



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

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

Dated:-22.09.2017

**OFFICE MEMORANDUM**

**TA AND SITTING FEE PAYABLE TO OFFICIAL AND NON-OFFICIAL MEMBERS/EXPERTS**

In supersession of UGC, O.M. No. 21-1/2015(FD-I/B) dated 16<sup>th</sup> March, 2016, the rules for TA and Sitting Fee payable to the official and non-official members/ 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**.

**NOTE**

*“ 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 will be made through E-mode in the bank accounts of members mandatorily. Hence, Experts are required to attach a copy of cancelled cheque leaf with their claims.*

**1. SITTING FEE**

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

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3. Commission Members would also be entitled for sitting fee @ Rs. 5,000/- per day on the date of Commission Meetings.

**NOTE**

1. Payment of Sitting Fee is subject to T.D.S
2. Officials of Govt. of India who are nominated as Govt. representatives would not be entitled for sitting fee as they attend the meeting in their official capacity as Govt. / Secretary nominee or on ex-officio basis.

**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 as per entitlement in service or before retirement as the case may be. Non-entitled members will be entitled for journey by air, on specific prior approval of Chairman, UGC. The journey by air is to be performed by Air India on the sectors where it ply. On other sectors, journey by private airlines will be allowed. Any deviation would require prior approval of Chairman, UGC. The members/experts entitled to travel by air may travel by public helicopter in case place is not connected by air. However, hiring of charter helicopter, will not be permissible. The claim for air/ helicopter journey is to be supported by original boarding cards.
- (ii) **Travel by Train:** The members/experts will be entitled to travel by all trains including Rajdhani Express/Shatabadi Express as per the entitlement in service or before retirement.

**NOTE**

- (a) Air tickets will be arranged by the UGC, Travel Desk whereas train tickets would have to be arranged by the experts.
- (b) The cancellation charges/ticket re-scheduling 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.