



विश्वविद्यालय अनुदान आयोग  
बहादुरशाह जफर मार्ग  
नई दिल्ली-110 002

UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI-110 002

No.F. 3-2/2015(Admn.I/A&B)

5<sup>th</sup> January, 2016

**CIRCULAR**

The undersigned is directed to circulate the following Office Memorandum No. M.11018/15//2015-CDN dated. 31<sup>st</sup> December, 2015 received from the Govt. of India, Ministry of Human Resource Development, (Department of Higher Education) (copy enclosed). All the Bureau Heads in University Grants Commission are requested to instruct all Higher Educational Institutions under their purview not to pay any sitting fee allowance to the officials of the Ministry or attached institutions who are nominated as Government representatives in the Governance structure of these institutions such as board of management, board of Governors, Syndicate, Executive Council, Finance Committee, etc. Further, for Government nominees attending meetings in private institutions (such as deemed universities) these institutions may be requested to remit the sitting fee amount (due to Govt. nominees) in the Consolidated Funds of India.

This may be noted for future reference with immediate effect.

**(Ajay Kumar Khanduri)**  
**Deputy Secretary**

**Copy to:**

1. All Officers/ Sections.
2. UGC Branch Office, 35 Ferozeshah Road, New Delhi.
3. UGC NET Bureau, South Campus of Delhi University, New Delhi.
4. All Regional Offices.
5. Admn I/C Section with the request to take further necessary action at their end.
6. DS (FD)/US (FD-I/A)/SO (FD-I/A)/SO (FD-I/B) with the request to take further action in the matter.
7. CU/DU/DC/IUC with a request to take further necessary action at their end.
8. UGC eoffice
9. UGC website

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04-04-2016

No. M.11018/15/2015-CDN  
Government of India  
Ministry of Human Resource Development  
(Department of Higher Education)

Shastri Bhawan  
New Delhi the 31<sup>st</sup> December, 2015

OFFICE MEMORANDUM

It has been observed that the Higher Educational Institutions under the Government of India follow a practice of giving sitting fee allowance to the officials of the Ministry or attached institutions who are nominated as Government representatives in the governance structure of these institutions such as Board of Management, Board of Governors, Syndicate, Executive Council, Finance Committee, etc.

2. Since the nominated officers are attending these meetings only in their official capacity as Government nominee/nominee of Secretary or on ex-officio basis, it may not be appropriate to receive sitting fee for doing routine official work.

3. In view of above, all the Bureau Heads in Department of Higher Education are requested to instruct all Higher Educational Institutions under their administrative control not to pay any sitting fee to such government servants. Further, for Government nominees attending meetings in private institutions (such as deemed universities etc), these institutions should be asked to remit the sitting fee amount (due to the Government nominees) in the Consolidated Fund of India.

4. This issues with the approval of the Secretary (Higher Education).

(Praveen Kumar)  
Joint Secretary (CDM)

To

All the Bureau Head in D/o Higher Education (as per list attached).

Copy for information to - (i) PPS to Secy(HE)  
(ii) US (Cash)

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- 185595(10)/15

*circulate A  
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