

Government of India
Ministry of Communications & IT
Department of Telecommunications
20, Ashoka Road, Sanchar Bhawan, New Delhi - 110001.

No.22-2/2005-G-I

Dated: 04.09.2009

Subject: Revision of monetary ceiling for purchase/ reimbursement of Brief cases/ Ladies purses - regarding.

Considering requests of the officers of DOT(Hqrs.), Sanchar Bhawan, New Delhi for revision of monetary ceilings of expenditure/ reimbursement of expenditure on purchase of brief cases/ ladies purses to make it realistic in consonance with the prevailing market rates, the competent authority has revised the monetary ceilings as under:

Sr. No.	Level/ Grade Pay of the officers	Monetary Ceiling (In Rupees)
1.	Secretary(T)/Member (TC) or equivalent	10000/-
2.	Add. Secretary(T)/Advisors or equivalent	8000/-
3.	Rs.10,000/- to Rs.12,000/- (JSS/DDsG or equivalent)	6500/-
4.	Rs.7600/- to Rs.8700/- (DSs/Directors or equivalent)	5000/-
5.	Rs.4800/- to Rs.6600/- (USs/ ADGs/ SOs/PSs/ADs or equivalent)	4000/-
6.	Rs.4200/- to Rs.4600/- (Assistant/ PAs/ Stenios or equivalent)	3500/-

2. The entitled officers/ officials are free to procure brief cases/ ladies purses of their own choice from any of the private/ public outlet. However, reimbursement shall be restricted to the above mentioned ceilings concomitant with the respective level/ grade pay of officer/ official.

3. The periodicity of replacement shall continue to be 3 years across all categories.

4. The above ceiling is effective from 03.09.2009 and shall be valid for a period of 3 years.

5. The claim may please be submitted alongwith the original Bill/ Cash Receipt in the format prescribed overleaf.

(S.E. Rizvi)
Under Secretary (T)

To:

- All concerned officers/ officials in the Department of Telecommunications, Sanchar Bhawan, New Delhi.
- Pay & Accounts Officer (PAO), DOT/ Section Officer (Cash), DOT.



**APPLICATION FOR CLAIM OF REIMBURSEMENT FOR PURCHASE OF BRIEFCASE/
LADY PURSE ETC. BY OFFICERS/ OFFICIALS OF DEPTT. OF TELECOM**

PART 'A' **To be filled by Claimant**

S.No.	PARTICULARS	DETAILS
1	Name of the Claimant	
2	Designation	
3	Employee No.	
4	Office Address with Tel./Mobile No.	
5	Basic Pay (as per 7 th CPC)	
6	Grade Pay Matrix (as per 6 th CPC)	
7	Description of items of purchase	
8	Eligible amount of claim	
9	Date of previous purchase/ reimbursement	
10	Whether Bill/Cash Receipt enclosed	
11	Name of Bank	
12	Bank Account No.	
13	IFSC Code	

I, hereby certify that the amount has been paid by me for purchase of Briefcase/ Ladies Purses.

[Signature of the Claimant]

Dated:

PART "B" **FOR OFFICE USE ONLY**

Entry

14	Amount admissible to the claimant	
15	Amount claimed for	
16	Amount passed for reimbursement	