

CD No.062239794
 GENERAL ADMINISTRATION DEPARTMENT
 GOVERNMENT OF NCT OF DELHI
 CARETAKING BRANCH
 2ND LEVEL, A-WING, DELHI SECRETARIAT
 I.P. ESTATE, NEW DELHI-110002

15244/DR
 3/10/13 125/C

No.F.2/1117/2013/CTB/GAD/Vol.1/3200

Dated: 27 Sept. 2013

CIRCULAR

Subj: Purchase/reimbursement of briefcase/ office bag/ ladies purse.

1. Considering the prevailing market rates and increasing prices of the consumer goods, the following monetary ceiling for purchase/reimbursement of briefcase/ office bag/ ladies purses for GNCTD officers/employees are prescribed :-

Sl. No.	Designation	Upper ceiling
1.	Chief Secretary	Rs.12000/-
2.	Pr. Secretary/Secretary/Special Secretary or equivalent	Rs.10000/-
3.	Addl. Secretary or equivalent	Rs.8000/-
4.	Joint Secretary or equivalent	Rs.6500/-
5.	Director/ Deputy Secretary or equivalent	Rs.5000/-
6.	Under Secretary/ Pr. Private Secretary or equivalent	Rs.4000/-
7.	Superintendent/Private Secretary or equivalent	Rs.4000/-
8.	Assistant/PA or equivalent	Rs.3500/-

2. The entitled officers/officials can purchase briefcase/ office bags/ ladies purses of their own choice from any private/public outlet. However, reimbursement shall be restricted to the above mentioned ceiling limits.

3. The briefcase/ office bag/ ladies purse shall be provided to the above officers/officials on joining GNCTD or on completion of three years from the date of issue of earlier one.

4. The above revised ceiling will be effective with immediate effect.

5. This issues with the concurrence of F.D. vide U.O. Note No.408/DS-I dated 27.09.2013.

(Signature)

(Signature)
 (P.C. JAIN)
 SPECIAL SECRETARY(GAD)

To
 All Principal Secretaries/Secretaries/HODs of GNCT of Delhi.

DE V
 PS

16
 10/10/13

175

SDE (Coord)
 DCA
 Addl DE (Admin/CTB)

2028/SDE/Coord
 09.10.13

(Signature)
 10/10/13

2592/SE/A
 11/10/13

OS (Coord)
 10/10/13

Amid
 10/10/13