

(By email)

File No. N-11014/4/2023-PESA (Comp. No. 30103)

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: 19<sup>th</sup> Sept., 2023

**OFFICE MEMORANDUM**

**Subject: Setting up of an Advisory Committee to examine the issue of Women Pradhans being represented by the male members of their families and also examine other issues related thereto -reg.**

A Public Interest Petition before the Hon'ble Supreme Court of India, vide W.P. (Civil) No. 615/2023 highlighting the menace of Pradhan Pati, had been filed. After hearing the case, the Hon'ble Court, in its Order dated 06.07.2023, directed the Petitioner to seek remedy from the Ministry of Panchayati Raj in the first instance. Accordingly, the petitioner filed a representation dated 08.09.2023 before the MoPR vide which following two remedies have been proposed for MoPR for consideration-

(i) To constitute a committee of experts to examine the issue of Women Pradhans being represented by the male members of their families and also examine other issues related thereto for making the reservation for women meaningful to promised by Part IX of the Constitution of India and also Panchayati Raj Acts passed by various State Govts. of India.

(ii) Taking into account the report submitted by this committee Govt. of India may take further steps as may be considered necessary to implement the suggestions made by the Committee.

2. Having regard to the Orders of Hon'ble Supreme Court, the Ministry of Panchayati Raj has decided to constitute an Advisory Committee as under-

S. No.	Composition of the Advisory Committee to examine the issue of Women Pradhans being represented by the male members of their families and also examine other issues related thereto	Designation
1.	Sh. Sushil Kumar, Secretary (Rtd.), Ministry of Mines	Chairperson
2.	Sh. V.K. Bhasin Secretary (Rtd.), Ministry of Law & Justice	Member
3.	Ms. Nisha Oraon, Director, Dept of Panchayati Raj, Jharkhand	Member
4.	Dr. Anita Brandon Senior Consultant, UNFPA India.	Member
5.	Sh. Satish Kumar Singh, Senior Advisor, Centre for Health and Social Justice (CHSJ), New Delhi	Member
6.	Sh Sajith Sukumaran Chief Operating Officer, Kudumbashree	Member

7.	Dr. N. V. Madhuri Head, Centre for Gender Studies, NIRD&PR, Hyderabad	Member
8.	Dr. Mallinath Kalshetti Deputy Director General, YASHADA, Pune	Member
9.	Dr. P. P. Balan Consultant, Ministry of Panchayati Raj	Member
10.	Ms. Mamta Varma Joint Secretary, Ministry of Panchayati Raj	Member Convener

3. The Terms of Reference of the above said Committee are as under-

(i) To suggest measures for eliminating proxy practices and ensuring good governance including effective implementation of the clauses under Article 243 of the Constitution of India which were inserted through 73rd Constitutional Amendment Act, 1992 to increase women representation in the grass root democratic set up.

(ii) To examine the legal framework to overcome the practices being followed in the Panchayats where women have been elected as Pradhan/Mukhiya/Chairperson for the name sake and their male family members are handling the day to day work of the Panchayat.

(iii) To provide suggestions/recommendations for empowering Elected Women Representatives (EWRs) of Panchayats and insuring their participation in political process and decision making at the grass root level for effective implementation of reservation for EWRs in Panchayats.

(iv) To suggest Capacity Building Needs of EWRs for empowering them with competencies for effective political leadership in PRIs including the Training programmes for their rights and duties, particularly the Laws passed by the States/Centre for the benefits of EWRs of Panchayats including relevant provisions of the Indian Penal Code and the Code of Criminal Procedure.

(v) Assessing ability of EWRs to plan, prepare the agenda, mobilise participation and conduct the Meetings of Ward Sabha, Mahila Sabha, Gram Sabha and Panchayat General Body Meetings.

(vi) To suggest IEC campaign for promoting change in social mindsets for eliminating Gender Based Discrimination and proxy practices

(vii) To suggest measures for empowerment of rural women through intensifying Panchayat – SHGs – CBOs Convergence.

4. **Power of Committee:**

(i) Committee will engage with all stakeholders of this issue including civil organizations, associations, forums etc. for wider consultation.

(ii) The Committee will also have power to co-opt other members and also the power to recommend any study relevant to the ToRs.

5. **Timeline:**

Committee will submit their recommendations to the Ministry within a period of 9 months from the date of its First meeting.

6. **TA/DA entitlements of non-official members of the Committee:**

The TA/DA entitlements of non-official members of the Committee would be governed in terms of Department of Expenditure's O.M. No. 19047/1/2016-E.IV dated 14.09.2017 (*copy enclosed*).

7. **Payment of sitting fee to the non-official members of the Committee:**


The payment of sitting fee to the non-official members of the Committee would be governed in terms of Department of Expenditure's O.M. No. 19047/10/2016-E-IV dated 12.04.2017 (*copy enclosed*).

8. **Manpower & Infrastructure:**

The manpower, infrastructure and the budget will be provided to the Committee in terms of GFR, DFPR and other financial instructions issued by the Ministry of Finance from time to time.

9. This issues with the approval of Secretary, Ministry of Panchayati Raj.

*Encl: As above*

  
19/09/2023

(Ajay Kumar)

Under Secretary to the Government of India

Ph- 011-23356124

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

Copy to:

All members of the Committee.

**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)

**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

**OFFICE MEMORANDUM**

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

\*\*\*\*\*

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.