

3/15

**PROCEEDINGS OF THE DIRECTOR GENERAL  
KERALA INSTITUTE OF LOCAL ADMINISTRATION**

Present: Dr. Joy Elamon

KILA-Admn. -Mess Supervision Committee re-constituted-orders issued

No. KILA/1720/2022

31.05.2023

ORDER

Mess Supervision Committee is here by re-constituted with the following members.

1. Finance & Accounts Officer
2. Deputy Director
3. Assistant Director Training [Convener]
4. Assistant Director Administration

1. The Committee will meet at least once in a month
2. The Committee will make random inspection in the Canteen and premises and will examine whether the canteen unit is running as per terms of Agreement executed.
3. The Committee will inspect the quality and quantity of the food served, hygenic conditions of the premises and the service rendered by canteen staff.
4. The Committee will advise the Canteen Unit/ Contractor and issue suggestions for the proper running of the canteen.
5. The Committee will submit a report every month about the running of the canteen and measures taken by them to ensure better service.

  
DIRECTOR GENERAL

To

All Members

