



# ODISHA UNIVERSITY OF HEALTH SCIENCES, BHUBANESWAR

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No. OUHS-FA-MISC-0009/16000/ 2025

Date: 23/12/25

## NOTIFICATION

**Sub: Revised TA & DA, Sitting Fees and Incentives to the members of Executive Board / Academic Council / Various Committees / Local enquiry Committee Members of OUHS.**

**Ref:5<sup>th</sup> Executive Board meeting proceedings dated 28.11.2025.**

As per Section 18 (xxxii) & Section 20 (xx) of the OUHS Act, 2021 and in pursuant to approval of the 5<sup>th</sup> Executive Board in its meeting held on 04.11.2025 have approved Travelling Allowance (TA) & the rate of Daily Allowance (DA), Sitting Fees and Incentives on tour to the members of Executive Board/ Academic Council/ various Committee/ Local enquiry Committee Members of OUHS as detailed below: -

This will come into effect from the date of its notification (Except Sl.no.7 & 8)

TRAVELLING ALLOWANCE		Rates
1	To Local Enquiry Committee (LEC) Members	Rs.15/- per KM
2	To any other Meeting	Rs.15/- per KM
DAILY ALLOWANCE ON TOUR		Rates
	Pay Level in the Pay Matrix	Rates of DA inside State per Day
1	Level 14 and above	Rs.600/-
2	Level 09 to 13	Rs.450/-
3	Level 08 and below	Rs.300/-
SITTING FEE		Rates
6	Members of Executive Board / Academic Council / Anti Ragging Monitoring Committee/ Research Ethics Committee. (Excluding members affiliated to OUHS)	Rs.2000/-
INCENTIVE		Rates
7	To Local Enquiry Committee (LEC) Members.	Rs. 1000/- per course (With effect from 18.10.2025)

8	Hotel Accommodation	As per pay level (With effect from 18.10.2025)	
		Pay level in Pay Matrix	Rates
		Level 14 & above	Upto Rs.4500/- per day
		Level 12 & 13	Upto Rs.2250/- per Day
		Level 11 & below	Upto Rs.1250/- per Day

Reimbursement of the cost of hotel accommodation should not be entertained as a matter of course. Before allowing such reimbursement, the controlling officer shall satisfy himself about bona fides of the claim with reference to the GST enable voucher produced by the officer concerned. This Hotel accommodation charge shall be in addition to the rate of Daily Allowance as admissible.

1. **Calculation of Daily Allowance:**

**A) Admissibility of Daily Allowance:**

- |   |                        |
|---|------------------------|
| 1) Journey up to 8 Kilometre (one way):     | "Nil" Daily Allowance  |
| 2) More than 8 Km. & within Municipal area: | 50% of Daily Allowance |
| 3) More than 8 Km. & beyond Municipal area: | "Full" Daily Allowance |

**B) Every 24 hours shall be regulated as under:**

- |                                    |                         |
|------------------------------------|-------------------------|
| 1) Up to 6 hours :                 | 30% of admissible rates |
| 2) More than 6 hours to 12 hours:  | 60% of admissible rates |
| 3) More than 12 hours to 24 hours: | Full Daily Allowance    |

**C) Eligibility of Daily Allowance:**

- |                               |                        |
|-------------------------------|------------------------|
| 1) Free boarding and lodging: | 25% of Daily Allowance |
| 2) Free boarding alone:       | 50% of Daily Allowance |
| 3) Free lodging alone:        | 75% of Daily Allowance |

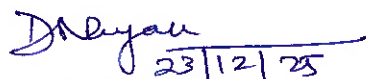
2. **Journey by Shared Taxi:**

In case more than one member / person travelled together in own / hired vehicle, the person owning / hiring the vehicle shall be paid Travelling Allowance / Daily Allowance and accompanying person shall be paid Daily Allowance only along with other fees and allowances as applicable.

3. A. Journey should be performed by the shortest route.  
B. If the journey performed by Bus / Luxury Bus, Ticket must be supported with Travelling Allowance Bill.  
C. The TA shall be allowed as per the actual cost towards journey or Rs. 15/- per Km whichever is less.  
D. The travelling allowance shall be claimed in the prescribed form duly completed in all respect within six months from the date of return journey, failing which the claim shall be forfeited. The powers to accept the travelling allowance claim after expiry of six month's period shall be vest with the Vice-Chancellor.  
E. The University may demand any document / tickets / bills / receipts, if deemed necessary to satisfy the genuineness of the claim. If documents are not submitted, claim will not be admissible.

  
23/12/25  
**Comptroller of Finance**  
Comptroller of Finance  
Odisha University of Health Sciences,  
Bhubaneswar

16001  
Memo No: \_\_\_\_ / OUHS / 2025-26  
Copy submitted to the Principal Secretary to the Hon'ble Chancellor, Raj Bhavan,  
Bhubaneswar.

  
23/12/25  
**Comptroller of Finance**  
Comptroller of Finance  
Odisha University of Health Sciences,  
Bhubaneswar

16002  
Memo No: \_\_\_\_\_ / OUHS / 2025-26

Date: 23/12/25

Copy submitted to the Commissioner-cum-Secretary to the Govt., Health & Family Welfare Deptt., Odisha / DMET, Odisha, Bhubaneswar for favour of kind information.

*D. Nayak*  
23/12/25

**Comptroller of Finance**  
Comptroller of Finance  
Odisha University of Health Sciences,  
Bhubaneswar

16003  
Memo No: \_\_\_\_\_ / OUHS / 2025-26

Date: 23/12/25

Copy forwarded to the PS to Vice-Chancellor for kind information of Vice-Chancellor / Registrar, OUHS / Controller of Examination / Notice Board.

*D. Nayak*  
23/12/25

**Comptroller of Finance**  
Comptroller of Finance  
Odisha University of Health Sciences,  
Bhubaneswar