

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI-110029

F.No.36-6/86-Estt.I (Part file)

Dated: 18 MAY 2018

MEMORANDUM

Subject: Provision for purchase/reimbursement of Briefcase/Official bag/ladies purse, once in three year by the Officers/Officials of AIIMS, New Delhi - regarding.

Considering requests of Officers/Officials of the Institute for providing the facility of purchase/reimbursement of Briefcase/Official bag/ladies purse on analogy of Government of India offices, the Competent Authority has decided to extend the said facility to the officer/officials of the AIIMS, New Delhi. Accordingly, the amount/rates/monetary ceiling for reimbursement of briefcase/official bag, ladies purses/hand bags are as under:

S. No.	Level of Officers/Officials	Monetary Limited (Rs.)
1.	L-17	Rs.10,000/-
2.	L-15 to 16	Rs.8000/-
3.	L-14 & 14 A	Rs.6500/-
4.	L-13, 13 A1, 13 A2 & 12	Rs.5000/-
5.	L-11, 10, 9 & 8	Rs.4000/-
6.	L-7 & 6	Rs.3500/-

The entitled officers/officials can purchase briefcases/office bags/ladies purses of their own choice from any private/public outlets as per their entitlement and submit original bill with a certificate that expenditure has been incurred on purchase of briefcases/office bags/ladies purses, for officials use, to the concerned Accounts Branch for reimbursement.

The facility of reimbursement on purchase of briefcase/office bag/ladies bag shall be provided to the above officers/officials once in three years from the date of issue of this order. In case of theft/loss/stolen/tornout etc. no exemption shall be allowed to purchase new brief case/office bags/ladies purse before the completion of stipulated period of three years

This order will be effective from the date of issue.

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

(B.S.GILL)

ADMINISTRATIVE OFFICER

Distribution:

1. All Chief of Centres
2. The Dean (Academic/Reserach/Examination)
3. The Medical Superintendent
4. All Head of Departments/Section/Units
5. The Sr. Financial Advisor/Financial Advisor
6. The Sr. Admn. Officer/ Admn. Officers of all respective Establishment Sections
7. The Accounts Officers (Audit & Cash Section & all Centres)

Copy to:-

1. PPS to the Director, AIIMS/ PS to Dy. Director (Admn.)/Dy. Secretary
2. The Computer Facility for hosting this memorandum on website.

Sh. Sanjeev Kumar for N/A please

21/05/18