OFFICE MEMO

Subject: Observance of economy measures and rationalization of expenditure on inviting external-examiners/members of Board of Studies from distant places.

As per instructions of the Government of India, regarding observing economy measures, the Executive Council of the University vide its item No.06 dated 22.5.2013 has approved to minimize expenditure. The following economy measures be strictly followed:

(a) As far as possible, detailing of - External Examiners / Members of Board of Studies from far away placed like Srinagar, Guwahati, Kutch, Trichy, Kolkata, Chennai, Hyderabad, Bangalore etc. will be avoided since faculties similar to those in our University exist within 500 Kms. of Aligarh.

(b) Payment of T.A. and reimbursement of hotel accommodation/guest house, Taxi charges within the city and food charges will be made strictly in accordance with the T.A. Rules as per entitlement approved by the VI Pay Commission and communicated vide Govt. of India, Ministry of Finance, Department of Expenditure vide its letter dated 21st September, 2008.

(c) In case the University provides accommodation and messing facilities to the examiners/members of Board of Studies, the same will not be reimbursed to them and the accommodation charges will be credited to the University Guest House by the Office of the Registrar.

(d) Honorarium for all the visiting faculties/guest speakers except for Mushaira delegates will be on uniform rates as under:

(i) Duty for one week Rs.10,000/-
(ii) Duty for two weeks Rs.20,000/-
(iii) Duty for one month Rs.25,000/-

2. Educational tours will be undertaken by final year students and only once in their entire course. The cost per student will be restricted to the amount paid by them under this Head at the time of admission. The Faculty members will accompany at the following scale.

(a) One Faculty member for a group of every 40 students.
(b) One MTS irrespective of the size of group.
(c) One Lady teacher in case girls form part of the group.
All payments on account of T.A. will be made only on production of valid tickets of authorized class in case of rail travel, taxi, receipt from start station, in case by road travel and boarding pass plus ticket indicating cost in case of air travel.

5. In case of air travel it is mandatory to travel by Air India in economy class at normal fares. The instructions of the Govt. of India, Ministry of Finance (Department of Expenditure), New Delhi as contained in its letter dated 13th July, 2009 will be strictly adhered to (copy enclosed). Full fare tickets will not be accepted. Examiner may kindly be advised by the concerned Departments well in advance so as to avoid embarrassment at a later stage.

(Yasmin Binti Jalil)
Finance Officer

Encl: As above.

No.D-10/FO/PS/2013

October 9, 2013

Copy forwarded to the following for information and necessary action

1. All Deans of Faculties/Dean Students Welfare.
2. All Chairman of Departments of Studies.
3. Principals of Colleges/Schools.
4. Directors of Centers/Institutes.
5. Deputy Registrar (Councils) for report to Executive Council.
6. Asst. Registrar (V.C.’s Secretariat/PVC’s Secretariat.)
6. P.S. to Registrar/Controller of Exams. & Admissions/Finance Officer,