



दक्षिण बिहार केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF SOUTH BIHAR
SH-7, Gaya – Panchanpur Road, Gaya (Bihar) PIN- 824236

CUSB/187/2017
Date:25-08-2017

CIRCULAR

The University has framed the Guidelines for organizing conference/seminar/symposia/ workshop/ training programme of short duration (less than 15 days) and the same is hereby notified for implementation.

All the Heads/Heads(I/c) are requested to submit the proposal for organising conference/seminar/symposia/ workshop/ training programme of short duration in accordance with the guidelines in prescribed format.

This issues with the approval of Competent Authority.

(Dr. Gayathri V. Patil)
Registrar

Copy to:

1. All Deans of Schools
2. All Heads of Departments/Centre
3. All Faculty members
4. Finance Officer/S.O (Account & Finance)
5. Joint Registrar/AR(Gen.Admin.)/AR(Estt.&Acad.)/AR(Dev.)
6. PRO/Asst. Director(Official Language)
7. Guard File

CENTRAL UNIVERSITY OF SOUTH BIHAR

GUIDELINES FOR ORGANISING CONFERENCES/ SEMINARS/ WORKSHOPS/ SYMPOSIA/ SHORT TERM TRAINING PROGRAMMES

The UGC guidelines makes provisions for providing financial assistance to the Centres/Departments for organising conference/seminar/symposia/workshop/training programmes of short duration. As a policy, Central University of South Bihar encourages its Centres/Departments to organize such activities to increase the academic interaction and to improve the professional networking among peers by providing a forum for sharing the knowledge, experiences and research. In order to facilitate such activities and to streamline the process involved in applying and obtaining administrative and financial approval, following guidelines is framed for implementation.

1. Those Department/Centre who intend to organise conference/seminar/symposia/ workshop/ training programme of short duration (less than 15 days) shall submit the proposal to the Development Section of the University in the prescribed format **(enclosed at Annexure-I)** at least three months before the event for obtaining the approval of the Vice-Chancellor.
2. Any Department/Centre intending to send the proposal for organising seminar/ conference/ workshop/ symposia/ short-term training programme to external funding agency will submit the proposal to the Development Section for approval. No application will be submitted to any external agency without prior approval of the Competent Authority of the University.
3. The proposal for organising any event should be duly approved by the Departmental Committee/ Centre Committee (DC/CC) and forwarded by the Head and Dean of concerned Department/Centre and School and consist of concept note, outcome and estimated budget. The minutes of the DC/CC should be enclosed with the proposal.
4. The University will consider the proposal for seminar/ conference/ workshop/ symposia/ training programme on the merit of the proposal and in view of the availability of funds under this head. After the approval of the Vice-Chancellor, the sanction letter for the activity will be sent to the Department/Centre by Development Section. The amount sanctioned can be spent under the approved heads/ items within the allocation under the respective heads/ items.
5. In the light of UGC guidelines financial assistance for International / National/ Regional / State Level Conferences will be provided as under:

International Level Conference upto Rs.3.00 lakh

National Level Conference up to Rs.2.00 lakh

Regional/State Level Conference up to Rs.1.00 lakh

The quantum of support will be determined depending on the number of participants and the status of the conference/seminar.

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25/8/17

6. For the activities to be organised with the funds provided by the University, the UGC Guidelines [UGC Office Memorandum No.F.21-1/2015(FD-I/B) dated 29/07/2015 – copy **enclosed at Annexure-II**] and CUSB rules in regard to limits of expenditure on travelling allowance, honorarium, boarding, lodging, hospitality etc. will be followed.
7. The honorarium and TA/DA to be provided to the **Resource Persons/Experts** for various training programs / workshops/ conferences/ seminars/ will be as follows:
 - (i) Honorarium - Maximum Rs.3000/- per day.
 - (ii) Boarding & lodging will normally be provided in the guest house of the University. In case the accommodation is not available in the University guest house, then the accommodation may be arranged by the organising Department/Centre in the hotels approved/empanelled by the University.
 - (iii) Travelling Allowances will be paid as per the entitlement of the resource person prescribed in UGC/GoI Rules. (**Annexure-II**)
 - (iv) No honorarium will be paid to the University employee.
 - (v) For local conveyance of Resource Person/Experts University vehicle may be arranged. In case University vehicle is not available, then taxi may be arranged on prevailing rates maximum upto Rs.1500/- per day.
8. For secretarial and clerical assistance including house-keeping, office supplies, postage, photo copying, pre-conference printing of abstracts, banner, memento and other Misc. items limits of expenditure are as follows :

For programmes of upto 3 days	:	Rs.10,000/- maximum
For programmes of more than 3 days	:	Rs.15,000/- maximum
9. The expenditure towards registration kits (comprising of a bag / folder, pen, note book, etc.) shall not exceed @ Rs. 300/- per registered participant.
10. Tea/coffee, snacks upto Rs. 50/- and lunch & dinner upto Rs.200/- per participants per day can be arranged.
11. Prior permission of the University is required in case of any escalation in the upper ceiling of the prescribed rates or re-appropriation of amount or any change of the date(s) or nature of the proposed activities.
12. In cases where the funds are provided by agencies other than UGC wherein some special norms of expenditure have been laid down, the same should be followed.
13. The approved estimated amount will be released through RTGS/NEFT/Cheque to the concerned Centre/Department account to meet the expenses and make arrangements for the events.
14. In case the event is cancelled, the funds will have to be returned back to the University immediately.
15. After the conclusion of the event, a statement of expenditure is to be submitted by the Convener/Coordinator of the Programme through Head of Centre/Department and to the Development Section besides submitting the adjustment of account for the advances drawn maximum within 15 days after conclusion of the event.


25/8/12

CENTRAL UNIVERSITY OF SOUTH BIHAR

Application for financial assistance for organizing programmes like short-term (less than 15 days) workshops or training programmes/ seminars/symposia and International/ National/ Regional/State level conferences

1.	ACTIVITY (Conference/Workshop/Seminar/ Symposia/ Short-term training programme)	
2.	Status (Regional/ State/ National/ International)	
4.	Duration of Activity	From _____ to _____ Number of days _____
5.	Proposed Venue	
6.	Name of Organizing School/Centre/Department	
7.	Name & Designation of Convenor/Coordinator/ Organizing Secretary	
8.	Name & Designation of Members of Organising Committee	
9.	Detailed Proposal of the Activity	
a.	Title of the Activity	
c.	Concept Note of the Programme (Please attach separate sheet)	
d.	Target audience/participants with expected number	
e.	Details of technical sessions: (please mention themes to be covered in the technical sessions)	
f.	Name of the Resource Persons/Experts (session-wise)	

15.	Details of grant received by the School/Centre/Department for previous such Activities, if any	
a.	Name of the Activity (Seminar/Conference etc.)	
b.	Date and duration of the Activity	
c.	Amount Sanctioned (Rs.)	
d.	Whether accounts have been settled	

Signature of Coordinator/Convenor of the Programme

Head of the Department/Centre

Dean of the School



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

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

29th July, 2015

OFFICE MEMORANDUM

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

In supersession of UGC O.M. No.1-4/2009 (FD-I/B) dated May 14, 2009, the Rules for TA/DA and Honorarium payable to the 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 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**.

"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 of TA/DA will be made through E-mode in the bank accounts of members. Hence, Experts are required to attach a copy of a cancelled cheque leaf with their claims.

1. HONORARIUM

1. Rs.3,000/- per day for per meeting subject to maximum of Rs.5,000/- per day irrespective of number of meeting in a day.
2. Rs.5,000/- per day for inspection/visit of various committees to institutions/ Universities /organizations.

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 if he/she was entitled before retirement. Journey by Economy Class will be allowed as an economy measure and will be regulated as per their entitlement, subject to air travel restricted to Economy class only except those who are/were in the apex scale or equivalent prior to retirement. However, the members working or retired from Apex scale (Rs.80,000 (fixed), Rs.26,000/23000 (Pre-revised) or higher would be eligible for Business Class. As and when the above Economy Measure is relaxed, others may be allowed to travel by their entitled class to the extent of such relaxation. Non-entitled members will be entitled for journey by air, on specific prior approval of Chairman, UGC. The journey by Air India is to be performed for the sectors where it ply. In other sectors, journey by private airlines will be allowed. The members/experts entitled to travel by air may travel by helicopter in case place is not connected by air. However, hiring of charter helicopter, will not be permissible. The claim for air journey is to be supported by boarding cards.

(ii) **Travel by Train:** The members/experts will be entitled to travel by all trains including Rajdhani Express/Shatabadi Express, by AC-2 Tier/Chair Car.

NOTE

- (a) Train/Air tickets will be arranged by the UGC Travel Desk for UGC Meetings, if TA/DA is paid by the UGC.
- (b) The cancellation 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 by their own vehicle or by hired taxi (receipt to be produced). In such case, road mileage @ Rs.16/- per km for journey performed between A & A-1 Class cities and North Eastern Regions/Hilly Regions (both stations)and @Rs.12/-per km in other cities will be allowed on point to point basis. No night halting or driver allowance will be allowed. However, toll taxes/entry tax etc., if any, will be reimbursed on production of receipt.

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/air by economy class/AC bus as available on that particular route (as per the option of member.)

- (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.14/-per km and AC Taxi @Rs.16/- Per Km. (Rs.25/- for first km upon downing the meter) and Auto-Riksha @ Rs.8/-per km (Rs.25/- for first 2 km upon downing the meter) and thereafter Rs.8/- per km shall be reimbursable. The reimbursement 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 charges @ Rs.14/- per k.m. and for AC Taxi @ Rs.16/- per k.m. from residence/office, as per entitlement, 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:**

16/c

Following rates of Boarding & Lodging etc. as applicable to the Central Govt. Employee will be applicable to the Experts:-


S. No.	Classification	Rate per day of Boarding (Rs.)	Rate per day of Lodging* (Rs.)
1.	Experts working/retired in G.P. or AGP of Rs.10,000/- and above and also those in pay scale of HAG + and above	750/-	7,500/-
2.	Experts in GP or AGP of Rs.7600/- and above but less than Rs.10,000/-	450/-	4,500/-
3.	Experts in GP or AGP of Rs.5400/- but less than Rs.7600/-	300/-	2,250
4.	Experts in GP or AGP less than Rs.5400/-	225/-	750/-

- *1. Lodging charges are admissible subject to actual on production of receipt.
2. Boarding charges will be re-imbursed on production of receipt/self certification.
3. No lodging charges will be paid if self arrangement is made.

(ii) **Local Members/Experts:**

No D A is payable to Local Members/Experts.

4. UGC Officers/Officials will be covered under FR/SRs (TA) Rules.
5. This issues with the approval of University Grants Commission in its 508th Meeting held on 27.07.2015.


(Dr. Jitendra Kr. Tripathi)
Joint Secretary (Finance)

Copy to:-

PS to Chairman, UGC / PS to Vice Chairman, UGC / PS to Secretary, UGC
PS to Director (Admn.), UGC / PA to JS (F), UGC
All Bureau Heads, UGC / All Regional Offices, UGC
All Dy. Secretaries, UGC / Under Secretaries, UGC / Education Officers, UGC
All Sections, UGC / Publication Officer, UGC
UGC Website : www.ugc.ac.in
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