



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

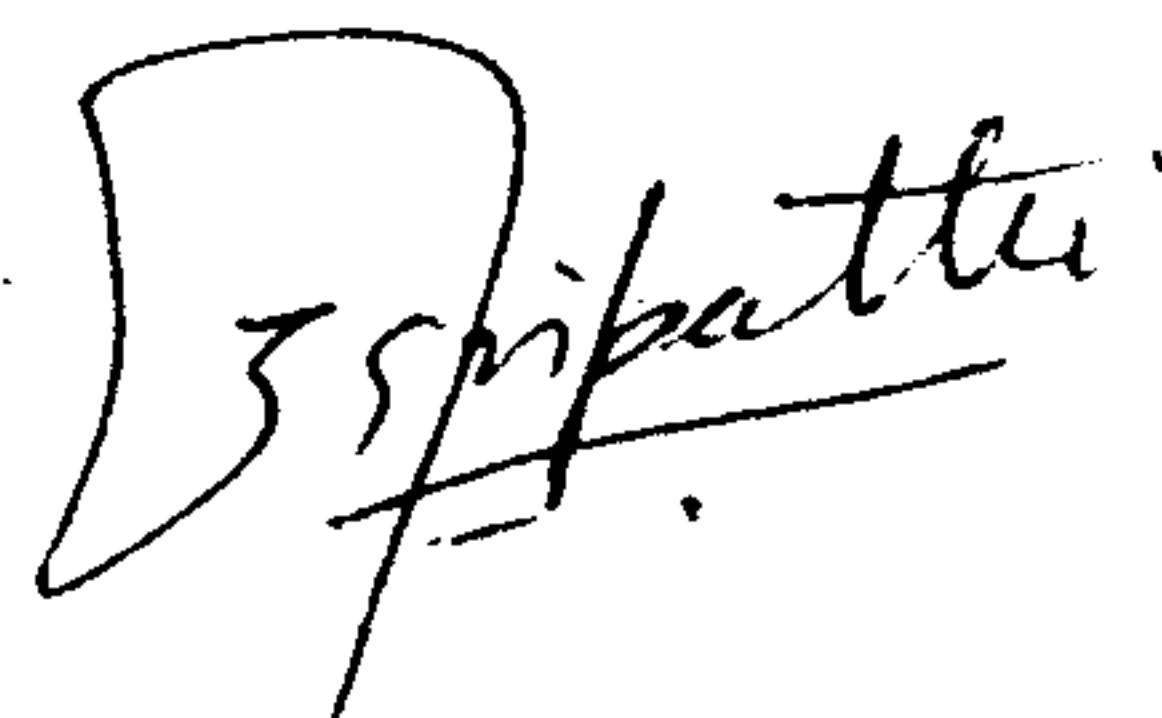
350 kms.each side) may travel by their own vehicle or by hired taxi (receipt to be produced). In such case, road mileage @ Rs.16/- per km for journey performed between A & A-1 Class cities and North Eastern Regions/Hilly Regions (both stations)and @Rs.12/-per km in other cities will be allowed on point 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:-

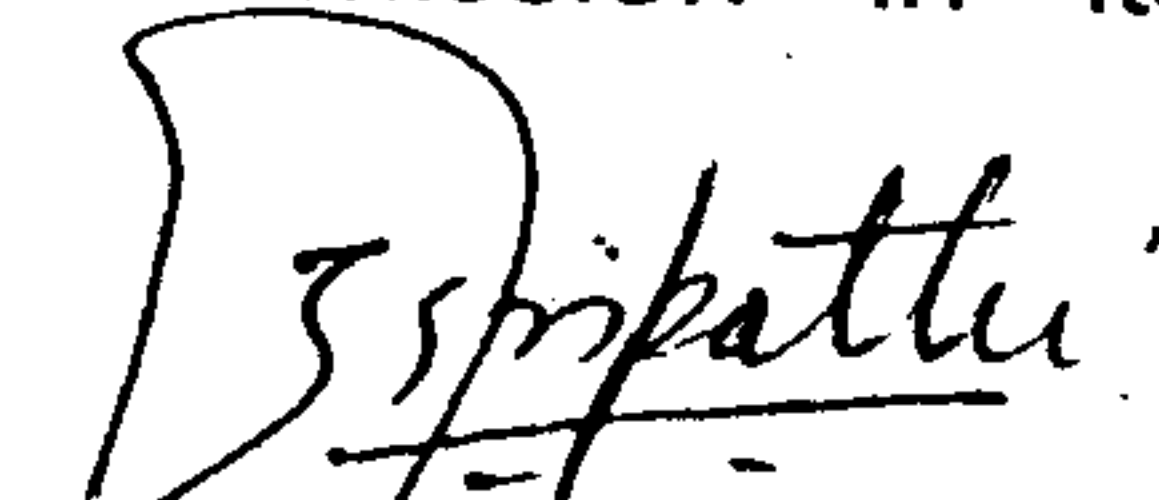
S. No.	Classification	Rate per day of Boarding (Rs.)	Rate per day of Lodging* (Rs.)
1.	Experts working/retired in G.P. or AGP of Rs.10,000/- and above and also those in pay scale of HAG + and above	750/-	7,500/-
2.	Experts in GP or AGP of Rs.7600/- and above but less than Rs.10,000/-	450/-	4,500/-
3.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