

PARUL UNIVERSITY

R/Office Order - 905/2022-23

Office of the Registrar
June 22, 2022

OFFICE ORDER

Sub:- Honorarium and allowances to be paid to officials involved in Ph.D related work

Ref: (i) Proposal submitted by Dean, Doctoral Studies & Research

(ii) Concurrence of the Provost

(iii) Approval of the President

PREAMBLE:-

The university has fixed honorarium and allowances to be paid to officials involved in Ph.D related work which is as follows:

(A) Honorarium/ allowances for Expert Talk/Research Proposal Presentation/ DRC Review / Open Seminar:

Particulars	Honorarium Rates (in Rs.)
Experts outside the PU invited for Talk	1,500 /-per hour and maximum up to 5,000/-per day
Expert outside the PU invited for Research Proposal Presentation as a part of Admission process	2,000/-per day per specialization
DRC External Member	2,000/- per DRC subject to a maximum of Rs.10,000/- per day
Research Guide	1,500/- per PhD DRC (applicable for Ph.D Admissions 2020-21 onwards) 1, 000/-per PhD DRC (applicable for Ph.D Admissions before 2020-21)
Research Co-Guide (External - Indian)	2,000/- per DRC

(B) Thesis Evaluation

Particulars	Honorarium Rates (in Rs.)
External Thesis Evaluator	₹ 2,500/- [2,000 per Thesis Evaluation plus 500 postal charges] Note:- In a given calendar year, not more than three thesis shall be sent for evaluation to an individual external thesis evaluator
External Evaluator for final Viva-Voce	₹ 2,000/-

(C) Incentives to be paid after successful completion of Ph.D by the student

Particulars	Incentive amount (in Rs.)
Research Guide	10,000/- for every PhD degree awarded under his/her guidance Note: If Ph.D Degree is completed within the prescribed minimum period, research guide shall be entitled to receive an additional incentive of 10,000/-
Research Co-Guide (Internal - Indian)	After successful completion of PhD by Research Scholar, an incentive of Rs 4,000/-
Research Co-Guide (External - Indian)	After successful completion of PhD by Research Scholar, an incentive of Rs. 5,000/-
Research Co-Guide (International)	Rs.20,000/- for interacting with PhD Scholar for entire duration of Ph.D studies

(D) For PhD – Course Work Examination (End Semester) and Entrance Examination

Particulars	Honorarium Rates (in Rs.)	Remarks
Centre In-charge	300/-	Per Day
Institute Coordinator	200/-	Per Session
Senior Supervisor	200/-	Per Session (Max.10 Blocks)
Supervisor/Reliever	150/-	Per Session / Block
Reviewer	100/-	Per Paper

Paper Setter (Internal / External)	1000/-	Per Paper
Paper Evaluators (External)	60/- per paper subject to a minimum of Rs.500/-	For course work examination
Paper Evaluators (Internal)	60/- per paper	For course work examination
Paper Evaluators	40/-per paper	For entrance examination
Peon	75/-	Per Session

(E) Travelling Allowance and Dearness Allowance

Sr. No.	Particulars	Travelling Allowance	Dearness Allowance
1	Travel by any Four Wheeler i.e. Private car or by Hired taxi	Actual Kilometre Travelled as per road mileage at ₹10/- per km rates (for petrol vehicle) ₹9/- per km rates (for diesel vehicle) ₹7/- per km rates (for CNG/EV vehicle)	₹ 400/- per day
2	Travel by Scooter/Motorcycle or by any two-wheel vehicle	Actual Kilometre Travelled as per road mileage at ₹2.5/- per km rates	₹ 400/- per day
3	Travel by Ordinary Bus and Second class Railway	Actual fare will be reimbursed as per claim	₹ 400/- per day
4	Travel by Luxury Bus or Railway higher than Second	Actual fare will be reimbursed only if original ticket for travelling to destination and copy of the Return	

	class but limited to AC II Tier	Ticket is produced	
5	Local Conveyance For travel between railway station/Bus station and place of duty/meeting by auto, local bus, taxi like Ola, UBER etc.	As per actual claim but maximum up to ₹ 200/- (to and Fro)	₹ 400/- per day

Note:

1. For claiming Travelling Allowance, Original Taxi bill, if any, and screen shot of toll tax paid/bus ticket/ railway ticket / Air ticket with boarding pass must be attached with bill. Copy of RTO registration book (certified by expert/examiner) shall also be submitted. If copy of R.C. book/ original taxi bill/original tickets is not attached, travelling allowance will be paid as per GSRTC or AC chair car train fare, whichever is less along with local conveyance allowance whenever applicable.
2. Travelling Allowance as per road mileage and Toll Tax/FasTag payment will only be reimbursed for having travelled by car.
3. For performing duty more than one day at same place, DA will be paid for all days (including Sunday or holiday), and Travelling Allowance will be paid only once.
4. When two experts from the same city come to the same exam center in a single vehicle on the same day, travelling allowance for only one car at the rate applicable is admissible. It will be appreciated, if in above-mentioned situation they travel by same vehicle.
5. Utmost care should be taken to avoid overwriting and claimant, however in unavoidable circumstances initial should put correction in the bill/form, nearby correction in bill/form.
6. **For e-transfer, following details must be furnished :**
 - Cancelled Cheque

OR

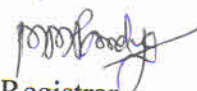
 - Bank Account no.

- Bank Name, branch and Branch code
- A/c type (SB/CB)
- IFSC code

F. For cases other than (E) above:

- In special cases, prior approval of Hon. Provost is mandatorily required for Bill claimed for Travel by Air. In such cases, copy of air ticket with Boarding Pass must be furnished.

By Order


Registrar

To,

- 1) Deans of Faculties
- 2) Dean, Doctoral Studies & Research
- 3) Principals/ Directors of Colleges/ Institutes
- 4) The Controller of Examinations
- 5) Central Administration
- 6) Accounts Section

Submitted to,

- 1) The President
- 2) The Vice President
- 3) Dr.Parul Patel, Member, Governing Body and Chairperson, Admissions Committee
- 4) Dr.Geetika Madan Patel, Member, Governing Body and Medical Director
- 5) Dr.Komal Patel, Member, Governing Body and Director
- 6) The Provost
- 7) The Pro Vice-Chancellor