

(By email)

File No.N-11014/1/2022-PESA (Comp. No. 28297)  
Government of India  
Ministry of Panchayati Raj  
Policy (PESA & PRI) Division

11<sup>th</sup> Floor, Jeevan Prakash Building  
25, K.G. Marg, New Delhi-110001  
Date: 23<sup>rd</sup> March, 2023

**OFFICE MEMORANDUM**

**Subject: Setting up of an Expert Committee for Formulation of 'Model Rural Transformation Act 2022'-reg.**

The Ministry of Panchayati Raj had constituted an Expert Committee for Formulation of 'Model Rural Transformation Act 2022', vide O.M. of even number dated 15.03.2022 (*copy enclosed*), to streamline/refine the spatial planning process of the rural areas so that planned development can be envisaged and undertaken. The Committee had its term upto 12<sup>th</sup> Nov., 2022. As the work of formulation of 'Model Rural Transformation Act 2022' is not completed, the extension of time of this Committee has been approved by the Competent Authority. Further, on account of transfer/retirement of its members, reconstitution of the Committee has become essential. Therefore, with the approval of the competent authority in the Ministry, the above said Expert Committee is reconstituted as indicated hereunder to provide inputs as indicated in Terms of Reference and for formulation of the Model Rural Transformation Act 2022:-

S. No.	Name of member & parent organisation	Designation
1.	Shri S.S. Meenakshisundaram, Former Secretary (RD) and Advisor, NIAS, Indian Institute of Science (IISc), Bangalore	Chairperson
2.	Shri Sushil Kumar, Former Secretary, Ministry of Mines	Member
3.	Dr. G Narendra Kumar Director General, NIRD&PR	Member
4.	Shri S. Chockalingam, Director General, YASHADA	Member
5.	Shri Avinash Mishra Advisor in-charge of Panchayati Raj, NITI Aayog	Member
6.	Shri Alok Prem Nagar Joint Secretary, Ministry of Panchayati Raj	Member Convener
7.	Ms. Mamta Varma Joint Secretary, Ministry of Panchayati Raj	Member
8.	Town and Country Planner (to be appointed by Town and Country Planning Org., New Delhi), Town and Country Planning Organization, New Delhi	Member
9.	Dr. Darez Ahamed, Commissioner of Rural Development and Panchayati Raj, Tamil Nadu	Member


10.	Dr Arunav Das Gupta School of Planning and Architecture, New Delhi	Member
11.	Dr. N. Sridharan Former Director, School of Planning and Architecture, Bhopal	Member Secretary
12.	Shri R. Srinivas Former Town and Country Planner, Town and Country Planning Organization, New Delhi	Member
13.	Shri Ayush Prasad CEO Pune Zila Panchayat, Maharashtra	Member

2. The Terms of Reference of the above said Committee will remain same as mentioned in para-3 of Ministry of Panchayati Raj's O.M. of even number dated 15.03.2022, which is given as under-

- To formulate a 'Model Rural Transformation Act' to facilitate planning, development, and regulate the land use in rural areas for economic growth, enhancing the standards of living and connected matters therewith for the reference of the States /UTs.
- To incorporate appropriate provisions into the 'Model Rural Transformation Act' in line with the revised "Rural Areas Development Plan Formulation and Implementation Guidelines (RADPFI)-2021" released by MoPR and provisions related to best practices as available from the existing draft State Rural Transformation Acts & Regulations, e.g. the Maharashtra Rural Transformation Act, drafted by Pune Zila Parishad for Government of Maharashtra.
- To review the existing statutory legislations/rules, governance framework as well as linkages, supporting institutional and regulatory framework, human resource, etc., concerning spatial planning in rural habitations in the States/UTs and suggest appropriate institutional mechanism, regulatory framework and capacity building measures necessary for its effective implementation.
- To review the international best practices and consider appropriate adaptation keeping in view the India's perspective in the proposed Model Act.
- Consider latest technological developments for the deployment of appropriate tools for planning, monitoring, financing and implementation.
- Consider revenue augmentation through private investments, create appropriate tools to attract such investments and revenue sharing between State Governments & Local Bodies for planning and public infrastructure development.
- Consider safeguards for conservation of natural/environmental resources, Energy efficiency in habitation areas, tangible/intangible heritage, Eco-Sensitive Zones (ESZs), Coastal Regulation Zone (CRZ), etc as well as impact assessments and mitigation, towards spatial planning of rural areas and make suitable provisions for their adoption in the proposed Model Act to be formulated.

- Carry out any other scientific and/or empirical analysis of information, as deemed necessary, related to rural land use and planning, towards arriving at suitable recommendations to be incorporated in the proposed Model Act.
  - Carry out extensive stakeholder consultations including with States, other experts, elected representatives of Panchayats etc.
3. The Committee may co-opt additional members as may be required for achieving the overall objectives and may invite special invitee(s) or subject expert(s) to the meetings if necessary.
4. The 'National Centre for Spatial Plan for Rural Development' (SPA, Bhopal) would serve as the Secretariat for the Expert Committee and provide all necessary logistics, support for the meetings etc. including payment of sitting fees, TA/DA entitlement and honorarium etc. to the Expert committee in accordance with O.M. No. 19047/10/2016-E-IV dated 12.04.2017 and O.M. No. 19047/1/2016-E.IV dated 14.09.2017 (*copies enclosed*) of the Department of Expenditure (Ministry of Finance) and also in accordance with other rules/instructions/directions of Government of India issued time to time on the subject. Necessary budget for the same may be included by the 'National Centre for Spatial Plan for Rural Development' (SPA, Bhopal) in their Annual Action Plan 2022-23 and submit to MoPR for approval of the competent authority.
5. The tenure of the Expert Committee, to submit the Final Model Rural Transformation Act 2022, which was within a period of six months from the date of the first meeting of the Committee (which was 12<sup>th</sup> May, 2022), is extended upto December, 2023.
6. This issues with the approval of Secretary, Ministry of Panchayati Raj.

**Encl. As above**

  
23/03/2023

(Ajay Kumar)

Under Secretary to the Government of India

Ph- 011-23356124

Email: [ajay.k42@nic.in](mailto:ajay.k42@nic.in)

Copy to:

1. Shri S. S. Meenakshisundaram, Former Secretary (RD) and Advisor, NIAS, Indian Institute of Science (IISc), Bangalore.
2. Shri Sushil Kumar, Former Secretary, Ministry of Mines
3. Dr. G Narendra Kumar, Director General, NIRD&PR.
4. Shri S Chockalingam, Director General, YASHADA
5. Shri Avinash Mishra, Advisor in-charge of Panchayati Raj, NITI Aayog.
6. Shri A.P. Nagar, Joint Secretary, Ministry of Panchayati Raj
7. Ms. Mamta Varma, Joint Secretary, Ministry of Panchayati Raj

8. Shri Naresh Kumar Dhiran, Chief Planner, Town and Country Planning Organization, E-Block, Vikas Bhawan, I.P.Estate, New Delhi-110002- **with request to appoint a Town and Country Planner of your organization to act as a member of above said Expert Committee.**
9. Dr. Darez Ahamed, Commissioner of Rural Development and Panchayati Raj, Tamil Nadu.
10. Dr Arunav Das Gupta, School of Planning and Architecture, New Delhi.
11. Dr. N. Sridharan, Former Director School of Planning and Architecture, Bhopal
12. Shri R. Srinivas, Former Town and Country Planner, Town and Country Planning Organization, New Delhi..
13. Shri Ayush Prasad, CEO Pune Zila Panchayat, Maharashtra.

**Copy, for information, to:**

- (i) PS to Hon'ble Minister of Rural Development and Panchayati Raj
- (i) PS to Hon'ble Minister of State for Panchayati Raj
- (iii) Sr.PPS to Secretary (Panchayati Raj)
- (iv) Sr.PPS to Additional Secretary (Panchayati Raj)

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Government of India  
Ministry of Panchayati Raj  
Policy (PESA & PRI) Division

11<sup>th</sup> Floor, Jeevan Prakash Building  
25, K.G. Marg, New Delhi-110001  
Date:15<sup>th</sup> March 2022

**OFFICE MEMORANDUM**

**Subject: Setting up of an Expert Committee for Formulation of ‘Model Rural Transformation Act 2022’**

Ministry of Panchayati Raj proposes to formulate the Model Rural Transformation Act 2022, to streamline/refine the spatial planning process of the rural areas so that planned development can be envisaged and undertaken. Therefore, an Expert Committee as indicated hereunder is constituted to provide inputs as indicated in terms of reference and for formulation of the Model Rural Transformation Act 2022:-

2. The composition of the Expert Committee is as follows:

1)	Shri S.S. Meenakshisundaram, Former Secretary (RD) and Advisor, NIAS, Indian Institute of Science (IISc), Bangalore	Chairperson
2)	Dr. N. Sridharan Director, School of Planning and Architecture, Bhopal	Member Secretary
3)	Shri Sushil Kumar, Former Secretary, Ministry of Mines	Member
4)	Dr. G Narendra Kumar Director General, NIRD&PR	Member
5)	Shri Avinash Mishra Advisor in-charge of Panchayati Raj, NITI Aayog	Member
6)	Shri R. Srinivas Town and Country Planner, Town and Country Planning Organization, New Delhi	Member
7)	Shri S. Chockalingam, Director General, YASHADA	Member
8)	Shri Ayush Prasad CEO Pune Zila Panchayat, Maharashtra	Member
9)	Shri Praveen P. Nair Director, Rural Development and Panchayati Raj, Tamil Nadu	Member
10)	Dr Arunav Das Gupta School of Planning and Architecture, New Delhi	Member
11)	Shri Alok Prem Nagar Joint Secretary, Ministry of Panchayati Raj	Convener

3. The terms of reference of the Committee would be:-

- To formulate a 'Model Rural Transformation Act' to facilitate planning, development, and regulate the landuse in rural areas for economic growth, enhancing the standards of living and connected matters therewith for the reference of the States /UTs.
- To incorporate appropriate provisions into the 'Model Rural Transformation Act' in line with the revised "Rural Areas Development Plan Formulation and Implementation Guidelines (RADPFI)-2021" released by MoPR and provisions related to best practices as available from the existing draft State Rural Transformation Acts& Regulations, e.g. the Maharashtra Rural Transformation Act, drafted by Pune Zila Parishad for Government of Maharashtra.
- To review the existing statutory legislations/rules, governance framework as well as linkages, supporting institutional and regulatory framework, human resource, etc., concerning spatial planning in rural habitations in the States/UTs and suggest appropriate institutional mechanism, regulatory framework and capacity building measures necessary for its effective implementation.
- To review the international best practices and consider appropriate adaptation keeping in view the India's perspective in the proposed Model Act.
- Consider latest technological developments for the deployment of appropriate tools for planning, monitoring, financing and implementation.
- Consider revenue augmentation through private investments, create appropriate tools to attract such investments and revenue sharing between State Governments & Local Bodies for planning and public infrastructure development.
- Consider safeguards for conservation of natural/environmental resources, Energy efficiency in habitation areas, tangible/intangible heritage, Eco-Sensitive Zones (ESZs), Coastal Regulation Zone (CRZ), etc as well as impact assessments and mitigation, towards spatial planning of rural areas and make suitable provisions for their adoption in the proposed Model Act to be formulated.
- Carry out any other scientific and/or empirical analysis of information, as deemed necessary, related to rural landuse and planning, towards arriving at suitable recommendations to be incorporated in the proposed Model Act.
- Carry out extensive stakeholder consultations including with States, other experts, elected representatives of Panchayats etc.

4. Committee may co-opt additional members as may be required for achieving the overall objectives and may invite special invitee(s) or subject expert(s) to the meetings if necessary.

5. The 'National Centre for Spatial Plan for Rural Development' (SPA, Bhopal) would serve as the Secretariat for the Expert Committee and provide all necessary logistics, etc., support for the meetings etc. of the committee, including for payment of TA and honorarium etc in accordance with GoI rules on the subject. Necessary budget for the same may be included by the 'National Centre for Spatial Plan for Rural Development' (SPA, Bhopal) in their Annual Action Plan 2022-23 and submit to MoPR for approval of the competent authority.
6. The Expert Committee will submit the Final Model Rural Transformation Act 2022, within a period of six months from the date of the first meeting of the Group.
7. This issues with the approval of Secretary, Panchayati Raj.



(N. P. Toppo)  
Under Secretary to the Government of India  
Ph- 011-23356124  
Email: [np.toppo13@nic.in](mailto:np.toppo13@nic.in)

To,

1. Shri S. S. Meenakshisundaram, Former Secretary (RD) and Advisor, NIAS, Indian Institute of Science (IISc), Bangalore
2. Dr. N. Sridharan, Director School of Planning and Architecture, Bhopal
3. Shri Sushil Kumar, Former Secretary, Ministry of Mines
4. Dr. G Narendra Kumar, Director General, NIRD&PR
5. Shri Avinash Mishra, Advisor in-charge of Panchayati Raj, NITI Aayog
6. Shri R. Srinivas, Town and Country Planner, Town and Country Planning Organization, New Delhi
7. Shri S. Chockalingam, Director General, YASHADA
8. Shri Ayush Prasad, CEO Pune Zila Panchayat, Maharashtra
9. Shri Praveen P. Nair, Director, Rural Development and Panchayati Raj, Tamil Nadu
10. Dr Arunav Das Gupta, School of Planning and Architecture, New Delhi
11. Shri A.P.Nagar, Joint Secretary, Ministry of Panchayati Raj

**OFFICE MEMORANDUM**

**Subject: Delegation of powers to Ministries/ Departments for payment of Sitting Fee in respect of Non-officials of Committees/ Panels/ Boards etc.**

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The undersigned is directed to state that the issues related to payment of Sitting Fee to Non-officials of Committees/Panels/Boards etc. have been examined in D/o Expenditure. It has been decided that Administrative Secretaries of the Ministries/ Departments may decide the Sitting Fee in respect of Non-officials of Committees/Panels/Boards etc. in consultation with their Financial Advisors and with the approval of their Ministers.

2. While considering the proposals for payment of Sitting Fee to Non-officials, the Ministries/Departments are directed to keep in view the following instructions/guidelines:-

- 2.1. **Categorisation of Committees:** For the purpose of payment of Sitting Fee, Committees/Boards/panels are categorized into following three categories:-
- (i) **High Level Committee :** In terms of Cabinet Secretariat Circular No. 1/16/1/2000-Cab. dated 15.04.2002, a High Level Committee is a Committee set up with the approval of Hon'ble Prime Minister through the Cabinet Secretary and presided over by a high ranking dignitary e.g. a Minister, a Judge of the Supreme Court of India, a Vice-Chancellor etc. including prominent persons in public life as Members.
  - (ii) **Technical or Expert Committee:** A Technical or Expert Committee is a Committee constituted to discharge functions as prescribed under Acts/Rules/Subordinate legislation on the subject. Such Committee is to be set up with the approval of the Minister of the concerned Ministry. In case any Member of Parliament is included in the Committee, the prior approval of Prime Minister to their inclusion is to be obtained in terms of Cabinet Secretariat Circular No.1/16/1/2000-Cab. dated 15.04.2002.
  - (iii) **Other Committees:** All other Committees will be covered under this category. These Committees will be constituted with the approval of the Administrative Secretary or Minister.

2.2 **Definition of a Non-official :** For the purpose of grant of Sitting Fee only such persons are to be considered as Non-officials who are not employed in any institution/ organisation/body funded by the Central Government.



3. **Rates of Sitting Fee:** On the basis of categorisation of Committees viz. High Level Committee, Technical or Expert Committee and Other Committees, The Ministries/Departments shall ensure that the maximum rates of Sitting Fee to be paid to Non-official Chairman/ Members will not be more than the following:-

- |       |                               |   |
|-------|-------------------------------|---|
| (i)   | High Level Committee          | : Not more than Rs.10,000/- per day of Sitting. |
| (ii)  | Technical or Expert Committee | : Not more than Rs.6000/- per day of Sitting.   |
| (iii) | Other Committees              | : Not more than Rs.4000/- per day of Sitting.   |

4. For arriving at the rates of the Sitting Fee to Non-official Chairman and Members of the Committees/Boards/Panels, the Ministries/Department shall observe the following conditions:

- i. While considering the amount of Sitting Fee, the Ministries/Departments have to keep in view facts such as nature and scope of the Committee, importance of the subject assigned to the Committee, category of the Committee (i.e. High level Committee, Technical or Expert Committee or other Committee), level/ status of Chairperson/ Members, duration of the Committee, frequency of meetings, Terms of Reference of the Committee etc.
  - ii. In no case, the ceiling should exceed 10 meetings in a month in respect of all categories of Committees viz. High Level, Technical or Expert Committees and Other Committee. It is presumed that such committees are constituted for a limited duration specified in the order.
  - iii. It is clarified that the Govt. employees nominated to such Committees/ Boards/ Panels etc. will not be entitled to Sitting Fee.
  - iv. Cases seeking deviation from the above norms may be referred to M/o Finance giving full justification for seeking deviation.
3. These instructions will be effective from the date of issue of this O.M.
4. This is issued with the approval of Finance Minister.

  
12/04/2017  
(Nirmala Dev)

Deputy Secretary to the Government of India  
Telefax. 23093276

1. Secretaries of all Ministries/ Department ( as per standard list).
2. Financial Advisers of all Ministries/ Departments (as per standard list).
3. Cabinet Secretariat - For information.

**OFFICE MEMORANDUM**

**Subject: TA/DA entitlements of Non-officials of Committees/Boards/Panels etc.**

The undersigned is directed to state that the issues related to payment of TA/DA to Non-officials of Committees/ Boards/ Panels etc. have been examined in D/o Expenditure. It has been decided that TA/DA entitlement of Non-officials may be regulated by the Administrative Ministries/ Departments in the following manner:-

**(I) Retired Govt. officials nominated as Non-official in the Committees/Boards/Panels etc. :**

TA/DA entitlement of these Non-officials will be same as per their entitlement at the time of retirement as per revised rates mentioned in this Department's O.M. No.19030/01/2017-E.IV dated 13.07.2017.

**(II) Persons from various fields nominated as Non-official in Committees/Boards/ Panels etc. :**

TA/DA entitlement of these Non-official will be same as admissible to officers in Pay level-11 (Pre-revised Grade Pay of Rs.6600/-) in the Pay Matrix. TA/DA Entitlements will be as under:-

- i) Travel entitlement within the country - Economy class by Air or AC-II by train.
- ii) Reimbursement for hotel accommodation/guest house of up to Rs.2250/- per day.
- iii) Reimbursement of non-AC taxi charges of up to Rs.338/- per day for travel within the city.
- iv) Reimbursement of food bills not exceeding Rs.900/- per day.

**(III) Eminent personalities nominated as Non-official in the Committees/Boards/Panels:**

TA/DA entitlement of these Non-officials will be same as admissible to officers in Pay level 14 (pre-revised Grade pay Rs.10,000/-) in the Pay Matrix. TA/DA Entitlements will be as under:

- i) Regarding travel entitlement of these Non-officials, Secretary in the Administrative Ministry, in consultation with the FA, may allow eminent personalities who are Non-officials in the Committees/Boards/Panels etc., to travel in Executive class in the Domestic airlines within the country subject to the following conditions :-
  - a) Where a Non-official is or was entitled to travel by air by Executive class under the rules of the organization to which he belongs or might have belonged before retirement.
  - b) Where the Administrative Ministry is satisfied that the travel by Executive class by air is the customary mode of travel by the Non-official concerned in respect of journeys unconnected with the performances of Govt. duty.
- ii) Reimbursement for hotel accommodation/guest house of up to Rs.7500/- per day.
- iii) Reimbursement of AC taxi charges as per actual for travel within the city.
- iv) Reimbursement of food bills not exceeding Rs.1200/- per day.

- 2 In respect of Non-officials who are local, Mileage Allowance at the following rates will be admissible:-
- i) **For retired Government officers-** TA/DA as per their entitlement at the time of retirement as per revised rates mentioned in this Department's O.M. No.19030/01/2017-E.IV dated 13.07.2017.
  - ii) **Other Non-officials nominated from various fields** - Reimbursement of non-AC taxi charges of up to Rs.338/- per day for travel within the city.
  - iii) **For eminent personalities nominated as Non-officials** - Reimbursement of AC taxi charges as per actual for travel within the city.
3. The TA/DA entitlements mentioned in Para I above will be subject to the following conditions:-
- i) These TA/DA entitlements will be applicable in case of Non-officials coming from outside. Local Non-officials will not be entitled for TA/DA.
  - ii) Local Non-officials will be entitled for Mileage Allowance only.
  - iii) Cases seeking deviation from the above entitlements may be referred to M/o Finance giving full justification for seeking deviation.
4. These instructions will be effective from the date of issue of this O.M.
5. This is issued with the approval of Finance Minister.



(Nirmala Dev)

Deputy Secretary (EG)

Telefax. 23093276

1. Secretaries of all Ministries/ Departments (as per standard list)
2. Financial Advisors of all Ministries/ Departments as per standard list