

**CIRCULAR**

**Subject:- Revision of monetary ceiling for reimbursement of Briefcase/Office Bag/Ladies Purse – reg.**

As per the existing practice, reimbursement against purchase of briefcase/office bag/ladies purse is provided to the officials/officers of this Department once in three years from the date of issue of earlier one. The Competent Authority has revised the monetary ceiling for reimbursement of Briefcase/Office Bag/Ladies Purse.

2. The details indicating the previous and revised ceiling in respect of officials/officers of Department of Expenditure is appended below:-

Sr.no.	Level of officers/officials	Rates limit (in Rs.)		Period
		Existing Ceiling	Revised Ceiling incl. of GST	
1.	Secretary/Special Secretary or equivalent (Level 17)	10000	12500	Once in 3 years
2.	Addl. Secretary or equivalent (Level 15-16)	8000	10000	-do-
3.	Joint Secretary or equivalent (Level 14)	6500	8125	-do-
4.	Director/Dy. Secy./Sr. PPS or equivalent (Level 12-13)	5000	6250	-do-
5.	Under Secretary/PPS or equivalent (Level 11)	4000	5000	-do-
6.	Section Officer/PS or equivalent (Level 8-10)	4000	5000	-do-
7.	Assistant Section Officer/PA or equivalent (Level 7)	3500	4375	-do-

3. Briefcase/Office Bag/Ladies Purse may be purchased by the officer/official himself/herself and the bill in original may be sent to General Administration Branch certifying that the Briefcase/Office Bag/Ladies Purse has been purchased and the reimbursement for the same will be made subject to the revised ceiling as mentioned above with effect from 1<sup>st</sup> May, 2024.

4. This issues with the approval of AS&FA(Finance) vide diary no. 367066 dated 29.04.2024.

*Pravin*  
01/05/24  
(Pravin Kumar Pandey)

Under Secretary to the Government of India

To,

All Officers/Sections of Department of Expenditure

Copy to:-

- (i) Section Officer/DDO (A&B Branch), Department of Expenditure, North Block, New Delhi.  
(ii) The Pay & Account Officer, Department of Expenditure, North Block, New Delhi.