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Briefcase allowance dopt order 2024

The Department of Posts has issued a new order revising the financial limits for reimbursing briefcases, office bags, and ladies' purses. The revision aims to update allowances for various levels of postal department officers and officials. Revised Financial Limits - * Chief Postmaster General / Postmaster General: ₹10,000, once in 3 years * Regional Postmaster General: ₹10,000, once in 3 years * Directors Postal Services & Equivalent (Level 12-13): ₹8,000, once in 3 years * Sr. Superintendent / Superintendent / ASPs & Equivalent (Level 8-11): ₹6,000, once in 3 years * IPs & Equivalent (Level 7): ₹4,375, once in 3 years Key Points: 1. Officers/officials can purchase briefcases, office bags, or ladies' purses from any private or public outlet of their choice but reimbursement will be limited to the revised financial ceiling. 2. The order takes effect from September 4, 2024. 3. This revision updates allowances provided to postal officers, reflecting efforts to ensure welfare and efficiency of department personnel. Issued by: Ravi Pahwa Assistant Director General (GDS/PCC/PAP) Date: September 4, 2024 Subject: Revision of Monetary Ceiling for Reimbursement of Briefcase/Office Bag/Ladies Purse - reg. The competent authority has revised the monetary ceiling for reimbursement of Briefcase/Office Bag/Ladies Purse. The details of the previous and revised ceiling are as follows: | Level | Existing Ceiling (Rs.) | Revised Ceiling (Rs.) | | --- | --- | --- | | | Secretary/Special Secretary or equivalent (Level 17) | 10,000 | 12,500 | | Addl. Secretary or equivalent (Level 15-16) | 8,000 | 10,000 | | Joint Secretary or equivalent (Level 14) | 6,500 | 8,125 | | Director/Dy. Secy./Sr. PPS or equivalent (Level 13) | 5,000 | 6,250 | | Under Secretary/PPS or equivalent (Level 12-10) | 4,000 | 5,000 | | Section Officer/PS or equivalent (Level 8-9) | 3,500 | 4,375 | Officer officials are free to procure Briefcase/Office Bag/Ladies Purse of their own choice. Reimbursement shall be restricted to the above-mentioned ceiling with respective levels. The periodicity of replacement continues to be three years across all categories. The original bill for the Briefcase/ Office Bag/Ladies Purse can now be sent to the General Administration Branch with a certification that it has been purchased and reimbursement will be made based on the revised ceiling as per the circular, effective from May 1st, 2024. This decision was made with the approval of AS&FA (Finance) vide diary no. 367066 dated April 29th, 2024. Separately, the Employees Provident Fund Organisation (EPFO) has announced a revision in the monetary ceiling for purchasing or reimbursing Briefcases/ Official Bags/Ladies Purses. According to the circular no. G-27052/01/2024-Cash dated August 13th, 2024, the revised limits are as follows: * For Central Provident Fund Commissioner (Level-15), the limit is Rs. 10,000/- once in every three years. * For Additional CPFC (HO) and Equivalent (level-14), the limit is Rs. 8,125/-. * For RPFC-II or Equivalent (Level11), the limit is Rs. 5,000/-. * For APFC or Equivalent (Level-10), the limit is Rs. 5,000/-. * For SO/EO-AOIPS or Equivalent (Level-8&9), the limit is Rs. 5,000/-. * For ASO/SS/PA or Equivalent(Level-7), the limit is Rs. 4,375/-. It's worth noting that officers and officials can also procure Briefcases/ Office Bags/Ladies Purses of their own choice. The central government has introduced a new allowance for employees to cover the cost of briefcases, official bags, and ladies' purses. This allowance is aimed at helping employees purchase essential items like laptops, documents, and other work-related materials. The reimbursement for these purchases is subject to certain monetary ceiling limits to ensure expenses remain reasonable. According to the revised order issued by the Department of Expenditure on May 1, 2024, there has been an update in the monetary ceiling rates for the reimbursement of briefcases, office bags, and ladies' purses. These rates now include GST and vary depending on pay levels. Eligible employees can purchase these items from any private or public outlet and select items that match their personal style and preferences. The old briefcase or bag does not need to be deposited, and a new one will be provided after three years without requiring the officer to make a deposit. Revised Guidelines for Briefcase, Handbag and Purse Reimbursement Issued by DoPT and CGDA The Department of Personnel and Training (DoPT) has made changes to the monetary ceiling for purchasing briefcases, ladies' handbags or purses for various levels of officers. According to the new guidelines: * Board Members / DGs (Apex Level): Rs. 10,000 (no change) * Advisors/PED/Addl. Members (HA Grade) or equivalent: Rs. 8,000 (no change) * Joint Secretary/Executive Directors (SA Grade) or equivalent: Rs. 6,500 (revised from Rs. 6,000) * Director / Joint Director / Deputy Secretary/PSO/Sr. PPS or equivalent: Rs. 5,000 (revised from Rs. 4,500) * Deputy Director/Under Secretary / PPS or equivalent: Rs. 4,000 (no change) * Section Officer/PS or equivalent: Rs. 4,000 (revised from Rs. 3,500) * Assistant Section Officer/PA/Inspector or equivalent: Rs. 3,500 (revised from Rs. 3,000) The reimbursement is subject to the submission of proper invoices or bills with GST number, Book number and invoice number of the trader. Additionally, the Department of Investment and Public Asset Management has issued orders for the same ceiling limits for officers in their department: * Secretary, Special Secretary or Equivalent: Rs. 10,000 (revised from Rs. 7,000) * Addl. Secretary & equivalent: Rs. 8,000 (revised from Rs. 6,000) * Joint Secretary & equivalent: Rs. 6,500 (revised from Rs. 5,000) * Director / Dy. Secy. /PSO/Sr. PPS or equivalent: Rs. 5,000 (no change) * Under Secretary / PPS or equivalent: Rs. 4,000 (no change) * Section Officer or equivalent: Rs. 4,000 (revised from Rs. 2,400) * Assistant / PA or equivalent: Rs. 3,500 (revised from Rs. 2,000) The Briefcase, Office Bag, and Lady's Purse shall be provided to the above officers on completion of three years from the date of issue of the earlier one. In another development, the Ministry of Defence has issued orders regarding reimbursement for briefcases for defence personnel: * Briefcase Allowance in Defence Accounts Department: The CGDA issued orders on 29th May 2020 regarding eligibility and revised rates for reimbursement of briefcase allowance to DAD staff and officers. * Reimbursement of briefcase allowance to the officers and staff of DAD at varied rates prescribed by the Ministry of Defence (Finance) vide its circular No. S(10)/2013/Gen Dated 16th April 2013. These revised guidelines aim to provide clarity on the reimbursement process for various levels of officers in different departments, ensuring transparency and fairness in the allocation of resources. According to the Defence Accounts Department (DAD), rates have been fixed for Briefcase Allowance as per the following scale: Rs.9,000 for Secretary/Special Secretary CGDA, Rs.8,000 for Additional Secretary and Equivalent Addl.CGDA/PCsDA, Rs.6,500 for Joint Secretary and Equivalent CsDA, Rs.5,000 for Director/Dy.Secy./Sr.PPS & Equivalent Addl.CsDA/Jt.CsDA, Rs.4,000 for Under Secretary/PPS & Equivalent DCsDA/PPSs, and Rs.3,500 for Desk Officer/Section Officer & Equivalent ACsDA/ADs(OL)/Sr.AOs/AOs/AOs/SPSs. These rates are applicable to non-gazetted staff in the grade pay equivalent of Rs.4,600 and above. The periodicity of reimbursement is restricted to once every three years. As per the 7th Central Pay Commission's recommendations, the present rates are considered adequate; however, the ceiling will increase by 25% each time the DA increases by 50%. The Ministry of Defence has also revised the monetary ceiling for Briefcase/Handbag reimbursement in 2021, with various levels being set for different categories of officers. The rates range from Rs.10,000 for Apex Level to Rs.3,500 for Assistant/PA (GP Rs.4,600) & Equivalent Non-Gazetted Staff. Additionally, the Department of Fisheries has published an order regarding reimbursement of expenditure incurred for Briefcase, Office Bag, and Lady's Purse on June 17th, 2019, with specific rates being set for different levels of officers. The Ministry of Animal Husbandry Dairying and Fisheries has also made provisions for reimbursement in accordance with the Defence Accounts Department's guidelines. The minimum Briefcase allowance is Rs.3,500 and the maximum monetary ceiling is Rs.10,000 as per the 7th CPC. Once in three years, the entitled officers can claim reimbursement of expenditure incurred on the purchase of briefcases/official bag/purses. The amount devoted to purchasing an individual's preferred briefcase, official handbag, or ladies' purse from any private or government-owned store.