



**वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्**  
**Council of Scientific & Industrial Research**  
**अनुसंधान भवन, 2, रफीमार्ग नई दिल्ली 110001**  
**Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001**



No. SP-13021/5/2021-S and P-CSIR HQ (E 2537)

Dated: 2<sup>nd</sup> July, 2024

**कार्यालय – ज्ञापन**  
**OFFICE MEMORANDUM**

**Sub: Revision of monetary ceilings for reimbursement of Briefcase/Office Bag/Ladies Purse.**

The Circular No. F.NO. 13016/1/2005-GAD dated 1<sup>st</sup> May 2024 of Department of Expenditure (DoE), Ministry of Finance (MoF) on the subject cited above is endorsed for application in CSIR, in supersession of CSIR OM vide No. 13-2(34)/2013-14/Pur dated 25.07.2013.

2. The new ceilings come into effect from the date of issue of this Office Memorandum.
3. This issues with the concurrence of FA CSIR and approval of DG CSIR.

Encl: As above

(डॉ अमिय बिन्दु गुप्ता / Dr. Amiya Bindu Gupta)  
भण्डार एवं क्रय अधिकारी / Stores & Purchase Officer  
सीएसआईआर मुख्यालय / CSIR Headquarters

**F. No. 13016/1/2005-GAD**  
Government of India  
Ministry of Finance  
Department of Expenditure

North Block, Central Secretariat  
New Delhi – 110001  
Dated: 01<sup>st</sup> May, 2024

**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 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.