

पं.सं.श. केन्द्रीय व्यावसायिक शिक्षा संस्थान, श्यामला हिल्स, भोपाल - 462002

PSS Central Institute of Vocational Education, Shyamla Hills, Bhopal - 462002

F. No. 8-3 (Brief Case)/St./PSSCIVE/2025-26/1070

दिनांक: 06.02.2025

Circular

Subject: Reimbursement against purchase of Briefcase / Leather Bag etc. – regarding.

With reference to the enclosed circular vide no. F. No. 3-8/2019-20/S&S; dated: 05.03.2025 issued by NCERT, it is hereby informed that all eligible Officers/ Officials of the Institute may claim reimbursement against the purchase of Briefcase / Leather Bag / Office Bag/ ladies bag, subject prescribed to the terms and conditions.

The reimbursement shall be regulated as per the rules, ceiling limits, and frequency laid down in the NCERT circular.

Eligible Officers/ Officials are advised to submit their reimbursement claims to the C&W Section, along with self-written application, for further necessary action.

यह सक्षम अधिकारी के अनुमोदन से जारी किया जाता है।

Enclosed: As above

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13/2/25
अवर सचिव
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प्रतिलिपि:

1. सं. निदेशक के निजी सचिव।
2. संस्थान के सभी नियमित कर्मचारी।



F. No. 3-B/2019-20/565
National Council of Educational Research and Training
Sri Aurobindo Marg, New Delhi-110016

Dated: 05.03.2025

Circular

Subject: Reimbursement against the purchase of briefcase/leather bag etc.- regarding.

Reference: Circular F. No. 13016/1/2005-GAD dated: 01.05.2024 Department of Expenditure Ministry of Finance.

As per the existing the existing practice, reimbursement against purchase of briefcase/office bag/ladies' purse is provided to the official of NCERT once in three years from the date of issue of earlier one.

The approval of Competent Authority is conveyed to revise the facility of reimbursement against the purchase of briefcase/office bag/ladies bag to the eligible officers/officials of the NCERT Council. However, this facility is applicable to those who were appointed/promoted on regular basis only and not for the appointment made on adhoc basis/MACP Scale granted. The revised monetary ceiling for purchase/reimbursement of briefcase/office bag/ladies bag in respect of officers/officials as shown below: -

S. No.	Level of Officers	Revised Ceiling including GST
1.	Director	Rs.10,000.00
2.	All Joint Director and Secretary	Rs.8,125.00
3.	All Head of the Depts. Professor/ Deputy Secretary and equivalent	Rs.6,250.00
4.	Under Secretaries and equivalent	Rs.5,000.00
5.	Section Officer and equivalent	Rs.5,000.00
6.	Assistant and equivalent	Rs.4,375.00

The briefcase/office bag/ladies bag shall be issued second time to the concerned officer only after completion of minimum three years from the date of the issue of the previous one and officials must have at least one year since left before of superannuation from Council's Service.

This circular will come into effect from the date of issue.

This issues with the approval of the Competent Authority.

Ashish Jain
05/03/25
(Ashish Jain)
Deputy Secretary, Services

Copy to:

1. CAO/IFA, NCERT
2. PS to Director, NCERT
3. PS to Joint Director, NCERT
4. PS to Joint Director, CIET
5. PS to Joint Director PSSIVE Bhopal
6. PS to Secretary, NCERT
7. ALL the Head of Departments/Section of the Council
8. All the Principals of RIEs
9. ALL the Deputy Secretary
10. All the BM of RPDCs
11. Guard files



my to see date shx.
JD
07/10/25
9/11/25

सी अरोबिन्द मार्ग, नई दिल्ली-110016
दूरभाष: 011-26592300, 011-26592277
फैक्स: 01-11-26868419 कार: शिवाशोध

SRI AUROBINDO MARG, NEW DELHI-110016
PHONE: 011-26592300, 011-26592277
FAX: 91-11-26868419, GRAMS: EDUSEARCH

Please circulate.

Store

SO. (S) *9/10/25*