

**File No. Secy.(EF)/PPS/2011
Ministry of Environment & Forests**

Dated, the 14 June, 2011.

Circular

Subject: Regulation of claims of non-official members on various committees.

The nature of work in this Ministry requires involvement of outside experts from various scientific and technical fields for consultation/advice in finalization of policy/implementation issues. They are associated in various Boards/Committees constituted by this Ministry for long/short term duration.

2. The claims of non-official members are settled under SR 190 and orders issued there under (Appendix 2) which have been last revised in 1998. Consequent upon implementation of the 6th CPC recommendations and introduction of the system of reimbursement of actual expenses to government servants in lieu of daily allowance, the commensurate revision has not been done requiring case by case reference to the competent authority. To streamline the process, a reference was made to the Department of Expenditure, Ministry of Finance. Based on the standing orders and the clarification issued by them vide their ID Note No. 75328/E.IV/2011 dated 30.5.2011, the following instructions are issued to regulate the claims of non-official members on various committees.

3. Cabinet Secretariat's circular No. 1/16/1/2000-CS dated 15.4.2002 prescribes the procedure for constitution/ reconstitution of High Level Commissions/ Committees. All other committees constituted by the Ministries/ Departments are known as Routine or Less Important Committees.

4. Constitution of High Level Committee/Commission

• "High Level Committee/Commission" means a Committee or Commission presided over by a high ranking dignitary, e.g. a Minister, a judge of the Supreme Court, a Vice Chancellor etc. which, inter alia, includes prominent persons in public life as members. In determining whether a Committee or Commission is High Level or not, regard should be paid to the nature of its terms of reference and their importance from the economic, social or political standpoints. In other words even if the Commission or Committee is presided over not by a high level dignitary but someone otherwise prominent and its terms of reference are important, it should be regarded as High Level. Approval of Prime Minister through the Cabinet Secretary is necessary to set up or alter the composition of the Committee to designate it as a High Level Committee.

5. Entitlement of TA/DA of non-official members of the High Level Committees

The non-official members will ordinarily travel by train in AC II-tier. They can travel by air with the prior permission of the Secretary of the Ministry/Department. The outstation

members will be reimbursed single room rent in any State Guest House or for single room in medium range ITDC hotels like Lodhi Hotel, Qutab Hotel, Janpath Hotel, Ashok Yatri Niwas or State Government run Tourist Hostels/Hostels or residential accommodation provided by registered societies like India International Centre and India Habitat Centre. In addition to the reimbursement of room rent, they will be reimbursed actual boarding and conveyance charges within the ceiling prescribed for the highest grade of Civil servant, that is food bills up to Rs. 500/- per day and AC taxi charges up to 50 km.

6. Constitution of Routine/ Less Important Committees (Other Committees)

All Committees other than High Level Committees will fall under this category. Constitution of Important Committees would be approved by the Minister. All other Committees will be approved at the level of Secretary (EF). The need for outside experts on various committees has to be specifically justified. Since constitution of any committee involves payment of TA/DA, the proposal should be routed through IFD. The proposal for constituting the Committee should be submitted in the checklist enclosed.

7. Entitlement of non-official members of Other Committees.

The non-official members will ordinarily travel by train in AC II tier. They can travel by air with the prior permission of the Secretary of the Ministry/Department. The outstation members will be reimbursed DA/conveyance allowance at the rate it is admissible to officers of Government of India drawing grade pay of Rs.6600/- per month under Department of Expenditure's OM NO. 19030/3/2008-E.IV dated 23.9.2008 that is for hotel accommodation up to Rs. 1500 per day, for taxi charges up to Rs. 150 /- per day for travel within the city and for food bills up to Rs. 200 /- per day.

8. Payment of sitting fee

Whereas sitting fee will be admissible to non-official members of High Level Committees, payment of the same to non-official members of Other Committees will be considered depending on the nature, work/ role of the committee/ board, the status of non-official member, whether whole time or part time etc. The quantum of sitting fee in all the cases will be decided by the Ministry in consultation with the Financial Adviser after getting **prior approval of the Department of Expenditure, Ministry of Finance.**

9. Availing hospitality from project proponents

It has come to notice that in some cases project proponents are being asked to provide TA/DA, local hospitality to members of the committee while on tour. Since there is a clear conflict of interest between the project proponent and the committee member/ consultant, the practice needs to be stopped forthwith.

10. Review of existing committees

All Heads of programme divisions are required to **review the composition of committees** constituted under their division in accordance with the above instructions. Information on all the committees constituted by the Divisions should be submitted in the

enclosed checklist for information or approval of the competent authority through IFD, as the case may be. This exercise should be completed by **15 July 2011**.

11. Claims of non-official members will be entertained from **18th August, 2011** ^{onwards} based only on the orders issued in compliance of above instructions.

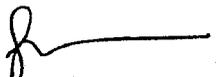


Secretary (E&F)

Copy forwarded for information and necessary action to:

- 1. DGF & Special Secretary, Special Secretary (AMM)**
- 2. Addl. Secretary (MFF), Addl. Secretary (GK), Addl. Secretary (MM), Addl. DGF (FC), Addl. DGF (WL)**
- 3. Heads of All Divisions**

For taking note about the implementation of the Circular.



(Gauri Kumar)
AS & FA
15.6.2011

Director (IFD)/Director (FF)/CA
All USs/SOs in IFD
PAO (HQ)/PAO (Pre-Check)

Checklist for constitution of High Level Committee

1.	Name of the committee	
2.	Whether the committee is to be constituted a) by an Act of Parliament b) under Rules and regulations notified under an Act of Parliament (Pl. enclose a copy of the provision)	
3.	Mandate of the Committee (i) Pl. specify whether it is: a) Technical Committee b) Techno-economic Committee c) Administrative or others committee d) Others (Pl. Specify) (ii) Whether the role is advisory or binding on the Govt.	
4.	Whether any committee was earlier constituted ? (Pl. enclose a copy of the order)	
5.	Proposed Constitution of the committee: Chairperson/ Members (Pl. Mention Designation for official members, name of the institution in case of Institutional members)	
6.	Tenure of the committee (From----to-----)	
7.	Justification for requirement of outside experts. Why can't the expertise be out sourced through institutional mechanism?	
8.	Names of the Non official members with field of expertise	
	Name	Field of expertise
		Status
		Whether part time or full time
9.	Method of ensuring accountability and avoiding conflict of interest	
10.	Whether approval of PM for constitution/ reconstitution through the Cabinet Secretary obtained or to be obtained	
11.	Quantum of sitting fee proposed	

Submitted for kind information/ approval*

Signature of the Head of Programme Division

*(Pl. Strike out which is not applicable)

Checklist for constitution of Routine and Less important Committee (Other committee)

1.	Name of the committee	
2.	Whether the committee is to be constituted a) by an Act of Parliament b) under Rules and regulations notified under an Act of Parliament (Pl. enclose a copy of the provision)	
3.	Mandate of the Committee (i) Pl. specify whether it is: e) Technical Committee f) Techno-economic Committee g) Administrative or others committee h) Others (Pl. Specify) (ii) Whether the role is advisory or binding on the Govt.	
4.	Whether any committee was earlier constituted (Pl. enclose a copy of the order)	
5.	Proposed Constitution of the committee: Chairperson/ Members (Pl. Mention Designation for official members, name of the institution in case of Institutional members)	
6.	Tenure of the committee (From---to---)	
7.	Justification for requirement of outside experts. Why cant the expertise be out sourced through institutional mechanism	
8.	Names of the Non official members with field of expertise	
	Name	Field of expertise
		Status
		Whether part time or full time
9.	Method of ensuring accountability and avoiding conflict of interest	
10.	Sitting fee proposed, if any. If so the amount proposed.	

Submitted for kind information/ approval*

Signature of the Head of Programme Division

*(Pl. Strike out which is not applicable)