

**UNIVERSITY GRANTS COMMISSION
NEW DELHI
(Finance Bureau)**

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

May 14, 2009

OFFICE MEMORANDUM

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

In supersession of Finance Bureau O.M of even No. dated 01.04.2009 the rules for TA/DA and Honorarium payable to outside 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/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.

“Permanent Account Number (PAN) allotted by the Income Tax Authorities has to be indicated by the member/expert invariably while filling up the Honorarium Bill”.

1. HONORARIUM

Rs.2000/- per day for actual days of meeting for Official and Non-Official Members.

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 Air India fare.

- (ii) **Travel by Train:** The Non-Official members/experts will be entitled to travel by all train including Rajdhani Express/ Shatabadi Express, they will be entitled to travel by the class of entitlement before retirement. The cancellation charges shall also be reimbursable in case of cancellation or postponement of meeting by the UGC.
- (iii) **Travel by Taxi/Own Car:** If the travel is undertaken by outstation Non-Official members/experts for intercity travel from the place of residence/ office head quarters to the place of meeting by taxi or in his own car, **the road mileage payable will be limited to 350 Kms.(one side) or actual distance covered which ever is less @ Rs.8/- per KM . If the distance covered is more than 350 Km(one side) the reimbursement will be limited to 350 Kms.(one side) only.**
- (iv) **Road Mileage:** The Taxi fare at STA rates applicable in the State from residence to Airport/Railway Station/Bus Stand and from Place of Meeting to Airport/Railway Station/Bus Stand is payable as per existing FRs/ SRs (TA) Rules. Where there is no STA Rates are notified by State Transport authority the Taxi (A/C or Non-A/C) or Own Car fare @ 16/- per km and Auto-Riksha or Scooter @ Rs.8/- per km shall be reimbursable.
- (v). **Local Journey:** Actual expenditure incurred.

(B) Official Members/Experts:

They shall be governed as per FRs/SRs (TA) Rules.

3. DAILY ALLOWANCE:

(A) Non-Official Members/Experts:

(i) Outstation Members/Experts:

Rs.1000/-per day (inclusive of boarding/lodging) if the Experts stay in a Hotel and produces a Receipt. Rs.250/- per day if the Experts make his own arrangement irrespective of the Classification of city or arrangement made and expenditure borne by UGC, for stay (lodging only) in any State Guest House or for single room in medium range ITDC hotels like Janpath Hotel, or State Govt. run Tourist hotels/hostels or residential accommodation provided by the

registered societies like India International Centre and India Habitat Centre etc. Prior approval of UGC is required for making arrangement by the Members/Experts themselves in these accommodations.

(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.

UGC Officers/officials will not be covered under this OM. They will be covered under FR/SRs (TA) Rules.

This issues with the approval of Honorable Chairman, UGC.

**(Ashok Kumar Dogra)
Financial Advisor**

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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

UGC Website; www.ugc.ac.in