



कार्यालय: रक्षा लेखा प्रधान नियंत्रक  
PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS  
सं. 107, लोअर अग्रम रोड, अग्रम पोस्ट, बेंगलूर - 560 007  
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**IMPORTANT CIRCULAR**

NO.AN/II/1002/OC

Dated: 05-03-2020

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

Subject: Reimbursement on account of purchase of Briefcase/Handbag  
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Competent authority has concurred to reimburse the cost on account of purchase of briefcase/handbag to the officers/staff of this organisation. Accordingly officers/staff may procure briefcase/handbag as entitled under GOI Min of Def (Fin Div) letter dated 16-04-2013 and as per the entitlement rates intimated by Hqrs office vide their letter No.AN/14/14114/JCM/briefcase dated 28-01-2020.

In this connection all concerned should adhere to the following requirements while submitting the claims.

- Contingent bill along with Pay slip showing grade pay of Rs.4600/- and above duly mentioning the Grade, Bank name, SB Account No and IFSC code for correct remittance of amount.
- Original Bill/Cash Receipt in support of the claim should invariably bear TIN/TAN 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, officers/staff should enclose a certificate indicating that they have not been provided brief cases/hand bags during past three years. The month and year in which last reimbursement was received to be indicated in the application.
- Before forwarding claims to Main Office for reimbursement, PAOs and 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. **Bills showing purchase of trolley/suitcases will not be accepted. Bills produced with old dates prior to issue of this circular will not be considered.** It may also be ensured that bills of all the staff/officers of your office may be sent at a time. Forwarding of bills in piecemeal may strictly be avoided.
- Officer-in-charge of sections in Main Office should submit the claims of their sections (entitled person) collectively, duly complied with above requirements.
- **The last date for submission of the claim will be 18<sup>th</sup> March 2020. No bills will be entertained after due date.**

ACDA (AN)

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EDPSn - for uploading in website pls.