

**No.2016/EnHM/06/17**

**Dated: 26/12/2024**

**General Manager,  
Indian Railways**

**Sub: Cleaning/fumigation/pest & rodent control of Pantry cars at the Primary Depots.**

**Ref:** 1. Railway Board's letter No. 99/M( C)/141/16 VOL.II dated 11/05/2010 & 06/10/2017.  
2. Railway Board's letter No. No.2011/TG-111/600/45 dated 14/09/2011 & 2016/EnHM/06/17 dated 29/06/2024.

Railway board's under reference letters serves to provide comprehensive instructions for cleaning/Maintenance/fumigation/disinfection and pest & rodent control of pantry cars to IRCTC and C&W/Mechanical department.

Vide Railway board's letter even no. dated 29/06/2024 (copy enclosed), a draft joint check memo for handing-over & taking-over of Pantry car at primary depot/platform/washing line was circulated for better coordination between C&W/Mech. Department & IRCTC Officials, which should be jointly checked and signed by IRCTC representative & SSE/C&W, at the end of each round trip at the primary depot.

It was advised in the aforesaid letter to follow these instructions on regular basis. However, it has been reported that in some depots implementation of these instructions have been discontinued and are not being followed on regular basis. This has been viewed seriously. It is once again reiterated that Board's instructions referred to above should be strictly followed without fail.

Encl: As above



**(Shailendra Singh)**

**Principal Executive Director  
EnHM & Project/Railway Board**

**Copy to:-**

- 1. ED/T&C**
- 2. CMD/IRCTC**

2016/EnHM/06/17

Dated 29.06.2024

**General Manager  
Indian Railways**

**Sub: Cleaning/fumigation/pest & rodent control of Pantry Cars at the Primary Depots.**

**Ref:**i. Railway Board's letter No. 99/M(C)/141/16 VoLII dated 11.05.2010 & 06.10.2017(copies enclosed).

ii. Railway Board's letter No. 2011/TG-111/600/45 dt. 14.09.2011 (copy enclosed).

1. Railway Board's under reference letters serves to provide comprehensive instructions for cleaning/ Maintenance/ fumigation/ disinfection and pest & rodent control of Pantry Cars to IRCTC and C&W/Mechanical department.
2. Additionally, as per IRCTC's Standard Bid Document for Cluster of trains (EIN No.L74899DL 1999GO|101707) issued by IRCTC stipulates that Licensee and his staff shall ensure vacation of Pantry Car for proper cleaning by Railways, proper cleaning during the journey of train and left cleaned after completion of service/journey.
3. In view of the above, it is advised that all the instructions with regard to cleaning/ maintenance/ fumigation/ disinfection and pest & rodent control of Pantry Cars, issued from time to time as detailed above, may be strictly adhered to.
4. A joint check memo for handing-over & taking-over of Pantry Car at primary depot /platform/washing line is attached as Annexure-I&II for better coordination between C&W/Mech Department & IRCTC Officials, which should be jointly checked and signed by IRCTC representative & SSE/C&W, at the end of each round trip at the primary depot. Details of IRCTC officials assigned for monitoring of cleaning, pest control etc activities with name and contact number is also attached for better coordination between the Railway and IRCTC.

5. A calendar of cleaning/inspection may be jointly made by C&W Branch of the Depot & Zonal office of IRCTC. Rakes having recurring problems and maximum complains on aforesaid issues should be identified for special monitoring/cleaning to bring them up to the mark. A one month special drive may be conducted for special cleaning to control pests and rodents for which the report may be submitted to Railway Board on completion. Thereafter, the above instructions may be followed regularly so that Pantry Cars are maintained in good fettle.

Encl: As above

**(Shailendra Singh)**  
**Principal Executive Director**  
**EnHM& Project/Railway Board**

Copy to:-

- i. ED/T&C
- ii. CMD/IRCTC for information with a request to issue necessary directions for adhering to the laid down directions as above.

ANNEXURE – I

JOINT CHECK SHEET FOR HANDING-OVER OF PANTRYCAR AT PRIMARY DEPOT  
PART-I (To be done by IRCTC)

PRIMARY DEPOT	
TRAIN NO. & NAME	
DATE	
PANTRY CAR NO	
ARRIVAL TIME	
PANTRY CAR FULLY VACATED TIME	

CLEANING OF PANTRY & MINI PANTRY EQUIPMENTS to be attended & ensured by Pantry staff				
S.NO.	Name of equipment	Vacated (Y/N)	Cleaned (Y/N)	Remarks if any
1	HOT CASE			
2	REFRIGERATOR			
3	BOTTLE COOLER			
4	DEEP FRIDGE			
5	STORAGE SPACE			
6	OTHER EQUIPMENTS			

Representative of IRCTC

Representative of Railway

ANNEXURE - II

JOINT CHECK SHEET FOR TAKING-OVER OF PANTRYCAR AT PRIMARY DEPOT  
PART-2- (To be done by C&W staff at pit line)

PRIMARY DEPOT	
TRAIN NO. & NAME	
DATE	
PANTRY CAR NO	
MAINTENANCE TIME	

OBSERVATION AFTER MAINTENANCE:			
S.NO.	Description	Observation	Remarks if any
1	CLEANING OF PANTRY CAR		
2	WATERING OF PANTARYCAR		
3	PEST CONTROL OF PANTRY CAR		
4	PEST CONTROL OF MINI PANTRY		
5	FUMIGATION ATTENDED		
6	PRESENCE OF PESTS AFTER PEST CONTROL / FUMIGATION		

Representative of IRCTC

Representative of Railway

भारत सरकार GOVERNMENT OF INDIA  
रेल मंत्रालय MINISTRY OF RAILWAYS  
(रेलवे बोर्ड RAILWAY BOARD)

No. 99/M(C)/141/16 Vol.III

New Delhi, dated: 06.10  
09.2017

Chief Mechanical Engineer,  
All Zonal Railways

**Sub: Maintenance of pantry cars and safety therein**

**Ref: This office letter No.99/M(C)/141/16 Vol.II Dated 11.05.10 & 18.04.11**

The guidelines for maintenance of Pantry Cars were advised to all the Zonal Railways by Board's letter No.99/M(C)/141/16 Vol.II dated 11.05.10 & 18.04.11 for implementation. The instruction advised vide Board's letter referred above is being reiterated for information and necessary action.

The cleaning of the Pantry Cars should be carried out as follows:

1. Pantry cars may be fully vacated before the train is taken for pit line maintenance at primary end.
- ✓ 2. During the trip maintenance of pantry car all Sunmica panel, berth rexine, Gas room, lavatory area, Steel panel, window glass & window shutter be cleaned properly using proper cleansing material.
3. All floor checkered plate be cleaned by floor scrubber machine. Hosing with water jet should not be done as it leads to corrosion.
- ✓ 4. Rodent Control treatment should be ensured in every trip during primary maintenance.
5. Pest Control is to be done every 15 Days OR earlier as per need.
6. In addition to activities carried out during trip maintenance / Schedule D1, following will be done during the maintenance in Schedule A (1 month+/- 3days) / Schedule D2 (1 month +/- 3 days).
  - (a) Fans & Tube light covers to be opened & cleaned.
  - (b) Intensive Cleaning using portable steam machine to remove all oil / dirt etc.
  - (c) Exhaust fan should be opened, cleaned & scrubbed.
7. In addition to activities carried out during Schedule A / Schedule D2, following will be done during the maintenance in Schedule B (3 month+/- 7days) / 3 month+/- 7days in LHB Pantry Cars -
  - a. Buffing of bottle coolers, hot case, sinks, washbasins, and other steel items like counters
  - b. Ceiling panel should be cleaned thoroughly.
- ✓ Proper cleaning and disinfection of the pantry car should be ensured during primary maintenance by the zonal railways.

6-10-17

(Navaid Talib)

Director Mech. Engg/(Chg)  
Railway Board

कृष्णा जतिमल  
(3)

**GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
RAILWAY BOARD**

**NO.2011/TG-III/600/45**

**New Delhi, dated 14-09-2011**

**General Managers  
All Zonal Railways**

**Sub: Disposal of Garbage from Pantry Cars.**

**Ref: (i) Commercial Circular No.14 dated 02.06.1999.  
(ii) Commercial Circular No. 45/2011 dated 13.09.1999.**

Vide Board's letter No.97/TG-III/613/1/Pt. dated 02.06.1999 (Commercial Circular 14), comprehensive instructions were issued on the disposal of waste material (garbage) generated in the pantry cars of Rajdhani/Duronto and Mail/Express Trains as also in the mini pantry cars of Shatabdi Express. It has been observed that the licensees are in the habit of littering the vestibule portion of the coaches with a lot of garbage and waste material which include left over food, used casseroles/thalis etc. In a number of cases the staff of the licensees throw the surplus and left over food items during approach of a terminal station; some of them throw all the left over foodstuff near to the C&W maintenance depots and/or washing lines.


It has been complained by the Mechanical Directorate that all such surplus and left over food articles, thrown on the tracks or near the maintenance depots, leads to proliferation of cockroaches and rodents which ultimately get on to the trains and create a nuisance to the travelling passengers.

The procedure order for handling garbage and their disposal has been originally defined in the Commercial Circular No.14. This has been updated vide Commercial Circular No. 45 of 2011 (copy enclosed). These instructions should be circulated by the Zonal Railways and the Divisions to all concerned, including the relevant

items to the licensees. If any licensee is found violating the procedure, heavy and stringent fines may be imposed.

In a meeting held by Hon'ble MR and MSRs and attended by the CRB and the full Board, the catering licensees were advised that they should set up and follow a proper system of garbage disposal. To make the system work, the nominated stations will also have to do their part in the collection of garbage, at crew change or nominated stations, from the pantry cars. This has to be ensured by the Station Managers under the supervision and guidance of the Commercial Officers of the Divisions.

The above instructions may be given high priority in its implementation. A feedback may be given for information of the Board on the introduction of the scheme.



**(KAMLESH GUPTA)**  
**ADDITIONAL MEMBER (T&C)**  
**RAILWAY BOARD**

Encl: As above



**GOVERNMENT OF INDIA (BHARAT SARKAR)  
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)  
RAILWAY BOARD**

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No.2009/TG-III/600/25

New Delhi, dated 13<sup>th</sup> September 2011

(Commercial Circular No. 45 of 2011)

The General Managers,  
All Indian Railways.

**Sub: Disposal of Waste (Catering Waste Management System).**  
**Ref: Commercial Circular No.14 dated 02.06.1999.**

\* \* \*

With the introduction of the new Catering Policy vide Commercial Circular No.35/2010, the initial guidelines for disposal of waste have been laid down vide para 8.

With the transfer of Catering Units from IRCTC to the Zonal Railways and introduction of more number of trains, the disposal of waste material has become a strategic issue for ensuring cleanliness on railway premises.

While instructions as mentioned above have been circulated to all Zonal Railways to encourage eco-friendly packaging material for service of food and beverages at stations and on trains, a detailed procedure for collection and disposal of waste arising out of Pantry Car services and Static Units is detailed below:-

**PROCEDURE ORDER FOR HANDLING WASTE AND THEIR DISPOSAL  
ARISING OUT OF PANTRY CAR SERVICES**

1. In all pantry cars, big size plastic/steel refuse bins with a proper cover preferably one which need not be touched by hand for opening should be placed at such locations so that it does not contaminate the food process, storage areas, and the environment inside..
2. The refuse bins shall be emptied periodically and washed daily with a disinfectant and dried before next use.

3. Provision of placement of big size plastic bags should be made inside the refuse bins to collect the waste.
4. In case of licensee operated services, the refuse bins/plastic bags will be supplied by the licensees.
5. All waste material arising out of preparation of food, if any, in pantry car should be collected in the refuse bins.
6. All bearers/waiters will collect the waste material like empty casserole containers, mineral water bottles/pouches, glasses, cutlery, napkins, etc. from the respective coaches after making service to the customers and will collect the wastes in the same container. They should under no circumstances throw any material either in the vestibule or in the coach. They should also not throw waste material from the running train.
7. No waste shall be kept open inside the Pantry car and shall be disposed of in an appropriate manner as per local rules and regulations including those for plastics and other non environment friendly materials.
8. The waste material so collected in the plastic bag should be secured properly so as to not litter the area while transporting the plastic waste bags. The bag should be unloaded at every crew changing point station.
9. The Pantry car staff will unload the bag and dump it in the nominated refuse bins provided on the platforms. The nomination of the refuse bins will be made through instructions issued by the designated department of the Division.
10. The refuse bins (with three colours) so nominated will be prominently painted in Green (for bio-degradable waste), White (for recyclable waste) & Black (all other waste i.e. other than bio-degradable waste and recyclable waste) and shall be sufficient in size to ensure all collections.
11. The station safaiwalas nominated by the designated department at the platforms will collect these bags along with other waste of the station and will dispose them off along with regular waste so as to ensure its clearance from the stations.
12. The CCMs of the Zones shall ensure that the mobile licensees are suitably instructed for the same.
13. The designated department shall ensure the instructions to the station safaiwalas and nomination of dustbins.

14. The location and nomination of refuse bins for disposal of Pantry Car waste should be issued through a local Procedure Order jointly by the Commercial, Medical and Mechanical Departments.
15. It would be the responsibility of the catering inspector in charge in case of departmental units and the licensees in case of private operated units that adequate quantity of plastic bags are available all the time with the pantry car staff.

#### **DISPOSAL OF WASTE FOR STATIC UNITS**

1. All Catering Static Units at stations both Major and Minor should have adequate number of refuse bins. These should have proper cover preferably one which need not be touched by hand for opening should be placed at such locations so that it does not contaminate the food process, storage areas, and the environment inside.
2. The refuse bins shall be emptied periodically and washed daily with a disinfectant and dried before next use.
3. The refuse bins should have a provision for big size plastic bags to be placed in the dustbins.
4. The nominated refuse bins shall be prominently painted in Green (for bio-degradable waste), White (for recyclable waste) & Black (all other waste i.e. other than bio-degradable waste and recyclable waste) and shall be sufficient in size to ensure all collections.
5. In case of licensee operated services, the refuse bins and plastic bags shall be provided by the licensee.
6. All waste material arising should be collected in the refuse bins.
7. No waste shall be kept open inside the premise and shall be disposed of in the appropriate manner as per local rules and regulations including those for plastics and other non environment friendly materials.
8. Under no circumstances, any material should be thrown outside the stalls/catering units. In case any catering waste is found lying around 2 metre of the stalls, the responsibility will be fixed on the static catering units at the platform.
9. Detailed guidelines for collection of plastic bags from the refuse bins should be issued locally by the designated department in the Zonal Railways.

10. The waste material so collected in the plastic bags should be secured properly so as to not litter the area while transporting the plastic waste bags.

This may please be acknowledged and the instruction may be widely circulated to all concerned. Railways may arrange frequent inspections at various levels and ensure that Board's instructions are rigidly adhered to.

This issues with the concurrence of Health Directorate.



**(Mani Anand)**  
**Executive Director/Tourism & Catering**  
**Railway Board.**

S. NO 24

**GOVERNMENT OF INDIA  
MINISTRY OF RAILWAY  
RAILWAY BOARD**

**No. 99/M(C)/141/16 Vol.II. Pt**

**New Delhi dated**

**11.5.10**

**The Chief Mechanical Engineers,  
All Indian Railways**

**Sub: Maintenance of non-AC pantry cars and safety therein**

The standards of maintenance in pantry cars are generally reported to be not satisfactory on the Railways. To address this issue, Guidelines already issued from time to time in the subject context as under are reiterated for immediate compliance by the Railways:-

1. The scale of provision of fire extinguishers in different type of Rolling stock viz., locomotives, AC coaches, pantry cars, power cars/SLRs etc. may be ensured in accordance with guidelines issued vide Board's letter No. 89/Sec(spl)/75/1 dated 18.7.1991.

2. Railways must ensure a centralized gas connection in all Non AC pantry cars replacing the piecemeal temporary arrangements, if any, in accordance with Board's letter No. 97/M©/137/24 dated 23.1.98.

**3. Maintenance in Workshops**

- (i) All pantry car equipments like cylinder bank, gas manifold, flexible pipelines, regulators, deep freezers, boilers, hot cases and water coolers etc. must be provided and located in accordance with RDSO's guidelines/layouts.
- (ii) A comprehensive contract must be entered into by the workshops through authorized agencies/certified bodies of IOC/BPC/HPC etc for inspection and provision/repair/replacement of LPG installation and related appliances in non-AC pantry cars in compliance with relevant provision of IS:6044 Part I/OISD-162.
- (iii) Provision of fire retardant interior furnishings must be ensured by the Workshops in the pantry cars in accordance with latest RDSO specifications.

**4. Maintenance in coaching depots**

- (i) Pantry cars may be fully vacated before the train is taken for pit line maintenance at the primary end.
- (ii) Fire extinguishers must be checked for refilling status and general condition and it must be ensured that no FE available in the pantry cars is overdue filling/checking.
- (iii) Only authorized personnel undertaking maintenance of pantry equipment & coach maintenance staff be permitted access to the pantry cars during maintenance in the pit lines
- (iv) A list of prescribed standard fittings, gadgets/equipments, duly signed by representatives of Mechanical/Electrical/Commercial Departments, must be maintained in the pantry cars.

- (v) Zonal Railways may ensure uninterrupted comprehensive maintenance/certification contracts through certified bodies of IOC/BPC/HPCL to ensure safe and proper functioning of the LPG installation in the pantry car.
- (vi) Detailed records of monthly inspection/certification by the authorized agency for LPG installation and appliances, jointly signed by the concerned Maintainers Supervisors, must be maintained in the coaching depot. A certificate to effect must be jointly issued for each non-AC pantry car after each such month's attention in the following proforma and a copy of the same must also be displayed in the pantry cars.

Train No./Pantry Car No.:

Date of inspection/servicing:

Name of agency undertaking maintenance of LPG installation:

Address:

Telephone No.:

This is to certify that Gas Pipe Lines, Burners, connectors and associated accessories of the above noted Pantry Car have been thoroughly inspected, repaired, serviced and cleaned. It is also certified that it is safe to use LPG inside the pantry car and there is no leakage in the pipe lines.

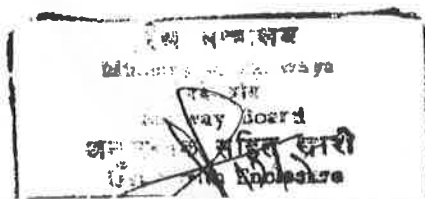
Signature of authorized representative of the contractor

Signature of Pantry Car Manager

Signature of Railway Authority with Designation

Copy to: 1. ED/Carr, RDSO, Lucknow  
2. ED/CAMTECH, Gwalior

*Arvind Nautiyal*  
(Arvind Nautiyal)  
Director Mech Engg (Coaching)  
Railway Board



*12/5/2010*  
12/5/2010