



HOSTEL MESS REGULATIONS 2019

The Women University Multan

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OFFICE OF THE REGISTRAR ACAD-I BRANCH

No. ACAD-I/WUM/20- 44/D
Dated: 20/02/2020

NOTIFICATION

Consequent upon the recommendations made by Finance & Planning Committee in its 8th meeting held on 04-12-2019 under Agenda Item No.2 routed through Academic Council in its 6th meeting held on 25-11-2019 under Agenda Item No.04, the Syndicate in its 21st Meeting held on 07-02-2020 under Agenda Item No.3 unanimously approved the Hostel Mess Regulations 2019.

Encl: Hostel Mess Regulations 2019



REGISTRAR/
SECRETARY TO SYNDICATE

Distribution:

- Chairperson Hall Council
- Treasurer
- Resident Auditor
- PS to Vice Chancellor
- PS to Registrar
- Notification File

HOSTEL MESS REGULATIONS

2019

1. Mess dues shall be Rs.3,500/- per month per student, Hostel Warden and Superintendents and Rs.4,000/-per month other than students which shall be submitted before the 10th of each month. Fine of Rs. 10 per day will be imposed for delay after the 10th of the month. However any student who does not want to avail facility of the mess may request for refund of dues prior to availing the leave to the concerned Hostel Warden. The Hostel Warden on the basis of per day calculation (the claim to be entertained shall be minimum for ten days) will seek approval from Chairperson Hall Council and will initiate the case for refund.
2. New bank accounts shall be opened for both of the mess situated at Katchery and Matital campus separately and shall be operated jointly by the concerned Warden of the hostel and Treasurer. Any expenditure pertaining to welfare of students may with the permission of Chairperson Hall Council on the recommendations of Mess Committee incur the funds as deems appropriate.
3. Mess charges challan shall be generated by the hostel staff on the analogy of hostel dues and shall be paid by students in specified bank account.
4. Income branch of Treasurer Office shall be responsible to prepare and reconcile the cash book of the hostel.
5. The Women University, Multan shall sign Memorandum of Understanding (MOU) and subsequently enter into a contract with Canteen Store Department (CSD) and (CSD) shall be responsible for supplying dry ration such as Ghee, cooking oil, sugar, flour, lentils and spices etc. at door step.
6. Grocery items offered at (CSD) shops shall be supplied by (CSD) on credit terms inclusive of all prevailing Government taxes, with no interest thereon.
7. The demand for food ration will be ascertained by the concerned Hostel Warden and any of the Superintendents jointly of that hostel and they will do the needful for provision of the same by the CSD.
8. Menu for the mess facility will be duly set by the Mess Committee of the concerned hostel and shall be displayed at a prominent place in the hostel
9. Requisite bank guarantee ascertained by the CSD shall be furnished by the University for availing the credit facility.
10. Bills for expenses will be submitted by the Hostel Warden duly recommended and approved by the Chairperson Hall Council complete in all aspects to Office of the Treasurer for pre-audit where after payments will be released. The claim will only be disbursed from the aforementioned account.

11. Appropriate Vendor registered with tax authorities shall be engaged for supplying perishable goods like vegetables, meat and poultry etc.
12. Safety stock should be managed by the Hostel Warden to cope with any kind of emergency situation.
13. Imprest (recoupable) money amounting to Rs. 10,000/- out of specified account shall be sanctioned by the Vice-Chancellor in favour of each hostel warden for small and routine expenditures.
14. The Vice Chancellor shall be Competent to make addition / deletion / alteration in the SOPs as deems appropriate at any point of time.

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