



दिल्ली विश्वविद्यालय  
UNIVERSITY OF DELHI

स्थापना शाखा-१  
Establishment Branch-I  
कक्ष संख्या : २०९, प्रशासनिक खण्ड,  
Room No. 209, Administrative Block  
दिल्ली- ११०००७  
Delhi-110007  
Tel. No.-27667725 Ext. 1167.

Ref:- No. Estab.-I/051/Hon./2008/02/490

Dated: 17<sup>th</sup> September, 2018

University of Delhi

**Sub.: Payment of Honorarium for working on Saturday/Sunday/Holiday and conveyance charges for late sitting.**

Dear Sir/Madam,

Please refer to this office letter no. Estab-I/104/Hon./Conv./2010 dated 12.04.2010 regarding grant of Honorarium to the staff for working on Saturday/Sunday/Holiday and conveyance charges for late sitting on working days. (copy enclosed)

In this regard, it is reiterated that as mentioned in above stated letter:

**"This shall be subject to attendance details as taken in the Bio-metric attendance system"**

The Bio-metric attendance should be sent along with honorarium/conveyance charges bills to the Assistant Registrar (Finance).

The following instructions should also be followed:-

1. All depts./Faculty offices/Administrative offices/Exam sections etc. are requested to maintain necessary records.
2. Officer recommending the Over Time Allowance must certify that necessary check through Biometric Attendance has been verified.
3. Office of the Finance Officer must check before releasing Over Time Allowance about such certification.

This is for your information and further necessary action please.

Dy. Registrar (Estab-N/T)

Encl.: As above.

Copy to:

1.  The Director, D.U.C.C for uploading on the University website.

