



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 16th 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.

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.

- (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 either by their own vehicle or by taxi. Documentary evidence of journey performed by Own vehicle will have to be submitted. In case of hired taxi receipt is to be produced, road mileage @ Rs. 20/- per K.M. or amount actually paid which ever is less will be allowed for such journeys on point to point basis. In case of journey undertaken in NER, road mileage would be enhanced by 20% subject to actual expenditure. No night halting or driver allowance will be allowed. If the particular route have toll plazas, the taxi/car claim will be admitted only if it is supported with the receipts of toll taxes or inter-state entry tax. The toll taxes/entry tax etc., will additionally be reimbursed in such cases.

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 or AC bus as available on that particular route (as per the option of expert).

- (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. 20/- per km shall be reimbursable. The re-imbursement 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 or own vehicle charges @ Rs. 20/- per K.m. from residence/office 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 Food & Lodging etc., will be applicable to the Experts:-

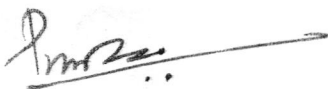
S. No.	Classification	Rate per day for Food (Rs.)	Rate per day of Lodging (Rs.)
1.	Experts working/retired in G.P or AGP Rs. 10,000/- or Pay Level 14 and above.	1200/-	7,500/-
2.	Experts in GP or AGP of Rs. 7600/- and above but less than Rs. 10,000/- or in Pay Level 12,13 &13A.	1000/-	4,500/-
3.	Experts in GP or AGP of Rs. 5400/- but less than Rs. 7600/- or in Pay Level 9 to 11	900/-	2,250
4.	Experts in GP or AGP less than Rs. 5400/- or below Pay Level 9	800/-	750/-

- *1. Lodging charges are admissible subject to actuals on production of receipts.
- 2. Food charges will be re-imbursed on self certification.
- 3. No lodging charges will be paid if self arrangement is made.
- 4. The rates of food and lodging will further increase by 25% automatically whenever D.A in Govt. of India increases by 50%.

(ii) Local Members/Experts:

No boarding & Lodging charges are payable to Local Members/Experts.

- 4. UGC Officers/Officials will be covered under FR/SRs (TA) Rules. Hence, these orders would not be applicable to them.
- 5. This issues with the approval of Chairman, UGC Dy. No. 32811 dated 19.09.2017.


(P.K. Thakur)
Secretary

PS to Chairman, UGC/ PS to Secretary, UGC.

PS to Financial Advisor, UGC/ PS to AS-I, UGC.

All Bureau Heads, UGC/ All Regional Offices, UGC.

All Dy. Secretaries, UGC / Under Secretaries, UGC/Educational Officers, UGC.

All Sections, UGC / Publication Officer, UGC.

✓ UGC e.office portal. *Publication officer*

Hindi Version Follows.



UNIVERSITY GRANTS COMMISSION
TRAVELLING ALLOWANCE BILL
(For Experts)

1. Name and Designation : _____
2. Address : _____

3. Grade Pay/Level : _____
4. Meeting
(Subject, Place & Date) : _____
5. Identification: A. ☐ Commission Member C. ☐ Outstation Expert
B. ☐ Local Expert
6. Whether hospitality provided ☐ Yes ☐ No
7. Place of stay: ☐ Guest House ☐ Hotel ☐ Private arrangement
(a) Name of Hotel/Guest House:- _____
(b) Period of Stay:- _____ to _____
(c) Rent Paid: _____ Rs. _____ (Receipt attached)

8. Particulars of Journey

Particulars	Departure	Arrival	Claim/Entitlement	Amount
Onward journey			Onward Journey Air @ Train (Class _____) Conveyance Charges (Taxi/own car) Distance (Kms) _____	
Station	_____	_____		
Date	_____	_____		
Time	_____	_____		
Return Journey			Return Journey Air @ Train (Class _____) Conveyance Charges (Taxi/own car) Distance (Kms) _____	
Station	_____	_____		
Date	_____	_____		
Time	_____	_____		
Encl:- (1) _____ (2) _____ (3) _____			Food Charges @ Rs. _____ per day No. of Days _____	
			Sitting Fee @ Rs. _____ per day No. of Days _____	
			Other Charges	
			Total	

9. Certificates

<ol style="list-style-type: none">1. I travelled in the class of accommodation to which I am entitled.2. It was present at the duty point on the days for which the claim has been raised.3. The mileage claimed is correct to the best of knowledge.4. No claim for this visit has been raised to any other authority.5. Free conveyance was not provided.	<p>This is to certify that the above person attended the meeting/activity. Claim may be paid as UGC rules.</p>
Signature of Expert	Signature of UGC Officer

1.	Name of Account Holder	
2.	PAN	
3.	Bank Account No.	
4.	Bank Name with Bank Branch	
5.	IFSC Code No.	
6.	MICR Code No.	
7.	Mobile No. of the Member	
8.	Signature of the Member	

NOTE

Please refer UGC O.M No. 21-1/2015(FD-I/B) dt. 22.09.2017 for ascertaining the entitlements.

Calculation of Claim
(For use in Finance Division, UGC)

Bill No./Voucher No. _____

Dated _____

- (1) Local Road Mileage :- Rs. :- _____
- (2) Train/Bus/Air Fare:- Rs. :- _____
- (3) Road Mileage for inter-city Journey Rs. :- _____
- (a) Rs. _____ :- Road Mileage
- (b) Rs. _____ :- Toll Charges
- (c) Rs. _____ :- Inter-City Road Tax
- (Receipt for taxi, toll charges, road tax attached)
- (4) Food charges for _____ days :- Rs. _____
- @ Rs. _____ per day.
- (5) Lodging charges for _____ days :- Rs. _____
- @ Rs. _____ per day.
- (Receipt attached)
- (6) _____ Sitting Fee for :- Rs. _____
- _____ days @ Rs. _____ per day.

Total :- Rs. _____

TDS on Sl. No.6 :- Rs. _____

Net Payable :- Rs. _____

Rupees _____

Head of Account:- _____

D.A

Section Officer

US/EO/D.D.O

Pass Order

Passed for payment for RS. _____ (Rupees _____)

Date:-

Deputy Secretary (F)/ Financial Advisor/Regional Head

Pay Rs. _____ (Rupees _____)

_____ to _____

Under Secretary (Finance)/D.D.O
 University Grants Commission