

**DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT  
CORPORATION LIMITED.**

**General Administration Division**

DSIIDC/GAD/09/Briefcase/09-10/16-17/2719

Dated: - 31/03/2016

**CIRCULAR**

**Sub: Purchase / reimbursement of briefcase/Office bag/ Ladies Purse.**

1. Considering the prevailing market rates and increasing prices of the consumer goods, the following monetary ceiling for purchase/reimbursement of briefcase/ Office bag/ladies purses for Corporation officer/employees are prescribed:-

S. No.	Category	As per RR's Grade Pay in Rs.	Proposed Rate in Rs.
1	CMD / Managing Director	37400-67000+10000 GP	10,000/-
2	Officers in the Pay Grade	37400-67000+8700 up to 8900 GP	8,000/-
3	Officer in the Pay Grade	15600-39100+7600 GP	6500/-
4	Officers in the Pay Grade	15600-39100 + 5400 or 6600 GP	5,000/-
5	Officers in the Pay Grade	9300-34800+4200 up to 5400 GP	3,500/-

2. The entitled officers/officials can purchase briefcase/office bags/ladies purses of their own choice from any private/public outlet. However, reimbursement shall be restricted to the above mentioned ceiling limits.
3. The briefcase/ office bag/ladies purse shall be provided to the above officers/officials on joining Corporation or on completion of three years from the date of issue of earlier one.
4. The above revised ceiling will be effective with immediate effect.
5. Payment shall be made on submission of bills duly verified by the concerned officers/ officials.
6. Amount reimbursable shall be inclusive of all rates & taxes.
7. This issues with the approval of competent Authority.

  
31/3/16  
(Vikas Gupta)

Divisional Manager (GAD)

**All Concerned:**

1. Sr. PA to MD.
2. PA to ED.
3. Sr. PA to DF.
4. DM (IT), Website.