

भारतीय मानक ब्यूरो/Bureau of Indian Standards  
(प्रशासन विभाग/Administration Department )

परिपत्र/Circular

**Subject: Policy for providing Suitcase/Stroller/Briefcase/Hand Bag/Purse\* to BIS Officials – reg.**

In supersession of earlier Administration Department's Circular ref. No. BIS/HQ/Admn/Circular (06)/2014 dated 01.04.2014 on the above subject. Now, DG:BIS has approved the revised monetary ceiling of reimbursement of Briefcase/Stroller/Hand Bag/Purse\* to BIS Officials in line with the Circular ref. No. F.No. 13016/I/2005-GAD dated 01 May 2024 issued by Department of Expenditure, Ministry of Finance, Govt. of India, as per details appended below:

Sl. No.	Pay Level of Officer/Officials	Revised Ceiling/Rates Limit including of GST (in Rs.)	Period
(i)	Level 17	12500	Once in three years
(ii)	Level 15 and 16	10000	
(iii)	Level 13A and 14	8125	
(iv)	Level 12 and 13	6250	
(v)	Level 11	5000	
(vi)	Level 8 to 10	5000	
(vii)	Level 7	4375	

\* for female officials

2. a) Officials posted at all offices of BIS, who have become eligible for new Suitcase/Stroller/Briefcase/Hand Bag/Purse of their choice from registered outlet and get the amount equal to their entitlement reimbursed as per procedure.
- b) Suitcase/Stroller/Briefcase/Hand-Bag/Purse may be purchased by the officer/official in their own name and the valid GST Bill/Invoice, in original, may be sent to concerned office.
- c) The reimbursement of Suitcase/Stroller/Briefcase/Hand Bag/Purse shall be made to the above level officials on joining BIS or on completion of three years from the date of issue of earlier ones. Even if an official gets promotion and becomes entitle for higher rates, the reimbursement for Suitcase/Stroller/ Briefcase/Hand Bag/Purse shall be made after completion of three years from the date of issue of earlier one.
- d) Officials at ROs/BOs/Labs/NITS including departments at BIS HQs may get the reimbursement from their offices.

3. Apart from the reimbursement of amount mentioned in this Policy for purchase of Suitcase/Stroller/Briefcase/Hand Bag/Purse, BIS shall not provide any additional Stroller/Suitcase to any official of BIS for any official visit in India or abroad.

4. The expenditure shall be booked under Budgetary Head "Office Expenses-Stationery"(Budget Code: 2801).

5. A proforma already in vogue, may be used while submitting the claim for reimbursement.

6. This issues with the approval of the Competent Authority.

Encl: as above



(संदीप मीना )  
निदेशक (प्रशासन )

Our Ref: ADMN/01/11/2014 (e-file No. E- 42245)

Circulated to: All employees of ROs/BOs/Labs/NITS including HQ for kind information and compliance, please.

E. 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 date 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:-

S.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.

530

Email

Director Admin

**Fwd: Revision of monetary ceiling for reimbursement of Briefcase/ Office bag/ Ladies purse - reg**

**From :** Kumar Shantanu <ddga@bis.gov.in> Wed, Jun 12, 2024 01:01 PM  
**Subject :** Fwd: Revision of monetary ceiling for reimbursement of Briefcase/ Office bag/ Ladies purse - reg 1 attachment  
**To :** Director Admin <dra@bis.gov.in>, ADMINISTRATION Admn <administration@bis.gov.in>

*AD* *Agre*  
*Smt. Chanchal Ji* 12/6/24  
*Chanchal* 12/06/24  
*n.a.pl.*  
*12/6/2024*

**From:** bisofficersassociation@gmail.com  
**To:** "Kumar Shantanu" <ddga@bis.gov.in>, "Director Admin" <dra@bis.gov.in>  
**Sent:** Wednesday, June 12, 2024 12:59:16 PM  
**Subject:** Revision of monetary ceiling for reimbursement of Briefcase/ Office bag/ Ladies purse - reg

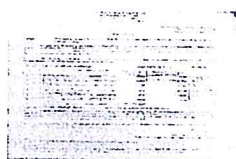
Dear Sir,

As per Order F.No. 134016/1/2005-GAD dated 01 May 2024 of Ministry of Finance, Department of Expenditure, the monetary ceiling for reimbursement of Briefcase/ Office bag/ Ladies purse for various levels have been revised. Copy of the said order is attached herewith.

It is requested that the monetary ceiling for reimbursement of Briefcase/ Office bag/ Ladies purse for various levels may be revised for BIS officials also.

Thanks and regards,

R.R.Singh  
 President, BISOA



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 519 KB

**From :** bisofficersassociation@gmail.com Wed, Jun 12, 2024 12:56 PM  
**Subject :** Revision of monetary ceiling for reimbursement of 1 attachment

Briefcase/ Office bag/ Ladies purse - reg

**To :** Kumar Shantanu <ddga@bis.gov.in>, Director Admin  
<dra@bis.gov.in>

Dear Sir,

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President, BISOA



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