

**UNIVERSITY GRANTS COMMISSION  
NEW DELHI**

**(Finance Bureau)**

No.F.1- 4/2009 (FD-I/B)

April 01, 2009

**OFFICE MEMORANDUM**

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

**1. HONORARIUM**

Rs.2000/- per day for actual days of Meeting for Non-Official and Official Members.  
Categories of official Members/Non-Official Members are as follows:

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

All others including retired Government Servants and retired 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 expert invariably while filling up the Honorarium Bill".

**2. TRAVELLING ALLOWANCE/CONVEYANCE ALLOWANCE**

**(A) Non-Official Members/Experts:**

**Outstation Members/Experts:**

- (i) **Travel by Air:** The Non-Official members/ and retired experts will be entitled to travel by air by the class to which he/she was entitled before retirement. Other non-official members/experts will be entitled to travel by air by cheapest fare in economy class inclusive of Development Fee charged, if any. The journey by private airlines is also permissible subject to the condition that the fare charged is not more than Indian Airlines/Air India fare.

3. **DAILY ALLOWANCE:**


(A) **Non-Official Members/Experts:**

(i) **Outstation Members/Experts:**

At a rate of Rs.650/- per day if the Experts stay in a Hotel and produces a Receipt and Rs.250/- per day if the Experts make his own arrangement irrespective of the Classification of city read with existing T.A./D.A. Rules (Office/UGC can make arrangement for stay in any State Guest House or for single room in medium range ITDC hotels like Lodhi Hotel, Qutub Hotel, Janpath Hotel, Ashok Yatri Niwas or State Govt. run Tourist hotels/hostels or residential accommodation provided by the registered societies like India International Centre and India Habitat Centre etc.). In this case bill will be settled directly by the office/UGC.

(ii) **Local Members/Experts: No D.A. is payable to Local Members/ Experts.**

(B) **Official Members/Experts: As per their entitlement under FRs/ SRs (TA) Rules.**

  
(Ashok Kumar Dogra)  
Financial Advisor

**Copy to: -**

PS to Chairman

PS to Vice Chairman

PS to Secretary

PS to Financial Advisor

PS to Director,

All Bureau Heads

All DS/US

SO (FD-1/B)

Head of all Regional Offices