



Shri Lal Bahadur Shastri National Sanskrit University

(Central University)

B-4, Qutab Institutional Area, New Delhi-110016

FFO(10)/SLBSNSU/2024-25 /672

Dated: 15.12.2025

NOTIFICATION

Subject: Implementation of UGC Letter F.No. 21-1/201(FD-I/B)/70057 dated 01.11.2024 regarding TA, DA and Sitting Fee payable to the External Members of various Statutory Committee of the University, reg.

In accordance with the Resolution No. 10.4.2 dated 23.06.2025 of the Finance Committee and Resolution No. 13.4.8 dated 25.06.2025 of the Executive Council, the University hereby notifies the Travelling Allowance (TA), Daily Allowance (DA) and Sitting Fee payable to external Members of Court, Executive Council, Finance Committee, Academic Council, Planning & Monitoring Board, Board of Studies and members of other similar Statutory Committee of the University.

1. Sitting Fee (Physical as well as Virtual meetings)

- (i) Rs. 5,000/- per day for one session/meeting and Rs. 8000/- per day for more than one session/meeting.
- (ii) Rs/ 10,000/- per day for experts from abroad.
- (iii) Payment of Sitting fee would be subject to TDS at applicable rates.

2. Travelling Allowance

Outstation Members/Experts:

- (i) **Travel by Air:** The members will be entitled to travel by air as per entitlement in service or before retirement as the case may be.
- (ii) **Travel by Train:** The member/experts will be entitled to travel by all trains including Rajdhani Express/Shatabadi Express as per the entitlement in service or before retirement.

Note: Air tickets will be arranged by the University whereas train tickets would have to be arranged by the members/experts by themselves.

- (iii) Outstation members/experts traveling intercity (up to 350 km each way) between residence/office and meeting venue may use their own vehicle or a taxi. Reimbursement is limited to ₹25 per km or actual fare paid, whichever is less, on a point-to-point basis. Documentary proof is mandatory including journey proof for own vehicle, taxi receipts for hired taxis, and toll/entry tax receipts where applicable (reimbursed additionally). No night halt or driver allowance is admissible.

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 member/expert).

- (iv) The Local taxi fare from residence/office to and from Airport/Railway Station/Bus Stand is reimbursable at State Transport Authority (STA) rates applicable in the State. Where STA rates are not notified, reimbursement will be at ₹25 per km for taxi or own car. Pre-paid or post-paid taxi fares, including toll taxes, are reimbursable on actuals with receipt on a point-to-point basis. Full-day taxi charges are not admissible.

Local Experts

Local Experts will be reimbursed taxi or own vehicle charges @) Rs.25/- 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:

As applicable under Travelling Allowance.

- (i) Lodging charges are admissible subject to entitlement on production of receipts/
- (ii) Food charges will be reimbursed on self-certification, subject to entitlement.
- (iii) No Lodging charges will be paid if self-arrangement is made.

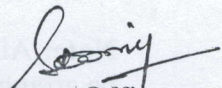
II. Local members/experts

No boarding and lodging charges are payable to local members/experts.

4. General Conditions

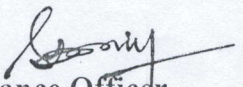
- (i) Permanent Account Number (PAN) allotted by the Income Tax Authorities has to be indicated by the member/expert invariably while filing up the Bill. Payment will be made through E-mode in the bank accounts of members mandatorily. Hence, Experts are required to attach a copy of cancelled cheque leaf with their claims or fill the prescribed format for proving their bank details..

This issues with the approval of the Competent Authority..


Finance Officer

Copy to:-

1. All Deans
2. Director-IQAC/CVO/COE
3. All HoDs/ Sectional Heads/Unit-In-charges of SLBSNSU, New Delhi
4. All Deputy Registrars
5. Executive Engineer (Civil)
6. Library (In-charge)/Assistant Librarian
7. System Administrator (Computer Centre) is required to place this Notification on the website of the University for information of all concerned.
8. All Assistant Registrars
9. OSD to VC for information to Vice-Chancellor
10. PS to VC/ Registrar/Finance Officer
11. Concerned file


Finance Officer

Sh. Sachin

Sum
17/12/2021