

**Application for claim of reimbursement for purchase of brief case/ lady purse, etc. by officers/ officials of DOT**

**Part A: to be filled by Claimant**

S. No.	Particulars	Details
1.	Name of claimant	
2.	Designation	
3.	Office Address/ Contact No.	
4.	Basic Pay in Pay Band	
5.	Grade Pay	
6.	Description of Item of Purchase	
7.	Amount of Claim	
8.	Whether the last purchase was made 3 years before	Yes / No
9.	Whether Bill/ Cash Receipt is enclosed	Yes / No

Signature of Claimant  
Dt.....

**Part B: For office use only**

Entry No.....

10.	Amount admissible to the Claimant	
11.	Amount Claimed for	
12.	Amount passed for reimbursement	

US(T)

Government of India  
Ministry of Communications & IT  
Department of Telecommunications  
20, Ashoka Road, Sanchar Bhawan, New Delhi - 110001.

No.22-2/2005-G-I

Dated: 04.09.2009

**Subject: Revision of monetary ceiling for purchase/ reimbursement of Brief cases/ Ladies purses - regarding.**

Considering requests of the officers of DOT(Hqrs.), Sanchar Bhawan, New Delhi for revision of monetary ceilings of expenditure/ reimbursement of expenditure on purchase of brief cases/ ladies purses to make it realistic in consonance with the prevailing market rates, the competent authority has revised the monetary ceilings as under:

Sr. No.	Level/ Grade Pay of the officers	Monetary Ceiling (In Rupees)
1.	Secretary(T)/Member (TC) or equivalent	10000/-
2.	Addl. Secretary(T)/Advisors or equivalent	8000/-
3.	Rs.10,000/- to Rs.12,000/- (JSs/DDsG or equivalent)	6500/-
4.	Rs.7600/- to Rs.8700/- (DSs/Directors or equivalent)	5000/-
5.	Rs.4800/- to Rs.6600/- (USs/ ADGs/ SOs/PSS/ADs or equivalent)	4000/-
6.	Rs.4200/- to Rs.4600/- (Assistant/ PAs/ Stenos or equivalent)	3500/-

2. The entitled officers/ officials are free to procure brief cases/ ladies purses of their own choice from any of the private/ public outlet. However, reimbursement shall be restricted to the above mentioned ceilings concomitant with the respective level/ grade pay of officer/ official.

3. The periodicity of replacement shall continue to be 3 years across all categories.

4. The above ceiling is effective from 03.09.2009 and shall be valid for a period of 3 years.

5. The claim may please be submitted alongwith the original Bill/ Cash Receipt in the format prescribed overleaf.

  
(S.E. Rizvi)

Under Secretary (T)

To:

1. All concerned officers/ officials in the Department of Telecommunications, Sanchar Bhawan, New Delhi.
2. Pay & Accounts Officer (PAO), DOT/ Section Officer(Cash), DOT.