



**icmr** **NIOH**  
INDIAN COUNCIL OF MEDICAL RESEARCH NATIONAL INSTITUTE OF OCCUPATIONAL HEALTH

आई सी एम आर – राष्ट्रीय व्यावसायिक स्वास्थ्य संस्थान  
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार  
कल्याण मंत्रालय, भारत सरकार

ICMR - National Institute of Occupational Health  
Department of Health Research, Ministry of Health  
and Family Welfare, Government of India

No.AC/16/Orders/2022-23/

Dated: 12.05.2022

**OFFICE ORDER**

Sub: Reimbursement of briefcase / official bag / ladies purses – reg.  
Ref: ICMR letter No. 16/62/2011-Admn.II dated 14.08.2013.

In order to maintain uniformity in the administrative process reimbursement of briefcase / official bag / ladies purses charges, it has been decided by the undersigned that all claims for reimbursement of briefcase / official bag / ladies purses charges shall require to be submitted in the prescribed proforma (enclosed). The order terms and conditions stipulated vide Council's letter dated 14.08.2013 shall remain same.

Henceforth, the claims received in other formats shall not be entertained.

(Dr Santasabuj Das)  
Director-in-Charge

To:

1. All employees.
2. SO Store, ICMR-NIOH – for compliance
3. AO, ICMR-NIOH – for compliance
4. ACO, ICMR-NIOH – for compliance
5. OIC, ROHCS – for compliance with a request to send all claims separately to NIOH for reimbursement henceforth, but not to be met out of Centre's CB advance.
6. Notice Board
7. Dr D P Singh, Scientist C with a request to place the order on Institute's portal.
8. Office copy.

(Dr Santasabuj Das)  
Director-in-Charge

**PROFORMA FOR CLAIMING REIMBURSEMENT OF BRIEFCASE  
/ OFFICIAL BAG / LADIES PURSES ALLOWANCE**

Sr No.	Particulars	Details
1	Name of the Govt. Servant	
2	Designation	
3	Name of the Unit (ICMR-NIOH / ROHCS)	
4	Pay level of Govt. Servant	
5	Basic Pay of Govt. Servant	
6	Last date of issue of purchase	
7	Whether last issuance / purchase was made before three years?	
8	Description of items of purchase	
9	Amount of claim (in Rs.)	
10	Whether bill / cash memo in original is enclosed (must be submitted)	
11	Bill / cash memo Number & Date	
12	Vendor details	

Certified that the information furnished above are complete and correct and I have not suppressed any relevant information. In the event of any change in the particulars given above which affect my eligibility for reimbursement of above allowance, I undertake to intimate the same promptly and also to refund excess payments made, if any. Further, I am aware that if at any stage the information / documents furnished above is found to be false, I am liable for disciplinary action.

Date:.....

(Signature of Govt. Servant)

Place:.....

Name:.....

Designation .....



## भारतीय आयुर्विज्ञान अनुसंधान परिषद INDIAN COUNCIL OF MEDICAL RESEARCH

वी. रामलिंगस्वामी भवन, अन्सारी नगर, पोस्ट बॉक्स 4911, नई दिल्ली - 110 029  
V. RAMALINGASWAMI BHAWAN. ANSARI NAGAR. POST BOX 4911. NEW DELHI - 110 029

No.16/62/2011-Admn.II

Dated : 14.08.2013

To

The Directors/Directors-in-Charge  
of all permanent Institutes/Centres of the Council.

Sub : Revision of Monetary Ceiling for Purchase/Reimbursement of Briefcase/Official Bag/Ladies Purses – regarding.

Sir/Madam,

In pursuance of the orders contained in the letter No.D-21013/4/2012-Ad.II, dated 15th May, 2012 received from the Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, New Delhi on the subject mentioned above (copy enclosed) and in supersession of this office order dated 15th February, 2012, the Director-General, ICMR, has approved the revision of the Monetary Ceiling for purchase/reimbursement of briefcase/official bag/ladies purses as under :-

S.No.	Level of Officers	Revised Cost Ceiling	Period once in three years
1.	Secretary/Director-General	10000/-	-do-
2.	Sr.DDG(A), Scientist-G or equivalent, Sr. FA	6500/-	-do-
3.	Scientist-F or equivalent	Rs.5000/-	-do-
4.	Scientist-C,D, E, ADG (A) & Sr.A.O., Sr.ACO	Rs.4000/-	-do-
5.	Scientist-B, AO, ACO, SO, PS or equivalent	Rs.4000/-	-do-
6.	Assistant/PA/Equivalent level officials with Grade Pay of Rs.4600/-. Those who have got financial upgradation to Grade Pay Rs.4600 under MACP scheme are not entitled to get this facility.	Rs.3500/-	-do-

The brief case/ladies purse/official bag shall be issued on demand after every three years from the date of issue or from the date of joining the office. These may be purchased by the official

Contd....2/-

himself/herself and the bill be submitted to Store Section certifying that the same has been purchased and the reimbursement will be made subject to the prescribed ceiling mentioned above.

This issues with the approval of the Competent Authority.

Yours faithfully,

*Bharat Bhushan*

(Bharat Bhushan)

Admn. Officer

For Director-General

Encl : As above.

Copy to :

1. PS to DG
2. Sr.DDG(A)
3. Sr. FA
4. PA to ADG(A)
5. All Sr. AOs/All Sr. ACos.
6. Sr. A.O. (Admn.I)
8. DDO/Admn.IV
9. Accounts-I
10. Store Section
10. A.O. Pension Cell (Accounts-VI)
11. All Admn. Officers/All Accounts Officers
12. Dr. Meera Singh, Scientist-F with request to place above circular on ICMR website.