

REIMBURSEMENT CLAIM FOR BRIEFCASE

- Duration (Period)
- 1. Name of Officer/Employee
- 2. Designation
- 3. Employee ID
- 4. Bank Account No.
- 5. Pay Level
- 6. Office/Section (Place of Posting)
- 7. Phone No.

Detail of Expenditure on Briefcase Allowance:

Bill No.	Date	Amount.

(The bill in original is enclosed for reimbursement)

Forwarded

Signature

HOD

Undertaking

I hereby declare that the above bill/amount indicated above has not been claimed earlier during the last three year.

This bill has been claimed after completion of three years from the date of my last receipt.

Signature

.....

For Office Use

The bill is restricted for the amount of Rs..... as per office order No. PGI/DIR/RSD-208/17/1165/2019 dated 14.02.2019

(Part-A)
(Account Section)

Passed for Rs..... (Rs. in words))

Asstt. Acctt.

Asstt. Accounts Officer

Finance Officer

Criteria for Briefcase Allowance:

The facility of reimbursement on purchase of briefcase/office bag/ladies bag shall be provided one in 03 years.

Rates of Briefcase Allowance:

Officers/Officials with monetary limit as follows:-

Level-17	@	Rs. 10,000/-
Level-15 & 16	@	Rs. 8,000/-
Level-14 & 14A	@	Rs. 6,500/-
Level-13, 13A1, 13A2 & 12	@	Rs. 5,000/-
Level-11, 10, 9 & 8	@	Rs. 4,000/-
Level-7 & 6	@	Rs. 3,500/-