



IX. Procedures to be followed by Mess Secretaries

(Excerpt from CHAPTER FOUR of Hostel Handbook)

- a) Mess Secretaries must submit a written request/indent to the Warden through mess supervisor to draw advance from the hostel account to meet the expenditure for running the mess.
- b) The advance drawn must be settled within four days of the date of issue of cheque and the balance amount must be credited to the hostel account. However, they can retain on hand, a maximum of Rs.1000/- for petty expenses in running the mess.
- c) Only one advance at a time can be drawn by the Mess Secretary. Wardens will issue the second advance only after the bills for previous advance are submitted and account is settled. Further, second advance will not be given unless the issue slips are given to mess supervisor up to date.
- d) Mess Secretaries are strongly discouraged from using their personal finances, either for provisions or for running the mess. They can spend up to Rs. 500/- in case of emergencies with prior intimation (telephonic) to the Warden. Such bills should be submitted to the hostel Warden within a day, if the Warden is satisfied with the bills, they will be reimbursed.
- e) They must ensure that the daily stock-issue slips are properly filled in and passed on to the Mess Supervisor / hostel office within 12 hours of issuing the provisions from the stores.
- f) They should submit an advance written request for Warden's approval, if they are planning to provide any special food items or hosting special meals.
- g) Handbills on mess-related expenses are usually not permitted. Wardens may permit such vouchers duly certified by the mess secretary up to a limited amount in genuine cases only. All bills should be cash receipts / cash memos with appropriate GST, TIN numbers on such bills. The hostel Warden may reject any cash receipts / cash memos if s/he is not convinced of the expenditure.
- h) Bills of all kinds of expenditure should be submitted to the hostel office within four days of incurring the expenditure. A copy of all the bills should be displayed in the dining hall notice board without fail.
- i) Mess Secretaries are responsible for proper maintenance of the stock of provisions in the hostel stores for the month. They can take the help of the Mess Supervisors in this regard. Mess Secretaries and Mess Supervisors shall together maintain a consumption register for each day in the running of the mess.
- j) Mess Secretaries, along with the Mess Supervisors, must ensure the accuracy of the quality and quantity of the provisions purchased or delivered to the hostel stores. Any difference in quality or quantity at the time of receipt of groceries must be immediately brought to the notice of the Warden. It is the joint responsibility of the Mess Secretary / Mess Supervisor to ensure that such items are returned within three days of receipt. Mess Secretary shall also ensure that all branded items delivered are well within the expiry date.
- k) It is the joint responsibility of the Mess Secretary along with the Mess Supervisor to ensure that there are enough LPG cylinders before the next lot can be delivered to the kitchen. The mess may have to purchase commercial grade cylinders during LPG shortage in the market. The charges have to be borne by the boarders of the hostel.
- l) While closing the stocks for the month, the Mess Secretaries must ensure that provisions are available to run the mess for a maximum of 03 days after the completion of their tenure, unless the mess is about to be closed because of vacation or any other reason. The closing stocks must be handed over by the out-going Mess Secretaries to the in-coming Mess Secretaries in the presence of the Mess Supervisor on duty and the list with quantity and prices should be signed by both the Mess Secretaries and the Supervisor. Buying provisions in excess of estimates will be seriously viewed.
- m) If the kitchen staff have not reported for duty or are not available during the working hours, Mess Secretaries should bring the matter to the notice of the Mess Supervisor and hostel Warden immediately. Mess Secretaries can maintain a parallel attendance of workers present to cross check the attendance in hostel office.
- n) Mess Secretaries must co-operate with the Mess Supervisors to facilitate display of mess bills within two days after completion of their tenure.



- o) The Mess Secretaries are strongly advised to provide special items twice a week only. Feasts, if any, will be allowed only once at the end of the semester.
- p) If Mess Secretary suddenly refuses to continue after accepting the Mess Secretary ship and resumption of his duty whatsoever may be the reason cited by him, the warden will enquire into such case. If the warden feels that the Mess secretary has caused inconvenience to the students and hostel administration without proper satisfactory reason, he may recommend for his suspension from the hostel for 3 months to the Chief Warden. Similarly, the mess secretary will be immediately sacked on allegation of corruption which will be followed by an enquiry committee.
- r) Mess Secretary who resigns between his/her tenure without any valid reason will have to pay a fine of Rs. 10,000/-. Mismanagement of mess funds/provisions will invite fine which will be the purview of the concerned wardens based on the cases.
- s) Selected Mess Secretary should sign this Undertaking.

All hostel accounts (including mess accounts) are subject to audit by the chartered accounts of Office of the Chief Warden and the Internal Audit Office of the University. In case of financial irregularities mess secretaries will be subject to disciplinary action and recovery by the Warden/Chief Warden. In case of a high mess basic and poor menu/quality/quantity of food served by the mess secretary the boarders can call for a general body meeting either through hostel committee or by two third majority. The GBM can constitute a fact finding committee to recommend measures to the Warden/Chief Warden.

Decisions taken by the Warden/ Chief Warden will be final. In case a student refuses/ cannot pay up the amounts towards recovery, the same will be recovered from the student at the time of seeking No Dues Certificate.

UNDERTAKING

We, Mess Secretary-I _____ and Mess Secretary-II _____, of _____ Mess for the month of _____, 20_____, do hereby, undertake that we have read and understood the aforesaid procedure, and assure that we shall abide by the rules and regulations as laid down in the Hostel Handbook while rendering our voluntary services as Mess Secretaries. We also assure that we shall not spend more than the amount given by the Warden. In case of spending more without the prior written approval of the Warden, we shall not claim the differential amount. We also assure that provisions shall be available to run the Mess for **a maximum of three days** after the completion of our tenure, unless the mess is about to be closed because of vacation or any other reasons. We shall submit the signed **Daily Issue of Provision Slips** regularly on time without fail. We also declare that we shall submit the bills within 24 hours of the purchase, failing which such bills shall not be accepted by the Warden and we shall not claim the return. We have also understood that all bills/documents submitted by us are subject to scrutiny and audit, and in case of any irregularities, forgery, and/or misappropriations found at any point of time, recovery shall be made from both us with equal share forthwith, and we are liable for disciplinary as well as legal actions. We also know that noncompliance in any forms shall attract disciplinary as well as legal actions.

Signature of Mess Secretary-I
Date:

Signature of Mess Secretary-II
Date:

Countersigned by Mess Supervisor

Warden
Official Seal