



# VIDYASAGAR UNIVERSITY

MIDNAPUR – 721 102

Office of the Finance Officer

Ref. No- VU/FO/Notification./0168/25

Dated- 13/06/2025

## NOTIFICATION

### SITTING ALLOWANCE & TA/DA RULES

Revision of Sitting Allowance (SA) & Travelling Allowance (TA) for External Members /Experts visiting this University for official purposes are as follows:

Sl. No.	Purpose	Sitting Allowance (Rs.)	Travelling Allowance
1.	Search Committee meeting for appointment of Vice-Chancellor	10,000/-	<b>a) Consolidated: From Kolkata/Bankura/Burdwan etc. – Rs. 2,500/- only ( For distance below 150 km) ; From Kalyani/ Purulia / Asansol/ Shantiniketan etc. – Rs. 3,500/- only (For distance beyond 150 km);</b>  <b>OR</b>  <b>b) Travel by Vehicle: Rs. 14/- per kilometer plus toll tax (Vehicle No. to be mentioned by the claimant)</b>
2.	Selection Committee meeting for selection of Dean of the respective faculties of Vidyasagar University	5,000/-	
3.	Selection Committee / Standing meeting for selection of Teachers / Officers	4,000/-	
4.	Chancellor's Nominee for any meeting of the University.	4,000/-	
5.	Meeting of the Board of Research Studies of University	4,000/-	
6.	Professional Expert Opinion regarding any technical matter of Vidyasagar University	4,000/-	
7.	External members of different University committees set up by the Vice-Chancellor or the Executive Council for meetings of expedient purpose of Vidyasagar University	4,000/-	
8.	External Expert for Ph.D. Viva-voce Examination	3,000/-	
9.	External Nominees/Members in the Court, Executive Council, Finance Committee , Expert for Ethical Committee /Bio-Safety Committee etc.	2,000/-	
10.	External Expert for Ph. D. Committees		
11.	External Expert for Research Advisory Committee (RAC)	Rs. 500/- per candidate (Preferably for 3 candidates)	For minimum 3 candidates and above: TA rule as mentioned above For less than 3 candidates : Rs. 1500/- (Consolidated)
12.	External experts for Meeting of the PGBOS, UGBOS, Moderation, Practical Examination etc.	1,500/-	1,500/-
13.	Principals / Teachers of different affiliated colleges of this University for attending any meeting of different committees of Vidyasagar University	1,000/-	Midnapore & Kharagpur Municipal areas- Rs. 300/-, Paschim Medinipur / Jhargram district areas/IIT, Kharagpur- Rs. 500/-, Purba Medinipur district areas- Rs. 1,000/- Or Travel by Vehicle: Rs. 14/- per kilometer plus toll tax (Vehicle No. to be mentioned by the claimant)

For Travelling Allowance of the Teachers/Officers visiting to/from this University for the purposes other than mentioned in Sl. Nos. 1-13 above.

- |  |               |
|--|---------------|
| - Midnapore & Kharagpur Municipal areas                      | - Rs. 300/-   |
| - Paschim Medinipur / Jhargram district areas/IIT, Kharagpur | - Rs. 500/-   |
| - Purba Medinipur district areas                             | - Rs. 1,000/- |
| - Kolkata / Hooghly / Howrah / Bankura                       | - Rs. 1,000/- |
| - Kalyani / Asansol / Purulia / Shantiniketan / Burdwan      | - Rs. 1,500/- |



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Daily Allowance for the employees of the University are given below:

Sl. No.	Level of Pay	Entitlement to Railway Accommodation	Daily Allowance		DA for night stay in Hotel/Lodge	
			Ordinary localities (other than state capitals) (Rs.)	State Capitals (Rs.)	Ordinary localities (other than state capitals) (Rs.)	State Capitals (Rs.)
1.	13A & 14 i.e. erstwhile PB 37,400/- - 67,000/-	1 <sup>st</sup> Class / 2 AC	300/-	500/-	1,000/-	1,500/-
2.	10,11 & 12 i.e. erstwhile PB 15,600/- - 39,100/-	1 <sup>st</sup> Class / 3 AC / AC Chair Car	250/-	400/-	900/-	1,300/-
3.	PB – 3 i.e. erstwhile PB 9,000/- - 28,300/-	3 AC / AC Chair Car	200/-	300/-	600/-	1,000/-
4.	PB – 2 i.e. erstwhile PB 7,200/- - 25,400/-	II Sleeper / 2 S	175/-	275/-	500/-	800/-
5.	PB – 1 i.e. erstwhile PB 5,400/- - 18,600/-	II Sleeper / 2 S	150/-	250/-	350/-	700/-

**N.B.:** No DA is admissible for evaluation purposes.

## Normal TA:

Travelling Allowances Rates for the employees other than Teachers / Officers visiting to / from this University are as given below:

- Midnapore & Kharagpur Municipal areas - Rs. 150/-
- Paschim Medinipur / Jhargram district areas/IIT, Kharagpur - Rs. 300/-
- Purba Medinipur district areas - Rs. 500/-
- Kolkata / Hooghly / Howrah / Bankura - Rs. 600/-
- Kalyani / Asansol / Purulia / Shantiniketan / Burdwan - Rs. 800/-

For TA bill claimed more than above stated rates must be approved by the University Authority. TA to be paid from the present residence to University. The claimant must submit the bill with all necessary papers. No DA is admissible for evaluation purposes.

This is issued with the approval of the competent authority.

Sd/-

**Finance Officer**  
**Vidyasagar University**

Copy forwarded for information and necessary action to:

- 1) The Dean(Actg.), Faculty Council for Postgraduate Studies in Arts & Commerce
- 2) The Dean(Actg.), Faculty Council for Postgraduate Studies in Science
- 3) All Academic & Administrative Heads with a request to circulate the notification in the department.
- 4) The Registrar.
- 5) The Secretary to the Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor.
- 6) The Senior Information Scientist to upload on the University website for wide circulation.
- 7) Guard file.



**Finance Officer**  
**Vidyasagar University**

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VIDYASAGAR UNIVERSITY  
Midnapore - 721102, W.B.