



Minutes of the 43rd Meeting of the Executive Committee of National Institute of Solar Energy.

The 43rd Meeting of the Executive Committee (EC) of National Institute of Solar Energy (NISE) was held on 02nd May, 2022 at 05:00 PM in Conference Room, 2nd Floor, Surya Bhawan, NISE, Gurugram-122003, under the Chairmanship of Sh. Gangesh Upadhyay, Director General, NISE. The meeting was attended by following:

(i)	Sh. Gangesh Upadhyay, DG, NISE	Chairman
(ii)	Dr. Chandan Banerjee, DDG, NISE	Member
(iii)	Dr. Jai Prakash, Director (Tech)	Member
(iv)	Smt. Aakanksha Sharma (Admin. Officer)	Member Convener
(v)	Shri Anil Kumar Yadav, Director (Admn.)	Special Invitee
(vi)	Shri Ankeshwar Mishra, Dy. Director (Admn)	Special Invitee

DG, NISE attended the meeting via online mode on webex from MNRE and welcomed all the members of the Executive Committee present in NISE. The item-wise agenda was taken up for discussion and the decisions taken by EC are as follows:

Agenda Item No.1.0: To grant leave of absence to the Members, not present in the meeting.

Leave of absence provided to Dr. Jai Prakash, Director (Tech.). In addition to the EC Committee members. Shri Anil Kumar Yadav, Director (Admn.) and Shri Ankeshwar Mishra, Dy. Director (Admn) attended the meeting as special Invitee.


Agenda Item No. 2.0: To decide the TA and sitting fees payable to the official and non- official members.

Smt. Aakanksha Sharma apprised the committee members about the need to decide and fix the TA and sitting fees payable to the official and non- official members/ members. The Committee members were briefed regarding similar Office Memorandums issued by Ministry of Finance, Government of India vide OM No. 19047/10/2016-E-IV dated 12.04.2017 (Annexure- I) and UGC OM vide File No. 21-1/2015(FD-I/B) dated 22.09.2017 (Annexure- II). A draft OM was also shared with the members present.

Decision: The Executive Committee agreed for and decided the sitting fees and TA payable to the official and non-official members as proposed (Annexure - III).

Agenda Item No. 3.0: Any other item with the permission of Chair.

With no other matter to discuss, the meeting ended with a vote of thanks to the Chair.


(Aakanksha Sharma)
Member- Convener


(Dr. Chandan Banerjee)
Member


(Gangesh Upadhyay)
Chairman

No.19047/10/2016-E-IV
 Government of India
 Ministry of Finance
 Department of Expenditure

North Block, New Delhi.
 Dated: 12.04.2017

OFFICE MEMORANDUM

Subject: Delegation of powers to Ministries/ Departments for payment of Sitting Fee in respect of Non-officials of Committees/ Panels/ Boards etc.

The undersigned is directed to state that the issues related to payment of Sitting Fee to Non-officials of Committees/Panels/Boards etc. have been examined in D/o Expenditure. It has been decided that Administrative Secretaries of the Ministries/ Departments may decide the Sitting Fee in respect of Non-officials of Committees/Panels/Boards etc. in consultation with their Financial Advisors and with the approval of their Ministers.

2. While considering the proposals for payment of Sitting Fee to Non-officials, the Ministries/Departments are directed to keep in view the following instructions/guidelines:-

- 2.1. **Categorisation of Committees:** For the purpose of payment of Sitting Fee, Committees/Boards/panels are categorized into following three categories:-
- (i) **High Level Committee :** In terms of Cabinet Secretariat Circular No. 1/16/1/2000-Cab. dated 15.04.2002, a High Level Committee is a Committee set up with the approval of Hon'ble Prime Minister through the Cabinet Secretary and presided over by a high ranking dignitary e.g. a Minister, a Judge of the Supreme Court of India, a Vice-Chancellor etc. including prominent persons in public life as Members.
 - (ii) **Technical or Expert Committee:** A Technical or Expert Committee is a Committee constituted to discharge functions as prescribed under Acts/Rules/Subordinate legislation on the subject. Such Committee is to be set up with the approval of the Minister of the concerned Ministry. In case any Member of Parliament is included in the Committee, the prior approval of Prime Minister to their inclusion is to be obtained in terms of Cabinet Secretariat Circular No. 1/16/1/2000-Cab. dated 15.04.2002.
 - (iii) **Other Committees:** All other Committees will be covered under this category. These Committees will be constituted with the approval of the Administrative Secretary or Minister.

2.2 **Definition of a Non-official :** For the purpose of grant of Sitting Fee only such persons are to be considered as Non-officials who are not employed in any institution/organisation/body funded by the Central Government.

3. **Rates of Sitting Fee:** On the basis of categorisation of Committees viz. High Level Committee, Technical or Expert Committee and Other Committees, The Ministries/Departments shall ensure that the maximum rates of Sitting Fee to be paid to Non-official Chairman/ Members will not be more than the following:-

- (i) High Level Committee : Not more than Rs.10,000/- per day of Sitting.
- (ii) Technical or Expert Committee : Not more than Rs.6000/- per day of Sitting.
- (iii) Other Committees : Not more than Rs.4000/- per day of Sitting.

4. For arriving at the rates of the Sitting Fee to Non-official Chairman and Members of the Committees/Boards/Panels, the Ministries/Department shall observe the following conditions:

- i. While considering the amount of Sitting Fee, the Ministries/Departments have to keep in view facts such as nature and scope of the Committee, importance of the subject assigned to the Committee, category of the Committee (i.e. High level Committee, Technical or Expert Committee or other Committee), level/ status of Chairperson/ Members, duration of the Committee, frequency of meetings, Terms of Reference of the Committee etc.
 - ii. In no case, the ceiling should exceed 10 meetings in a month in respect of all categories of Committees viz. High Level, Technical or Expert Committees and Other Committee. It is presumed that such committees are constituted for a limited duration specified in the order.
 - iii. It is clarified that the Govt. employees nominated to such Committees/ Boards/ Panels etc. will not be entitled to Sitting Fee.
 - iv. Cases seeking deviation from the above norms may be referred to M/o Finance giving full justification for seeking deviation.
3. These instructions will be effective from the date of issue of this O.M.
4. This is issued with the approval of Finance Minister.


12/04/2017
(Nirmala Dev)

Deputy Secretary to the Government of India
Telefax. 23093276

- 1. Secretaries of all Ministries/ Department (as per standard list).
- 2. Financial Advisers of all Ministries/ Departments (as per standard list).
- 3. Cabinet Secretariat - For information.



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

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

Dated:-22.09.2017

OFFICE MEMORANDUM

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

In supersession of UGC, O.M. No. 21-1/2015(FD-I/B) dated 16th March, 2016, the 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

1. 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.
2. Rs. 5,000/- per day for inspection/visit of various committees to institutions/Universities/organizations.

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3. Commission Members would also be entitled for sitting fee @ Rs. 5,000/- per day on the date of Commission Meetings.

NOTE

1. Payment of Sitting Fee is subject to T.D.S
2. Officials of Govt. of India who are nominated as Govt. representatives would not be entitled for sitting fee as they attend the meeting in their official capacity as Govt. / Secretary nominee or on ex-officio basis.

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 Chairman, UGC. The journey by air is to be performed by Air India on the sectors where it ply. On other sectors, journey by private airlines will be allowed. Any deviation would require prior approval of Chairman, UGC. 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 cards.
- (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 UGC, Travel Desk whereas train tickets would have to be arranged by the experts.
- (b) The cancellation charges/ticket re-scheduling 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 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 is to be produced, road mileage @ Rs. 20/- per K.M. or amount actually paid which ever 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 route 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 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. 20/- per km shall be reimbursable. The re-imburement 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 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:-

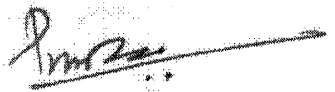
S. No.	Classification	Rate per day for Food (Rs.)	Rate per day of Lodging (Rs.)
1.	Experts working/retired in G.P or AGP Rs. 10,000/- or Pay Level 14 and above.	1200/-	7,500/-
2.	Experts in GP or AGP of Rs. 7600/- and above but less than Rs. 10,000/- or in Pay Level 12,13 &13A.	1000/-	4,500/-
3.	Experts in GP or AGP of 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 actuals 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. UGC Officers/Officials will be covered under FR/SRs (TA) Rules. Hence, these orders would not be applicable to them.
5. This issues with the approval of Chairman, UGC Dy. No. 32811 dated 19.09.2017.


(P.K. Thakur)
Secretary

PS to Chairman, UGC/ PS to Secretary, UGC.

PS to Financial Advisor, UGC/ PS to AS-I, UGC.

All Bureau Heads, UGC/ All Regional Offices, UGC.

All Dy. Secretaries, UGC / Under Secretaries, UGC/Educational Officers, UGC.

All Sections, UGC / Publication Officer, UGC.

✓ UGC e.office portal. *Publication officer*

Hindi Version Follows.

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TA AND SITTING FEE PAYABLE TO OFFICIAL AND NON-OFFICIAL MEMBERS/EXPERTS**1. SITTING FEE**

Categorisation of Committees: For the purpose of payment of Sitting Fee, Committees/Boards/panels are categorized into following three categories:-

- (i) **High Level Committee:** Governing Council Members would be entitled for sitting fee @ ₹ 5000/- per day on the date of committee meetings.
- (ii) **Technical or Expert Committee:** The members would be entitled for sitting fee @ ₹ 4000/- per day on the date of committee meetings.
- (iii) **Other Committees:** All other Committees will be covered under this category. The members would be entitled for sitting fee @ ₹ 2000/- per day on the date of committee meetings.

NOTE:

- (i) Payment of Sitting Fee is subject to T.D.S.
- (ii) Officials of Govt. of India who are nominated as Govt. representatives would not be entitled for sitting fee as they attend the meeting in their official capacity as Govt. / Secretary Nominee or on ex-officio basis.

2. TRAVELLING ALLOWANCE**For 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 DG, NISE. [The journey by air is to be performed by Air India on the sectors where it ply. On other sectors, journey by private airlines will be allowed. Any deviation would require prior approval of DG, NISE. The claim for air journey is to be supported by original boarding cards.] *For this purpose GOI, MoF OM no. 19024/03/2021 - E-1 dated 31.12.2021* *Refer As per the 31.12.2021*
- (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. *will be followed.*

NOTE:

- (i) Air tickets will be arranged by the NISE, Travel Desk whereas train tickets would have to be arranged by the experts.
- (ii) The cancellation charges/ticket re-scheduling charges shall also be reimbursable in case of cancellation or postponement of meeting by the NISE [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 is to 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. No night halting or driver allowance will be allowed. If the particular route 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 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. 20/- per km shall be reimbursable. The re-imbusement 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)].

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3. DAILY ALLOWANCE

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S. No.	Classification	Rate per day for Food (Rs.)	Rate per day of Lodging (Rs.)
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3.	Experts in GP or AGP of 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 actuals 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%.

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