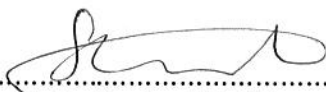


**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS**

- Department:** Police
- Post:** Chief Catering Administrator
- Salary:** Rs 27,200 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 40,000 (11 56 67)
- Effective Date:** 23 May 2011
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Senior Catering Officer who reckon at least two years' service in a substantive capacity in the grade or an aggregate of at least two years' service in a substantive capacity in the grades of Senior Catering Officer and Catering Officer and who have administrative ability and the ability to lead a team of officers.
- Duties:**
1. To be responsible to the Commissioner of Police for the organisation, supervision and administration of the Police Catering Services.
  2. To advise on the formulation of general policy for the effective running of the catering units of the Police Department.
  3. To prepare and estimate the annual requirements of the Catering Services and to monitor expenditures to ensure the execution of activities within budgetary limit.
  4. To ensure the adequate supply and quality control of provisions.
  5. To be responsible for the training of catering staff.
  6. To provide technical advice for evaluation exercise of catering equipment and foodstuffs.
  7. To use ICT in the performance of his duties.
  8. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Chief Catering Administrator in the roles ascribed to him.

**CERTIFIED CORRECT**

  
 .....  
 for Senior Chief Executive  
 Ministry of Civil Service and  
 Administrative Reforms

Date..... 23 MAY 2011 .....

