



महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय

Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya

(संसद द्वारा पारित अधिनियम 1997, क्रमांक 3 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय)

(A Central University Established by Parliament by Act No. 3 of 1997)

पत्रांक: 002/2018/TA/DA./2018-19 / 23

दिनांक: 03.05.2018

प्रति,

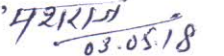
समस्त संकायाध्यक्ष/विभागाध्यक्ष/केंद्र निदेशक/प्रभारी क्षेत्रीय केंद्र
महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय
वर्धा- 442001 (महाराष्ट्र)

विषय: वित्त समिति की 30वीं बैठक के कार्यवृत्त।

महोदय,

वित्त समिति की दिनांक:10 अप्रैल 2018 को आयोजित 30वीं बैठक के कार्यवृत्त एवं विश्वविद्यालय अनुदान आयोग द्वारा यात्रा-भत्ता एवं मानदेय के संबंध में जारी कार्यालय ज्ञापन क्र. F.21-1/2015 (FD-1/B), दिनांक: 08 जनवरी, 2018 आपको सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित किया जा रहा है।

साथ ही आमंत्रित विषय-विशेषज्ञों/विभिन्न समितियों के सदस्यों के बैठक भत्ता/मानदेय हेतु निर्धारित 'यात्रा-भत्ता प्रपत्र' का प्रारूप भी संलग्न कर आवश्यक कार्रवाई हेतु प्रेषित है।

भवदीय, 

(यशराज सिंह पाल)

सहायक क्षेत्रीय निदेशक

प्रतिलिपि सूचनार्थ-

1. कुलपति कार्यालय, म.गां.अं.हि.वि., वर्धा
2. प्रति कुलपति कार्यालय, म.गां.अं.हि.वि., वर्धा
3. कुलसचिव कार्यालय, म.गां.अं.हि.वि., वर्धा
4. वित्ताधिकारी कार्यालय, म.गां.अं.हि.वि., वर्धा
5. प्रभारी, लीला (विश्वविद्यालय की वेबसाइट पर अपलोड करने हेतु)

पोस्ट- हिंदी विश्वविद्यालय, गांधी हिल्स, वर्धा-442001 (महाराष्ट्र), भारत

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महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय

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(संसद द्वारा पारित अधिनियम 1997, क्रमांक 3 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय)

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TRAVELLING ALLOWANCE BILL

(For Subject Experts/Members of Various Committees)

1. Name of ^{and} Designation : _____
2. Address : _____
3. Grade Pay/Level : _____
4. Meeting –

Subject: _____

Place: _____

Date: _____

5. Identification: A. University 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	_____	_____	Food Charges @ Rs. _____ per day No. of Days _____	
Date	_____	_____		
Time	_____	_____	Sitting Fee @ Rs. _____ per day No. of Days _____	
Encl: (1) _____ (2) _____ (3) _____			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 per rules.</p>
Signature of Expert	Signature of Concerned Authority

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

CALCULATION OF CLAIM

(For use in Finance Department)

Bill No./Voucher No. _____

- (1) Local Road Mileage: Rs. _____
(2) Train/Bus/Air Fare: Rs. _____
(3) Road Mileage for inter-city Journey Rs. _____

Journey

- (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. _____
_____ day @ Rs. _____ per day.

Total Rs. _____

TDS on sl. No. 6 Rs. _____

Net Payable Rs. _____

(Rupees in word _____)

Assistant

Section officer

ARD

Finance Officer



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

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

Dated:-08.01.2018

OFFICE MEMORANDUM

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

In supersession of UGC's all previous Office Memorandums on the subject, the Modified 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

- (i) 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.
- (ii) Rs.5,000/- per day for inspection/visit of various committees to institutions/Universities/organizations.
- (iii) Commission Members would also be entitled for sitting fee @ Rs. 5,000/- per day on the date of Commission Meetings.
- (iv) Payment of Sitting Fee would be subject to TDS at applicable rates.

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 entitled for journey by air, on specific prior approval

