

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BENGALURU

NAAC/FIN./107/36THFC/2018

March 08, 2018

OFFICE MEMORANDUM

TA AND SITTING FEE PAYABLE TO OFFICIAL AND NON-OFFICIAL MEMBERS/EXPERTS

The rules for Travelling Allowance (TA) and Sitting Fee payable to the official and non-official members/experts will be as under:-

I. The Categories of Official and Non-Official Members are as follows:-

- a. 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**.
- b. 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 T.A Bill”. Payment will be made through Electronic 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.5000/- per day irrespective of number of meetings in a day.
2. Rs. 5,000/- per day for all members (Chairperson, Member-Coordinator and Member) of the peer team visits.
3. Executive Committee/Finance Committee/General Council Members would also be entitled for sitting fee @ Rs. 5,000/- per day on the date of Committee Meetings.

NOTE

1. Payment of Sitting Fee is Subject to Tax Deduction at Source (TDS)
2. Officials of Govt. of India/UGC who are nominated as Govt. representatives would not be entitled for sitting fee as they attend the meeting in their official capacity as Government nominee or non ex-officio basis.


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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 Director, NAAC. Business Class by Air is not allowed irrespective of their entitlement. The journey by air is to be performed by Air India on the Sectors where it operates. Wherever Air India is not operating, journey by private airlines (cheapest and shortest route) will be allowed. Any deviation would require prior approval of the Director, NAAC. 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 pass.
- (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 NAAC, Travel Desk whereas train tickets have to be arranged by themselves.
- (b) The cancellation charges/tickets re-scheduling charges shall also be reimbursable in case of cancellation or postponement of visit/meeting by the NAAC. [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 should be produced, road mileage @ Rs.20/- per K.M. or amount actually paid whichever 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 routes 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 night 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 the State Transport authority, the Taxi or Own Car fare @ Rs.20/- per km shall be reimbursable. The Re-imbusement of per-paid or post-paid taxi fare (including toll taxes) on **point to point basis** will be allowed on


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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 for 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.76,000/- and above but less than Rs. 10,000/- or in Pay Level 12,13 & 13A.	1000/-	4,500/-
3	Experts in GP or AGP or 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 actual 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. NAAC Officers/Officials will be covered under FR/SRs (TA) Rules. Hence, these orders would not applicable to them.
5. This issues with the Approval of Competent Authority, NAAC.

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