



अखिल भारतीय आयुर्विज्ञान संस्थान, गोरखपुर All India Institute of Medical Sciences, Gorakhpur

कुनराघाट, गोरखपुर, उत्तर प्रदेश 273008

Kunraghat, Gorakhpur, Uttar Pradesh 273008

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार द्वारा स्थापित एक स्वायत्त निकाय)

(An autonomous organization under the Ministry of Health & Family Welfare, Govt. of India)

Ref-AIIMS/GKP/ADMIN/2024-25/ 1518

DATE- 14/08/2024

OFFICE ORDER

Subject: Grant of Briefcase Allowance to Officials –reg.

Consequent upon the approval of the Competent Authority, in the light of circular issued by MoH & FW, PMSSY section letter A-27023/15/2024-PMSSY-IV (8279285) dated- 11/07/2024 regarding reimbursement of Briefcase Allowance to officials. The amount/monetary ceiling for reimbursement of briefcase/official bag, ladies purses/ hand bags as follows: -

| S. No. | Pay level (7th CPC) of Official | Monetary Limit/Rates (in Rupees) |
|--------|---|----------------------------------|
| 1. | Level – 15 | Rs. 10,000.00 |
| 2. | Level – 14 to Level – 14A | Rs. 8,125.00 |
| 3. | Level- 12, Level – 13, 13A, and Level13A2 | Rs. 6,250.00 |
| 4. | Level –11 | Rs. 5,000.00 |
| 5. | Level – 08 to Level-10 | Rs. 5,000.00 |
| 6. | Level –07 | Rs. 4,375.00 |

- The entitled officers/ Staff can purchase briefcases / Office Bags / Ladies Bags & Purses of their choice from any private/ public outlet. It may, however, be noted that reimbursement shall be limited to the above-mentioned ceiling limits subject to submission of proper Invoices/ Bills with GST Number, Book Number and Invoice number of the trader. The bills should clearly mention the name of the article and name of the Officers/ Staff purchasing the article.
- The briefcase/ office bag/ ladies' bag/ purse shall be provided to the Officers/ Staff on joining this Institute or on completion of three years from the date of issue of earlier one.

This issues with the approval of the Competent Authority.


14/08/24.
Faculty Administration
AIIMS Gorakhpur

Copy to

- All Department/Section/Unit.
- Dean(A)/Dean(R)/Dean(E)/Dean (SA)/MS/DDO/SE/AO/AAO/Registrar.
- All Faculty/Group-A/Staff/Nursing staff
- OSD to Executive Director
- P.S. to Executive Director
- P.S. to Dy. Director (Admin.)
- IT Cell (With request to upload it on Institute Website)