Indira Gandhi Medical College and Research Institute

(A Government of Puducherry Institution functioning under Perunthalaivar Kamaraj Medical College Society)
I Floor, College Block, Vazhudavur Road, Kathirkamam, Puducherry – 605 009, India
Ph:-0413-2277545 Ext:- 3072 Email: puducherrymedicalcollege@gmail.com

Ref: No. IGMCRI/Acad/IAEC/2026/08 /3325 Date: 13 OCT 2026

ORDER

Sub: IGMCRI – Academic/Research – Enhancement of Sitting Fees for Nominees/Members of the Institutional Animal Ethics Committee (IAEC) as per CPCSEA/CCSEA Directives – Office Order Issued.

In pursuance of the directives issued by the **Committee for Control and Supervision of Experiments on Animals (CPCSEA/CCSEA),** Ministry of Fisheries, Animal Husbandry and Dairying, Government of India, and subsequent administrative and financial sanctions accorded by the competent authorities, approval is hereby conveyed for the enhancement of sitting fees payable to the external nominees and representatives appointed by CPCSEA/CCSEA for attending the Institutional Animal Ethics Committee (IAEC) meetings and inspections at IGMCRI.

The sitting fee structure is enhanced from the existing rate of **Rs. 1,000/- per meeting/day to Rs. 5,000/- (Rupees Five Thousand only) per day of inspection or IAEC meeting** with immediate effect.

In strict compliance with the central Standard Operating Procedure (SOP), the host institution shall disburse these sitting fees directly to the external nominees via **online payment modes.**

// BY ORDER //

DIRECTOR

TO

~~The Chairperson~~,
Faculty In charge,
IAEC Committee,
IGMC&RI, Puducherry.

Copy to:

1. The Dean, IGMC&RI, Puducherry.
2. The Medical Superintendent, IGMC&RI, Puducherry.
3. The Administrative Officer, IGMC&RI, Puducherry.
4. The Finance Officer, IGMC&RI, Puducherry.
5. The Assistant Finance Officer/ D.D.O, IGMC&RI, Puducherry.
6. The Assistant Registrar, IGMC&RI, Puducherry.
7. All HODs, IGMCRI, Puducherry, (by email)
8. Office Copy/ Guard File.

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No. 21-1/2015(FD-I/B)/IGMCRI/2026-27/ 3228 Date:29.09.2026

ORDER

Consequent upon the approval accorded by the Hon'ble Chief Minister - cum-Chairman, PKMCS, and in pursuance of the University Grants Commission (UGC) guidelines vide O.M. No. F.21-1/2015(FD-I/B) dated 08.01.2018, sanction is hereby conveyed for the adoption of a uniform provision for the payment of Sitting Fee to External Members and Experts attending various academic, clinical, research, administrative, and institutional Committees, Boards, or Expert Groups constituted by the Indira Gandhi Medical College & Research Institute (IGMC&RI;), Puducherry, from time to time.

The Sitting Fee shall be paid to specifically nominated, invited, or appointed external members/experts from recognized Government institutions, Autonomous Institutions, Universities, Medical Colleges, Hospitals, Private Institutions, and other recognized organizations, at the following approved rates:

Sl. No.	Nature of Participation	Approved Sitting Fee Norms
1.	Attendance/Participation in a committee meeting	Rs.3,000/-per meeting, subject to a maximum of Rs. 5,000/- per day.
2.	Participation in more than one meeting on the same day	Maximum Rs. 5,000/- per day.

The payment of the sitting fee shall be regulated strictly in accordance with the following terms and conditions:

a) The proposed provision shall cover all external members/experts, provided they are associated with the committee in an external capacity and actually participate in the meeting/inspection/visit.

b) The sitting fee is intended as an honorarium/compensation towards the professional time, effort, and expertise contributed, and not as remuneration for regular services.

c) Sitting fee shall be payable only for actual attendance/participation in the scheduled meeting or actual inspection/visit.

d) The payment shall be released only on production of a valid attendance/participation certificate or other appropriate verified official records.

e) The claim must be duly supported by the respective committee constitution /nomination order and authenticated details of the meeting/visit.

f) All payments shall be made directly through electronic fund transfer against the bank account details furnished by the external member.

g) TA/DA, wherever admissible, shall be regulated separately under the applicable rules/orders of the Institute.

h) The entire expenditure on this account shall be met from the Institute's own internal funds.

// BY ORDER //

(Dr. C. UDAYASHANKAR)
DIRECTOR
IGMC&RI

DIRECTOR
Indira Gandhi Medical College
& Research Institute
PUDUCHERRY

Copy to:

1. The Dean, IGMC&RI, Puducherry.
2. The Medical Superintendent, IGMC&RI, Puducherry.
3. The Administrative Officer, IGMC&RI, Puducherry.
4. The Finance Officer, IGMC&RI, Puducherry.
5. The Assistant Finance Officer/ D.D.O , IGMC&RI, Puducherry.
6. The Assistant Registrar, IGMC&RI, Puducherry.
7. Concerned Committee Head, Dept of Pharmacology, IGMC&RI, Puducherry
8. All HODs, IGMCRI, Puducherry, (by email).
9. Office file.