



कार्यालय: रक्षा लेखा प्रधान नियंत्रक

PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS

सं. 107, लोअर अग्रम रोड, अग्रम पोस्ट, बंगलूर - 560 007

NO. 107, LOWER AGRAM ROAD, BANGALORE - 560 007

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No.AN/II/1002/Briefcase

Dated: 18/03/2021

To:

All sections

Main Office (local)

**CIRCULAR**

Kindly refer to Hqrs letter No AN/14/14114/III/JCM/Briefcase dated 29/05/2020 (copy enclosed) regarding Reimbursement of Briefcase / Handbag to all level of Officers / Officials (in the pre-revised scale) irrespective of the gazetted status.

The Officers / staff entitled for Briefcase allowance can purchase briefcase/ Office bag / ladies purse of their own choice from any private / public outlet. However, the reimbursement shall be restricted concomitant with the respective level / grade pay of the Officer / official as prevalent in Ministry of Defence.

The reimbursement for briefcase allowance shall be made to the entitled Officers / staff on joining the Department or on completion of three years from the date of purchase of earlier one, if any.

**The Reimbursement towards briefcase / handbags is subject to availability of funds in the current financial year. Incase of non-availability of budget, such claims shall be carried forward to the ensuing financial year. The Reimbursement claims of PAO's may kindly be met out of their respective Office Contingency only and need not be forwarded to Main Office. This may strictly be adhered to for compliance.**

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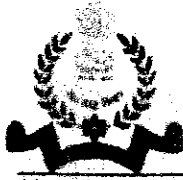
DCDA (AN)

Copy to:

- 1) All Heads of PAO's-  
ASC(S) / MLI Belgaum / ASC(AT) / PCTC / PARA / CMP / MEG
- 2) RAO (MES) / LAO (A) (B) & (C)
- 3) ALL GE Offices / HAL Offices
- 4) IFA HQTC / IFA 26 ED
- 5) The Officer I/c, EDP Section.....for uploading in website please.

Accounts Officer (AN)

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## कार्यालय, रक्षा लेखा महानियंत्रक

उत्तम बटार रोड, पालम, दिल्ली छावनी - 110010

Controller General of Defence Accounts

Ulan Batar Road, Palam, Delhi Cantt- 110010



No. AN/14/14114/III/JCM/Briefcase

Dated: 29.05.2020

### IMPORTANT CIRCULAR

To

All PCsDA/CsDA/PCA (Fys)  
(Through Website)

**Sub: Reimbursement of Briefcase allowance in the Defence Accounts Department.**

Sanction of the Ministry of Defence (Fin.) is hereby conveyed for revision of rates and entitlement for reimbursement of briefcase allowances to the Officers and Staff of DAD as follows. The revised rates/ entitlement will be effective from 01<sup>st</sup> June 2020:-

Level of Officers/ Officials (Ministry)	Level of Officers/ Officials (DAD)	Level (7 <sup>th</sup> CPC)	Rates (Rs.)
Secretary/ Special Secretary	CGDA	Level-17	10000/-
Addl. Secretary & equivalent	Addl. CGDA/ PCsDA/ PIFA and equivalent	Level-16/ 15	8000/-
Joint Secretary & equivalent	CsDA/ IFAs and equivalent	Level-14	6500/-
Director/ Dy. Secy./Sr. PPS & equivalent	Addl. CsDA/ Jt.CsDA and equivalent	Level-13/ 12	5000/-
Under Secretary/ PPS & equivalent	DCsDA/ PPSs and equivalent	Level-11	4000/-
Desk Officer/ Section Officer & equivalent	ACsDA/ADs (OL)/Sr. AOs/AOs/ AOs/SPSs and equivalent	Level-10-8	4000/-
Assistant Section Officer/ PA or equivalent	PS / Senior Translation Officer and equivalent Staff in the Grade pay Rs. 4600/- and above.	Level-7	3500/-
Senior Secretariat Assistant (SSA) / Steno or equivalent with grade pay Rs. 4200 and above.	Sr. Auditor/ DEO-C/ Steno-I/ Junior Translation Officer in the Grade pay Rs. 4200/- and above.	Level-6	3500/-

2. The sanction is being conveyed within the existing budget and no additional allocation would be made on this account.

3. The officers/ staff entitled for Briefcase allowance can purchase briefcase/ office bag/ ladies purses of their own choice from any private/ public outlet. However, the reimbursement shall be restricted to the above mentioned ceiling limits.

4. The reimbursement for briefcase allowance shall be made to the entitled officers/ staff on joining the Department or on completion of three years from the date of issue of earlier one.

(Rajeev Ranjan Kumar)  
Dy. CGDA (AN)

**Copy to:-**

1. O/I.C. Admin-V (Local)
2. O/I.C. AT-Coord (Local)
3. O/I.C. IT&S Wing (Local) - for uploading this circular on the website of CGDA
4. CENTRAD, Brar Square, Delhi Cantt.
5. O/I.C. Library Section (Local)
6. MNB, AN-14 Section (Local)
7. Secretary General, AIDAA (CB) Pune - through PCDA (O) Pune
8. Secretary General, AIDAEA (HQ) Kolkata - through PCA (Fys.) Kolkata

(Vijay Raina)  
Sr. AO (AN)