



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
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No. AN/III/2001/Misc/2019-20

Dated: 04 .02.2020

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 28.01.2020.

All the entitled officers / officials who are drawing Grade Pay of ₹ 4600/- and above (in the pre-revised scale) 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/ grade pay of officer/official. Monetary ceiling for purchase of briefcase/office bag/Ladies purse as under:

Sl. No.	Level of officers/ staff	Entitlement
01	CDA and equivalent	₹ 6500
02	DCDA/PPSs and equivalent	₹ 4000
03	ACDA/SAO/AO/AAO/SPS and equivalent	₹ 3500
04	Non-Gazetted Staff in the Grade pay ₹ 4600/- and above	₹ 3000

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.

Before forwarding claims to Main Office for reimbursement, sub-offices should ensure to carryout scrutiny / pre-audit of the bills duly ensuring that the claimant has complied with the above requirements, otherwise claim may be returned at your end to avoid unnecessary correspondence. **Further it is also 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 20th Feb 2020. No bills will be entertained after due date.

CDA has seen.

Asst. Controller (AN)