

Sri Sathya Sai Seva Organisation-India

AIP Circular-30A Dated 08-04-2020

Sub: Community Kitchens Registration

AIP Circular-30A – (Continuation of Cir-30)

Date: 08-04-2020

Dear Brother State Presidents and State Vice Presidents, Sai Ram

You are aware that the coming days will be very difficult and the Sri Sathya Sai Seva Organisations may have to play a greater role in the matter of community kitchens and also Narayan Seva at personal levels. It is therefore necessary that we do this with great responsibility and caution. It is towards this end I am sharing the following link to register all existing community kitchens and the many more that we may require to start. This link will help the kitchen in charge, the State President and the AIP Office to be supportive on all issues and ensure compliance of all requirements and precautions for running kitchens. This will help to register our kitchens so that if someone who is not registered and defaults in the compliances can be distinguished, In any event no one will be permitted to start an unregistered kitchen. I hope you appreciate that there has to be discipline in Seva also.

Thus, the following link is to be used for registration and approval of community kitchen by the State President. If any community kitchen has been set up or is to be set up in future. Please register all kitchens through this portal.
<http://sssck.ssssoindia.org>

The following are the steps:

Step 1: Request for Approval to set-up Kitchen
The designated Kitchen in-charge of the proposed community Kitchen shall in consultation with the District President fill out the online form by click the “Add Kitchen” Button and submit it.

Step 2: Approval Email auto-generated for State President
after submission, an auto-generated email will be sent to the official email ID of the State President for approval of the Kitchen.

Step 3: Approval by State President

The State President can view the kitchen details through email and also see the location of the proposed kitchen in Google Maps by clicking the icon besides the address of the kitchen. He may Approve or also choose to Reject.

Step 4: Approval notification email sent to Kitchen In-charge upon approval, an email notification is sent to the kitchen in-charge at his Email ID with a copy to the State President and me. The same action also happens when the kitchen setup request is rejected by the State President. A Kitchen should not be made operational if it has not been approved by the State President.

Step 5: Reporting Daily activity by Kitchen In charge

After Approval, the kitchen in-charge is required to input, on a daily basis, basic information of daily activity of the kitchen by logging in through the same link. The username of Kitchen In-charge will be his email and the password will be automatically sent to him at his email.

All information of the Community Kitchen is available for view by the State President online.

If you have any technical questions please refer to Shri Brijesh Bamalwa Shri Srinivas and Shri Mukesh Patel whom you all know. This is apart from the Shri Koteswar Rao who will always be available.

Loving Regards

Yours in His Service

Nimish Pandya

All India President

Sri Sathya Sai Seva Organisations India

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Sairam dear brothers,

Further to my trailing mail on the community kitchen, am attaching herewith a check list which needs to be strictly adhered to and followed till last T.

I will be personally monitoring the inputs and at any given point in time if i find any violations of the guidelines or if any of the check lists are not being followed, I will intervene and immediately announce closure of that community kitchen.

Please understand that until the lockdown all the instructions of the Government and the Prime Minister needs to be followed. The strict measures are for the safety of the Seva dals, their families and the surroundings.

Wishing all my brothers all the very best.

Loving Regards

Yours in His Service

Nimish Pandya

Dear Brothers and Sisters, Sai Ram!

In view of the humanitarian crises of food to needy people, the following strict relaxation is being given in the light of the lockdown and curfew in various parts of the country to set up Sri Sathya Sai Community Kitchens **only if it is required in the opinion of the State President.**

As an Organisation, we will set up a community kitchen in every district or as required for serving cooked food to the needy. This is apart from a situation where you may opt to distribute Amrut Kalash of grains as we normally do.

Please note that State President will strictly follow the following instructions in this respect. Also note that every other instruction given earlier will continue and there shall be no violation of that. I have to warn every office bearer that obedience to the instructions is very important and strict action will be taken for any violations. The respective State Trust Convenors will help in the financial planning of this activity in consultation with the State president.

Strict Guidelines for Sri Sathya Sai Community Kitchens:

These are important protocols to be followed by Sevalal and those participating in food preparation service during the National crisis caused by Covid-19 Epidemic.

Preliminary Steps:

1. Liaison with your local administration and police to identify the following:

- A. What is the requirement for food in your area? Eg quantities, etc.?
- B. Which is the nearest Government designated food distribution centre?
- C. Discuss the distribution aspect with the local Government Authority as we shall only be involved in cooking and preparation, and WILL NOT be involved in the distribution of food packets directly to beneficiaries.
2. Identify a centre or place for cooking which has toilet and bathing facility.
3. Not more than 8 people should be involved in this service. Less the better.
4. Identify Seva dals in Age group 35-50 years and all gents Seva dal.
5. Please ask the Sevadal you are involving if they have any medical history or have had flu like symptoms or if they have come in contact with any person who has travelled overseas in the last 14 days.
6. Procure curfew passes for those involved in Seva, the truck and the truck driver. Local police will be helpful in this regard. Take their help.

First Step

1. Once you have identified the building where you will undertake cooking, please clean it with the disinfectant.
2. One bar of soap, towel, a hair cap, latex gloves and face mask to be procured for each individual involved in the Seva. Everyone should have their individual soap and towel. One set of change of clothes is also required.
3. Procure utensils, ladles and all materials for cooking the meal, please wash them with soapy water and let them dry in the sun before putting them to use.
4. Procure raw materials for food, wash them in hot water.
5. Procure packing material.
6. Identify a trailer, tempo or truck to transport the food to the location identified by the local government or police for you.

Second step

1. Please ask all Seva dals to take a bath including hair wash, wear fresh pair of clothes, thereafter wear hair cap, pair of gloves and a face mask.
2. Do Three Omkars followed by Sai Gayatri. Offer Prasad to Swami in the first instance. At the end of the cooking again pray to Swami with 3 Omkars and Sai Gayathri.
3. Maintain working stations keeping a distance of 6 feet and assign responsibility to each Sevadal at their respective working station.
4. Sevadal to wear a mask, gloves and hair cap at all times during preparation, packing and loading in the truck.
5. Pack individual packets of food so it can be easily distributed.
6. Pack them well individually, and then put them in baskets or cartons, and load them on the truck.
7. Recite Sai Gayatri three times and dispatch the truck.

Third step

1. Identify two mature adult gents Sevalal to accompany the truck to drop the cartons to the local Seva centre identified by the local Govt or police.
2. on reaching the distribution, drop the cartons with local authority for onward distribution.
3. *Our Sevalal under NO circumstances will be involved in the distribution.*

Fourth Step

1. Upon completion of cooking and upon return of two Seva dals back to the cooking centre following steps have to be taken:
 - A. Remove the gloves caps and face masks and put them all in a black bag and dispose the black bag in the dust bin from a location where garbage is collected on a regular basis.
 - B. Clean all utensils and ladles with soapy and hot water.
 - C. Clean and disinfect the cooking and chopping area
2. Thereafter, all Seva dals must take a Bath with soap including hair wash and wear fresh clothes.
3. Only after bath with soap at the centre and after wearing fresh clothes return to your home. This way you protect your family as you have been out for a few hours.
4. The used clothes should be immediately soaked in soap water at home, washed, and dried in the sun for the next day.

Final instructions

1. *This Seva is being done during national crisis and till lock down. It will be reviewed thereafter.*
2. Your safety and precautions suggested in the above protocol are important for your safety, the safety of those you serve, and the safety of your family.
3. The Sevalal involved in this for cooking and packing purpose must do so in confirmation with his family.

Loving Regards

Yours in His Service

Nimish Pandya, All India President

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