

**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 13<sup>th</sup> 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 (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.	Addl. 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.

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.