

भा.मा.ब्यूरो मुख्या./प्रशा./परिपत्र (52)/2024
BIS HQ/ADMN/Circular (52)/2024
दिनांक: 16 दिसम्बर 2024
Date: 16 December 2024

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

परिपत्र/Circular

Subject: Revision of monetary ceiling for purchase/reimbursement of briefcase/ official bag/ ladies Purse* to BIS Officials – reg.

In supersession of earlier Administration Department's Circular vide ref. No. BISHQ/ADMN/Circular (32)/2024 dated 03 July 2024 on the above subject. In this context, it is to inform that Competent Authority of BIS has approved the revised monetary ceiling for purchase/reimbursement of Briefcase/ Official bag/ Ladies Purses* to BIS Officials in line with the OM vide reference No. F/No. G-27052/01/2024-Cash, dated 13th August 2024 on above subject of Department of Personnel and Training, Ministry of Personnel, PG and Pensions, Government (copy enclosed). The revised rates are as under:


Sl. No.	Pay Level of Officer/Officials	Revised Ceiling/Rates Limit including of GST (in Rs.)	Period
(i)	Level 17	12500	Once in 3 years (from the date of the invoice related to purchase)
(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 6 to 7	4375	

*for female officials.

2. Officials posted at all offices of BIS, who have become eligible for new briefcase/ official bag/Ladies Purse* of their choice from any registered private/public outlet. However, reimbursement shall be restricted to the above mentioned ceiling limit.
3. Briefcase/Official bag/Ladies 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.
4. The reimbursement of Briefcase/Official bag/Ladies 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 Briefcase/Official bag/Ladies Purse shall be made after completion of three years from the date of issue of earlier one.

5. Officials at ROs/BOs/Labs/NITS including departments at BIS HQs may get the reimbursement from their offices.
6. Apart from the reimbursement of amount mentioned in this Policy for purchase of Briefcase/Official bag/Ladies Purses, BIS shall not provide any additional Stroller/Suitcase to any official of BIS for any official visit in India or abroad.
7. The expenditure shall be booked under Budgetary Head "Office Expenses-Stationery" (Budget Code: 2801).
8. A Proforma already in vogue, may be used while submitting the claim for reimbursement.
9. This issues with the concurrence of Finance Department of BIS vide e-file No. E- 42245 dated 05 December 2024.
10. The above revised ceiling will be effective from the date of issue.
11. 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.

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F.No. G-27052/01/2024-Cash
Government of India
Ministry of Personnel, PG and Pensions
Department of Personnel and Training,

North Block, New Delhi
Dated the 13th August, 2024

Office Memorandum

Subject:- Revision of monetary ceiling for purchase/ reimbursement of briefcase/ official bag/ ladies purses – regarding.


The undersigned is directed to refer to above subject and to state that the Competent Authority has decided to revise the monetary ceiling for purchase/ reimbursement of briefcase/ official bag/ ladies purses as under:-

Sr.no.	Level of officers/officials	Existing limit (in Rs.) inclusive of GST	Revised limit (in Rs.) inclusive of GST	Period
1.	Secretary/Special Secretary and equivalent (Level 17)	10000	12500	Once in 3 years (from the date of the invoice related to purchase)
2.	Add. Secretary or equivalent (Level 15)	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/ SSA/ Steno (NFSG) or equivalent (Level 6-7)	3500	4375	-do-

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.

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3. The briefcase/ office bag/ ladies purse shall be provided to the above officers/ officials on joining this ministry or on completion of three years from the date of issue of earlier one.
4. This issues with the concurrence of Integrated Finance Division (IFD) of this Department vide Comp. No. 3187536 dated 8.8.2024.
5. The above revised ceiling will be effective from the date of issue.


(S.P. Singh)

Under Secretary to the Govt. of India
Tel. 011- 23094051

To

1. All Officers in the Department of Personnel & Training including PESB
– through eOffice.
2. Integrated Finance Division(IFD) w.r.t. their Comp. no. referred above.