

UNIVERSITY OF KALYANI

Dr. Subrata Kumar Ray
Inspector of Colleges



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Ref. No.: IC/52/ Guidelines for Sitting Fee /071/2025

Dated: 16/05/2025

CIRCULAR

The Principals/Officers-in-Charge/Teachers-in-Charge of all affiliated general degree colleges are hereby informed that the University authority has noted with concern that in the absence of any guidelines there exists disparity between colleges in the modalities of payment of Honorarium/Sitting Allowance/Consolidated TA/DA by the college to the University-nominated experts for participating in the meetings of the Selection/Screening Committee for promotion under CAS of college teachers.

Under the above circumstances, the University authority has given a careful thought to the matter and in order to bring uniformity to the system, has decided that henceforth the guidelines given in the **annexure** will be implemented with immediate effect and to be followed by affiliated colleges.

Also find enclosed a copy of sample format of bill which may be suitably modified and used, if necessary, by the college for the purpose.

This circular is issued in concurrence with the Vice-Chancellor, vide docket no. VC/113606.

Sd/-
(Subrata Kumar Ray)
Inspector of Colleges

Enclosure/attachment: 1) 'Annexure' containing the guidelines as mentioned above.
2) Sample format of bill.

Copy forwarded for information and necessary action, if any, to:

1. The Vice-Chancellor, K.U. (for information).
2. The Registrar, K.U.
3. The System-in-Charge, C.I.R.M., K.U. with the request to take n/a to upload the matter in the University website.
4. The Principals of all affiliated general degree colleges.


Inspector of Colleges

ANNEXURE

(Ref. Circular No.: IC/52/ Guidelines for Sitting Fee /071/2025, Dated: 16/05/2025)

In order to remove disparity between colleges in the modalities of payment of Honorarium/Sitting Allowance/Consolidated TA/DA by the college to the University-nominated experts for participating in the meetings of the Selection/Screening Committee for promotion under CAS of college teachers, it has been decided that **for participating in the meetings of the Selection/Screening Committee for promotion under CAS of college teachers the University-nominated experts will be paid by the concerned college following the guidelines given below:**

Honorarium/Sitting Allowance -

- (A) The affiliated colleges will pay an Honorarium/Sitting Allowance of Rs. 2000.00 to all University-nominated experts.

Consolidated TA/DA -

- (B) The affiliated colleges will also pay Consolidated TA/DA to University-nominated experts who is/are not in service at the University of Kalyani (hereinafter referred as 'external experts') for attending meetings organized at the University campus or elsewhere following the rates in the Table below.

Coming to Kalyani from Location	Approximate one way distance	Amount (Rs.)
Upto Ranaghat / Barrackpur	40 Km.	150.00
Beyond Ranaghat / Barrackpur but upto Krishnanagar / Kolkata	41-75 Km.	400.00
Journey between Kalyani and Burdwan	76-100 Km.	500.00
Beyond Krishnanagar but upto Beldanga	101-140 Km.	600.00
Beyond Beldanga but upto Lalbagh	141-170 Km.	650.00
Journey between Kalyani and Santiniketan / Midnapore	141-170 Km.	650.00

Reimbursement of actual train/bus fare / car rental / own car fuel cost for journey (from work place/residence whichever is convenient) instead of consolidated TA/DA -

- (C) (i) If the 'external expert' has to avail of a long distance train/bus, actual fare is to be reimbursed by the college upon production of the reserved ticket.
- (ii) If the 'external expert' comes by his/her own car for attending meetings, he/she will be paid by the college @ Rs 14/- per Km. for total to and fro distance covered.
- (iii) If the 'external expert' comes by a hired car for attending meetings, the college will pay him/her the full car rental upon production of proper bill.

N.B.: Provisions at para (B), (C)(ii) and (C)(iii) will be applicable also to serving teachers of the University of Kalyani acting as University-nominated experts in the above-said Selection/Screening Committee if the meeting is held outside Kalyani.


(Inspector of Colleges)

BILL FOR HONORARIUM AND TA TO THE EXPERT ATTENDING MEETING OF SELECTION/ SCREENING COMMITTEE

Date	Purpose	Amount for Sitting Fees (Rs.) [A]	Amount for TA (Rs.) [B]	Total amount Payable [A + B]
	A) Sitting Allowance:			
	B) T.A.:	Total =		

Account Holder's Name (in Block Letters)																			
Bank A/C No.																			
Bank Name																			
Branch Name																			
Branch Code																			
IFS Code																			
Mobile No.																			
E-mail ID																			

Signature of the Claimant (in full)

For use of the College Office

Signatory 3