



जवाहरलाल नेहरू विश्वविद्यालय  
Jawaharlal Nehru University  
डीन (छात्र) कार्यालय/Office of Dean of Students  
नई दिल्ली/New Delhi-110067

IHA/Circular/2026/७४४

Date: 16/04/2026

**CIRCULAR**

**Subject: Deployment of Regular Mess Staff as Leave Relievers and Grant of Honorarium for Extra Duties.**

All Senior Wardens and concerned hostel authorities/staff are hereby informed that the Competent Authority has approved the proposal regarding the deployment of regular mess staff as leave relievers in hostel messes, subject to compliance with University rules and procedures.

The following instructions/ guidelines shall be strictly complied with:

1. Honorarium or compensatory leave shall be granted to regular staff deployed as leave relievers strictly in accordance with University rules.
2. Prior approval of the Competent Authority must be obtained in each individual case before deploying any regular mess staff (with his/her consent) as a leave reliever. This provision shall not apply to outsourced staff; however, in such cases, the existing practice shall continue.
3. Proposals for deployment shall be submitted at least 07 (seven) days in advance, along with a copy of the e-leave application of the staff proceeding on leave.
4. Payment of honorarium for extra duties shall be admissible only to regular (permanent) Mess Helpers and Cooks.
5. Extra duty shall be permitted only against regular staff proceeding on short leave. No honorarium shall be admissible for duties performed against vacant posts or routine assignments.
6. No staff member shall be allowed to claim both honorarium and compensatory leave for the same period of extra duty.
7. Hostel office shall maintain separate register containing details such as name and designation of the staff member, date and time of duty, and particulars of the staff member against whom the duty is performed.
8. Submission of biometric attendance records shall be mandatory for claiming honorarium/ compensatory leave.
9. As this involves financial implications, any irregularity noticed shall be the responsibility of the concerned hostel administration. Therefore, all relevant records, including attendance, payment vouchers, approvals, etc., shall be properly maintained and preserved by the hostels for a period of 10 years or until the settlement of audit objections, if any, as per Government of India/JNU rules.

This circular shall come into force with immediate effect and shall apply to all extra duties performed from the date of issuance.

All Senior Wardens are requested to bring these instructions to the notice of all concerned functionaries and mess staff for strict compliance.

This issues with the approval of the Competent Authority.

**(Dr. Sajjan Singh)**  
Assistant Registrar, IHA

**To:**

1. Senior Warden of All Hostels
2. Provost of All Khands

**Copy to:**

1. PS to Vice-Chancellor/Rector-I/Rector-II/Registrar/Chief Proctor
2. PA to Dean of Students
3. ADOS-I/II