



AIIMS/Rajkot/Admin/Allowance/Circular/2024-25/4973

Date: 19/09/2024

**CIRCULAR**

**Subject-** Regarding Grant of Enhanced rate of Briefcase Allowance to Officers/Officials of AIIMS, Rajkot.

**Reference-** Vide MoH&FW, Government of India Circular Number Z.28011/08/2023- Gen.I dated 26/06/2024.

The competent authority has decided to grant enhanced rate of briefcase/office bag/ladies purse as under: -

Sr. No.	Level of Officers/Officials	Existing Ceiling Inc. GST (Rs.)	Revised Ceiling Inc. GST (Rs.)
1.	Level 17	10,000/-	12,500/-
2.	Level 15-16	8,000/-	10,000/-
3.	Level 14	6,500/-	8,125/-
4.	Level 12-13	5,000/-	6,250/-
5.	Level 11	4,500/-	5,000/-
6.	Level 8-10	4,000/-	5,000/-
7.	Level 7	3,500/-	4,375/-

The entitled officers/officials can purchase briefcase/ office bag/ ladies purse of their own choice from any private/public outlets. It may however be noted that reimbursement shall be limited to the above-mentioned ceiling limits subject to submission of proper Invoices/bills and a certificate. The bills should clearly mention the name of the article, name of officials/staff purchasing the article and self-attested by the entitled officers/officials.

The facility of reimbursement on purchase of briefcase/ office bag/ ladies purse shall be provided to the above officials **once in 3 years from the date of issue of this order**. In case of theft/loss/stolen/torn out etc. no exemption shall be allowed to purchase new briefcase/office bags/ ladies purse before the completion of stipulated period of **three years from the date of purchase**. The reimbursement for the same will be made subject to the revised ceiling as mentioned above with **effect from 25<sup>th</sup> June, 2024**.

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



- Copy to,
1. DDO, AIIMS Rajkot
  2. All Faculty members
  3. Website Manager for update on website

*Subs*  
**Officiating Deputy Director (Admin)**  
**AIIMS, Rajkot**

