



Ph. # 021-99217489-90
Fax. # 021-99217477

**DIRECTORATE OF INSPECTION & REGISTRATION OF PRIVATE INSTITUTIONS SINDH,
SCHOOL EDUCATION & LITERACY DEPARTMENT, GOVERNMENT OF SINDH
Ground Floor, Government College For Women, Shahr-e-Liaquat, Burns Road, Saddar, Karachi
E-mail: dirprivateschool.govtotsindh@yahoo.com**

No. DIR/I&R/PIS/EDU/GOS(346768)/2024 Karachi Dated: 12/12/2024

Guidelines for School Canteens

***Dear Principals/ Administrators,
Privately Managed Schools in Sindh***

As part of our commitment to providing a safe and nurturing environment for students, it is vital to establish clear and consistent guidelines for our school canteens. These guidelines aim to ensure the well-being, safety, and dignity of all students while maintaining high standards of professionalism and hygiene.

Selection and Verification of Canteen Runners

1. **Background Verification:** All canteen runners must undergo thorough police verification and background checks before being hired or contracted.
2. **Social Assessment:** Evaluate the canteen runner's social reputation and behavior to ensure suitability for working in a school setting.
3. **Gender Sensitivity:** In girls' schools, prioritize hiring female canteen runners to foster a comfortable and safe environment for students.

Operational Guidelines

1. **No Physical Contact:** Canteen staff are strictly required to avoid any form of physical contact with students. This includes handshakes, high-fives, or other similar gestures, even during interactions such as providing items or exchanging money, all items and money should be placed directly on the counter, rather than being handed directly to the students.
2. **Prohibition of Credit Sales:** Selling food items on credit to students is strictly prohibited. This policy is in place to prevent issues that have been reported, such as instances where some canteen owners exploit the situation by pressuring or blackmailing students who owe money.
3. **Daily Fresh Food:** Ensure the availability of fresh, hygienic, and high-quality food items daily.
4. **Maintain Professional Boundaries:** Canteen runners must not engage in casual or overly familiar interactions with students during school hours.

5. **No Unauthorized Communication:** Prohibit any contact between canteen runners and students outside school premises or hours unless explicitly authorized by the school administration.


Substance Control

1. **No Drugs or Prohibited Items:** Ensure that no substances classified as drugs or harmful items are sold or distributed within the canteen or on school premises.

Monitoring and Compliance

1. **Regular Inspections:** Conduct frequent and unannounced inspections to monitor the canteen's adherence to these guidelines.
2. **Student Feedback Mechanism:** Create an accessible feedback channel for students to report concerns, suggest improvements, or highlight issues related to the canteen services.

By implementing these guidelines, we can uphold the highest standards of safety, hygiene, and professionalism within our school canteens. Let us work collaboratively to foster a healthy, supportive, and secure environment for our students.



(RAFIA JAVED)
ADDITIONAL DIRECTOR
REGISTRATION

A Copy is forwarded for information & necessary action to:-

1. The P.S to Minister for Education & Literacy Department, Govt. of Sindh, Karachi.
2. The P.S. to Secretary, School Education & Literacy Department, Govt. of Sindh, Karachi.
3. Master File.



(RAFIA JAVED)
ADDITIONAL DIRECTOR
REGISTRATION