

Annexure No.....
Item No.....
Date of EC.....



UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI – 110 002

No.F.21-1/2015 (FD-I/B)

29th July, 2015

OFFICE MEMORANDUM

**TA/DA AND HONORARIUM PAYABLE TO OFFICIAL AND
NON-OFFICIAL MEMBERS/EXPERTS**

In supersession of UGC O.M. No.1-4/2009 (FD-I/B) dated May 14, 2009, the Rules for TA/DA and Honorarium payable to the official and non-official members and experts will be as under:-

The categories of Official and Non-Official Members are as follows:-

Serving (State/Central) Government servants, Semi Government/ Autonomous Bodies, Employees paid from the Consolidated Fund of India or through Grants-in-aid are treated as Official Members.

All others including retired Government Servants and retired/ex-member of the University Grants Commission or Statutory Bodies viz. Universities, Institutions, Councils, Boards and Societies etc. are to be treated as Non-Official Members.

"Permanent Account Number (PAN) allotted by the Income Tax Authorities has to be indicated by the member/expert invariably while filling up the Bill". Payment of TA/DA will be made through E-mode in the bank accounts of members. Hence, Experts are required to attach a copy of a cancelled cheque leaf with their claims.

1. HONORARIUM

1. Rs.3,000/- per day for per meeting subject to maximum of Rs.5,000/- per day irrespective of number of meeting in a day.
2. Rs.5,000/- per day for inspection/visit of various committees to institutions/ Universities /organizations.

2. TRAVELLING ALLOWANCE

Outstation Members/Experts:

- (i) **Travel by Air:** The members (officials as well as non-official) will be entitled to travel by air if he/she was entitled before retirement. Journey by Economy Class will be allowed as an economy measure and will be regulated as per their entitlement, subject to air travel restricted to Economy class only except those who are/were in the apex scale or equivalent prior to retirement. However, the members working or retired from Apex scale (Rs.80,000 (fixed), Rs.26,000/8000 (Pre-revised) or higher would be eligible for Business Class. As and when the above Economy Measure is relaxed, others may be allowed to travel by their entitled class to the extent of such relaxation. Non-entitled members will be entitled for journey by air, on specific prior approval of Chairman, UGC. The journey by Air India is to be performed for the sectors where it ply. In other sectors, journey by private airlines will be allowed. The members/experts entitled to travel by air may travel by helicopter in case place is not connected by air. However, hiring of charter helicopter, will not be permissible. The claim for air journey is to be supported by boarding cards.
- (ii) **Travel by Train:** The members/experts will be entitled to travel by all trains including Rajdhani Express/Shatabadi Express, by AC-2 Tier/Chair Car.

NOTE

- (a) Train/Air tickets will be arranged by the UGC Travel Desk for UGC Meetings, if TA/DA is paid by the UGC.
- (b) The cancellation charges shall also be reimbursable in case of cancellation or postponement of meeting by the UGC [For Sl. No. 2. (i) & (ii)]. The specific approval for the same would be required for claiming such amount.
- (iii) The outstation members/experts for intercity travel from the place of residence/Office to the place of meeting and back or in between the places of residence and meeting place & back (located not more than

350 kms.each side) may travel by their own vehicle or by hired taxi (receipt to be produced). In such case, road mileage @ Rs.16/- per km for journey performed between A & A-1 Class cities and North Eastern Regions/Hilly Regions (both stations)and @Rs.12/-per km in other cities will be allowed on point to point basis. No night halting or driver allowance will be allowed. However, toll taxes/entry tax etc., if any, will be reimbursed on production of receipt.

If the distance is more than 350 kms (each side), either the road mileage will be restricted to 350 kms or to the fare of train as per entitlement/air by economy class/AC bus as available on that particular route (as per the option of member.)

- (iv) The local taxi fare at State Transport Authority (STA) rates applicable in the State from residence/office to Airport/Railway Station/Bus Stand and from Place of meeting to Airport/Railway Station/Bus Stand is payable. Where there are no rates notified by State Transport Authority, the Taxi or Own Car fare @Rs.14/-per km and AC Taxi, @Rs.16/- Per Km. (Rs.25/- for first km upon downing the meter) and Auto-Riksha @ Rs.8/-per km (Rs.25/- for first 2 km upon downing the meter) and thereafter Rs.8/- per km shall be reimbursable. The reimbursement of pre-paid or post-paid taxi fare (including toll taxes) on point to point basis will be allowed on actual basis on production of receipt. Taxi fare for full day will not be reimbursed.
- (v) The night charges @25% will additionally be allowed if starting the journey by road/ by own car or taxi between 11.00 p.m. to 5.00 a.m.
[For Sl. No. 2.(iv)]

Local Experts

Local Experts will be reimbursed taxi charges @ Rs.14/- per k.m. and for AC Taxi @ Rs.16/- per k.m. from residence/office, as per entitlement, to the place of meeting & back on point to point basis. Taxi for full day will not be allowed for reimbursement.

3. DAILY ALLOWANCE:

(i) Outstation Members/Experts:

Following rates of Boarding & Lodging etc. as applicable to the Central Govt. Employee will be applicable to the Experts:-

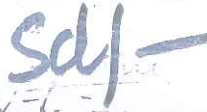
S. No.	Classification	Rate per day of Boarding (Rs.)	Rate per day of Lodging* (Rs.)
1.	Experts working/retired in G.P. or AGP of Rs.10,000/- and above and also those in pay scale of HAG + and above	750/-	7,500/-
2.	Experts in GP or AGP of Rs.7600/- and above but less than Rs.10,000/-	450/-	4,500/-
3.	Experts in GP or AGP of Rs.5400/- but less than Rs.7600/-	300/-	2,250
4.	Experts in GP or AGP less than Rs.5400/-	225/-	750/-

- *1. Lodging charges are admissible subject to actual on production of receipt.
2. Boarding charges will be re-imbursed on production of receipt/self certification.
3. No lodging charges will be paid if self arrangement is made.

(ii) Local Members/Experts:

No D.A. is payable to Local Members/Experts.

4. UGC Officers/Officials will be covered under FR/SRs (TA) Rules.
5. This issues with the approval of University Grants Commission in its 508th Meeting held on 27.07.2015.


(Dr. Jitendra Kr. Tripathi)
Joint Secretary (Finance)

Copy to:-

PS to Chairman, UGC/ PS to Vice Chairman, UGC / PS to Secretary, UGC
PS to Director (Admn.), UGC / PA to JS (F), UGC
All Bureau Heads, UGC / All Regional Offices, UGC
All Dy. Secretaries, UGC / Under Secretaries, UGC / Education Officers, UGC
All Sections, UGC / Publication Officer, UGC
UGC Website : www.ugc.ac.in
Hindi Version Follows

MINUTES

A meeting of the Committee, constituted by the Vice-Chancellor, University of Delhi was held on September 24, 2015 wherein following were present:-

1. Professor Sudhish Pachauri, Pro-Vice-Chancellor - Chairman
2. Professor Umesh Rai, Director, University of Delhi South Campus
3. Professor (Mrs.) Malashri Lal, Dean of Colleges
4. Professor Tarun Kumar Das, Registrar
5. Shri Z.V.S. Prasad, Finance Officer
6. Shri R.N. Vats, Member, Finance Committee
7. Shri Surendra K. Sharma, Member, Executive Council
8. Shri J.L. Gupta, Member Executive Council
9. Shri Anurag Shoukeen, Member, Executive Council

At the outset, the Finance Officer welcomed all the members and informed that the Vice Chancellor University of Delhi has constituted the above committee to decide about the sitting fee/ token honorarium payable to the Official and Non-Official Members for discharging the additional duties/work assigned to them from time to time, particularly in respect of Officials who have been working on Honorary basis.

The Committee was informed that the Executive Council on various occasions have revised the sitting fee/ token honorarium vide EC Res. No.212 dated 27.8.1996, EC Res.No.59 dated 26.8.2000, EC Res.98 dated 10.9.2004 and EC Res. No.64 dated 29.7.2008. It was also informed that the Executive Council of the University vide E.C. resolution No.27 dated 1.7.2011 approved the following sitting fee/ token honorarium:-

- (i) Sitting fee from Rs.1000/- to Rs.2000/- per day to the Visitor's Nominee and the External Expert Members of the Selection Committee.
- (ii) Token Honorarium from Rs.1000/- to Rs.2000/-(plus postage) to experts for evaluation of published work for promotion under CAS.
- (iii) Token honorarium from Rs.1000/- to Rs.2000/-(plus postage) to experts for peer-reviewing new/ revised syllabi.

The Committee also noted that the UGC vide its letter No.F.21-1/2015(FD-I/B) dated 29th July, 2015 has revised honorarium payable to the Official and Non-Official members and Experts vide which the honorarium payable is as under:-

- (i) Rs.3000/- per day for per meeting subject to maximum of Rs.5000/- per day irrespective of number of meeting in a day.
- (ii) Rs.5000/- per day for inspection/ visit of various committees to Institutions/ Universities/ Organizations.

Apart from above honorarium, the members are also entitled for TA/DA for local transportation.

The Committee discussed the matter at length and accepted that ever since the inception of the University, the workload of the University has increased tremendously. The Committee also observed that in the past few years the participation of Nodal Ministry Viz. MHRD, Funding Agency viz. University Grants Commission, Parliamentary Committee for Scheduled Castes (SC) and Scheduled Tribes (ST), National Commission for SC and ST have increased tremendously in the day to day functioning of the University. In order to provide complete and correct information, a larger participation of experts to various committees is inevitable. At times, the Chairman of the Committee shares an enormous burden of administrative work of the University and it becomes his responsibility to examine each and every matter in true spirit. In order to arrive at an amicable solution besides following the rules in true spirit, it becomes imperative to nominate/invite experts and constitute sub-committees (within the composition of the committee) and headed by Senior Persons (Officials and Non Officials) wherein the members of Executive Council and Finance Committee also requested to participate in the deliberations. Hence, constitution of committee with experts (Officials and Non Officials) has become a necessity for the smooth functioning of the University.

The list of Committees is not exhaustive, however an illustrative list of few such Committees is provided as under:-

1. Committee to consider and examine the representation received from various Teaching/non-teaching staff for settlement of their retirement benefits/dues.
2. Fact-Finding Committees on a specific issue.
3. Committee for thorough checking of the process of appointment for various positions in the University.
4. Revision of pay fixation for various employees.
5. Fixation of contractual fee.
6. Merger of various centers.
7. Disciplinary Sub-committees.
8. Departmental Promotion Committee.
9. Executive Council's Sub-Committees.
10. Academic Council's Sub-committees.
11. Finance Committee's Sub-committees.

The Committee is of the strong view that while the Chairman and the Members of the Committee, both Official and Non-Official Members, cannot totally be compensated for their valuable time spent and the expert opinion rendered in the deliberations of various committees as above, which help the University in its decision making. They should at least be partially compensated. Therefore, as a token of respect, the honorarium at the rates notified by the UGC vide its notification dated 29th July, 2015 be paid to all the Official and Non-Official Members. The token honorarium as above shall be payable to all Official and Non-Official Members, irrespective of the fact that whether they are working on Honorary basis or otherwise, but, have been assigned additional duties to assist the University administration in its smooth functioning. The committee recommends that sitting fees /honoraria **shall not be payable to the employees** of the respective institutions for participation in the Committees as it shall be considered as part of their duty.

Further, the Committee also considered the request of Treasurer made vide letter dated 17.9.2015 and accept the nature of duties/ task/ work carried out falls under the aforementioned paragraphs. However, the current recommendations regarding the amount of honorarium is prospective therefore the present request of Treasurer may be considered and settled administratively at the rates as per EC Resolution dated 1.7.2011 for meeting/ sittings prior to 29.07.2015 and the revised UGC rate of honorarium for the meeting/sitting subsequent to 29.07.2015.

The meeting ended with a vote of thanks to the Chair.

Sd/-
(Prof. Sudhish Pachauri)

Sd/-
(Prof. Umesh Rai)

Sd/-
(Prof. (Mrs.) Malashri Lal)

Sd/-
(Prof. Tarun Kumar Das)

Sd/-
(Shri Z.V.S. Prasad)

Sd/-
(Shri R.N. Vats)

Sd/-
(Shri Surendra K. Sharma)

Sd/-
(Shri J.L. Gupta)

Sd/-
(Shri Anurag Shoukeen)

Confidential
by hand

UNIVERSITY OF DELHI

F.O. No. 2015-16/428

Dated 21.9.2015

NOTICE

The Hon'ble Vice Chancellor has constituted the committee with the following members to examine the issue and make the recommendations, if any, on the request made by the Treasurer with regard claim for sitting fees for chairing the various committees meeting:

- (1) Pro-Vice Chancellor - Chairman
- (2) Director, South Campus
- (3) Dean, Colleges
- (4) Registrar
- (5) Finance Officer
- (6) Shri R.N.Vats, Member, Finance committee
- (7) Shri Surendrta K. Sharma, Member Finance Committee
- (8) Shri J.L. Gupta, Member, Executive Committee
- (9) Shri Anurag Shoukeen, Member, Executive Committee

The meeting of the above committee will be held on 24th September 2015 at 3.p.m in the V.C's Committee room. All the members are requested to kindly make it convenient to attend the same.

sd/
Finance Officer.

- (1) Pro-Vice Chancellor - Chairman
- (2) Director, South Campus
- (3) Dean, Colleges
- (4) Registrar
- (5) Finance Officer
- (6) Shri R.N.Vats, Member, Finance committee
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- (8) Shri J.L. Gupta, Meember, Executive Committee
- (9) Shri Anurag Shoukeen, Member, Executive Committee

EC RESOLUTION NO: 212 DATED 27.08.1996

212. Resolved that a sitting fee of Rs.200/- per meeting be paid to the external expert members and the Visitor nominees on the Selection Committee of the University. This decision will have effect from the date of EC's meeting viz 27.8.96.

EC RESOLUTION NO:59 DATED 26.08.2000

59. Resolved that the revision of Sitting Fee 'being paid to the external Expert Members and the Visitor's Nominee on the Selection Committee of the University from Rs. 200/- to Rs. 500/- per day' be accepted.

The Council further resolved that said benefit be not extended to all the non-official members of the Executive Council when they attend the meeting of the Executive Council and its' sub-committee appointed by the Vice-Chancellor/Executive Council from time to time.

EC RESOLUTION NO:98 DATED 10.09.2004

98. Ref E.C. Res. No. 212 dated 27.8.1996 & No. 59 dated 26.8.2000.

Resolved that the sitting fees payable to the Visitor's Nominees and the external Expert members of the Selection Committee meetings for University appointments/promotions, be enhanced from Rs. 500/- per day to Rs 1000/- per day;

EC RESOLUTION NO: 64 DATED 29.07.2008

64. The Council reported and recorded (i) revision of token honorarium from Rs. 500 to Rs. 1000 (plus postage charges) to experts for evaluation of published work for promotion under CAS, and (ii) sanction of token honorarium to experts for peer-reviewing new/revised syllabi of Rs. 1000 (plus postage charges) per syllabi be paid to the experts be accepted.

EC RESOLUTION NO: 27 DATED 01.07.2011

27/ Ref.: EC Resolution No. 212 dated 27.08.1996

EC Resolution No. 59 dated 26.08.2000

EC Resolution No. 98 dated 10.09.2004

EC Resolution No. 64 dated 29.07.2008

Resolved that the following enhancement in sitting fee/token honorarium be approved:

(i) Sitting fee from Rs.1000/- to Rs.2000/- per day to the Visitor's Nominee and the External Expert Members of the Selection Committee.

(ii) Token honorarium from Rs.1000/- to Rs.2000/-(plus postage) to experts for evaluation of published work for promotion under CAS.

(iii) Token honorarium from Rs.1000/- to Rs.2000/- (plus postage) to experts for peer-reviewing new/revised syllabi