



भारत सरकार, रक्षा मंत्रालय
कार्यालय, रक्षा लेखा नियंत्रक, नं. 1, स्टाफ रोड, सिकंदराबाद -500 009
GOVT. OF INDIA, MINISTRY OF DEFENCE
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
No.1, STAFF ROAD, SECUNDERABAD-500009
दूरभाष/TELE:040-27843385 फैक्स/FAX:040- 27810499



भारत 2023 INDIA
व्युद्येव कुटुम्बकम्
ONE EARTH • ONE FAMILY • ONE FUTURE

(Through CDA, Secunderabad Website)

No. AN/III/2001/Misc/2022-23

Dated: 16.02.2023

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To: ALL SUB OFFICES (as per standard list)
ALL SECTIONS (in Main Office)

Sub: Issue of Briefcase/Office bag/ladies purse – reg.

Ref: HQrs office letter No. AN/14/14114/III/JCM/Briefcase, Dated 29.05.2020.

All the entitled officers / officials who are drawing Pay Level-6 and above, irrespective of the gazetted status to procure briefcase/office bag/Ladies purse of their choice from any private/public outlet. However, reimbursement shall be restricted to their entitlement with the respective level of officer/official. Monetary ceiling for purchase of briefcase/office bag/Ladies purse as under:

Sl. No.	Level of officers/ staff	Level (7 th CPC)	Entitlement
01	CDA/IFAs and equivalent	Level-14	₹ 6500
02	Addl. CDA/ JT CDA and equivalent	Level-13/12	₹ 5000
03	DCDA/PPSs and equivalent	Level-11	₹ 4000
04	ACDA/SAO/AO/AAO/SPS and equivalent	Level-10-08	₹ 4000
05	PS/ Senior Translation Officer and equivalent staff in the Grade pay ₹ 4600/- and above	Level-7	₹ 3500
06	Sr. Auditor/DEO-C/Steno-I/Junior Translation Officer in the Pay Level-6 and above.	Level-6	₹ 3500

In this connection it is intimated that all concerned should adhere the following requirements while submitting the claims.

Contingent bill along with latest pay slip and Original Bill/Cash Receipt in support of the claim should invariably bear GST number of the issuing out let. Receipts enclosed without fulfilling this requirement will not be accepted/admitted in audit.

As a periodicity of three years has to be observed for replacement/purchase, entitled officers and officials should enclose a certificate indicating that they have not been provided briefcase/office bag/Ladies purse during past three years.

Further it is intimated that the Expenditure will be met from the funds allotted under the head "Office Expenses" to their respective offices. Claims may be processed as per the Delegation of Financial Powers issued by this office.

The last date for submission of the claim will be **28.02.2023** No bills will be entertained after due date.

CDA has seen.

Deputy Controller (AN)

REIMBURSEMENT CLAIM FOR BRIEFCASE

Month Year

1. Name of Officer :
2. Designation :
3. Basic Pay/ Pay Level :
4. Authorization : One
5. Office / Section :

Cost (Rs.)	Bill No.	Dated
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Undertaking

I hereby declare that the above bill/amount indicated in this bill & claimed 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