CMC Constitution Order shall be displayed on the factory notice board and the canteen notice board at all times, in compliance with Bihar Factories Rules.

11. Display and Communication

- This document (in summary form) shall be displayed in Hindi and English on the factory general notice board and inside the canteen.
- Names and contact details of all CMC members shall be displayed on the notice board and updated whenever the CMC is reconstituted.
- Meeting minutes (as approved) shall be displayed on the canteen notice board within 10 working days of each meeting.

12. Review

This Constitution and Terms of Reference shall be reviewed annually by the HR Manager. Any amendments to CMC composition, powers, or procedures shall be approved by the MD and communicated to all CMC members and workers.

13. Adoption & Signatures

<p>Authorised Signatory Ashok Kumar Mahansaria Managing Director Ashoka Cattle & Poultry Feeds Limited</p>	<p>Date of Adoption [Date] Effective Date: 01 April 2025</p>
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Acknowledged by CMC Chairperson:

Field	Details
Name	Raj Kumar Mahansaria
Designation	HR & Admin Manager — CMC Chairperson
Signature	_____
Date	_____

Version	Date Description Changed By
1.0	01 April 2025 Initial release ACPFL Management