

**No.D-31016/09/2023-Admin\_2 (E-24657)**  
Government of India  
Ministry of Fisheries, Animal Husbandry and Dairying  
(Department of Animal Husbandry and Dairying)  
\*\*\*

Krishi Bhawan, New Delhi  
Dated 15<sup>th</sup> July, 2024

**Circular**

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

As per 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 the revised ceiling in respect of officials/officers of the Department is appended below:

Sr. No.	Grade/Pay Level of the Officer/official	Rates Limit (In Rs.)		Period
		Existing Ceiling	Revised Ceiling (Incl. of GST)	
1.	Secretary (Level-17)	As per choice	12,500	Once in 03 (Three) years
2.	Addl. Secretary or equivalent (Level-15-16)	-	10,000	-do-
3.	Joint Secretary or equivalent (Level-14)	7000	8,125	-do-
4.	Director (Level-13)/ Dy. Secy./Sr. PPS or equivalent (Level-12)	6000 4500	6,250	-do-
5.	US/PPS or equivalent (Level-11)	4000	5,000	-do-
6.	SO/PS or equivalent (Level-8-10)	3500	5,000	-do-
7.	ASO/PA or equivalent (Level-7)	3000	4,375	-do-

2. Briefcase/Office Bag/Ladies Purse may be purchased by the officer/official himself/herself and the bill in original may be sent to the General Administration Section certifying that 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 w.e.f. 1<sup>st</sup> July, 2024.

3. This issues with the concurrence of AS&FA vide Dy. No.24657 dated 14.06.2024.

*Vikash Kumar Vikrosy*  
15/7/24

(Vikash Kumar Vikrosy)

Under Secretary to the Government of India

Ph. No. 011-23070149

To  
All officers/sections of the Department of Animal Husbandry and Dairying

Copy to:

1. PAO (Sect.I), Department of Animal Husbandry and Dairying, Krishi Bhawan, New Delhi.
2. Section Officer (Cash)/DDO, DAHD, Krishi Bhawan, New Delhi.
3. NIC ( for uploading on Department's website).

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