

Office Order

Sub: Implementation of MoF circular dated 20.07.2017 regarding reimbursement of expenses incurred on purchase of Briefcase/Office Bag/Ladies-purse in NID, MP

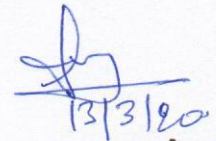
The Competent Authority of this Institute has been pleased to extend the MoF Circular dated 20.07.2017 on the subject to the eligible officials of this Institute as shown below:-

Sr. No.	Designation of Officials	Equivalence of Officials as per MoF circular	Pay level	Monetary Ceiling in Rs	Period
1	Director	Joint Secretary	14	6500	Once in 3 years
2	Registrar/CAO/CFA/Sr. Faculty or equivalent officials	Director/Deputy Secretary/PSO/Sr. PPS	13, 12	5000	Once in 3 years
3	D.R., Head Librarian, Asso. Sr. Faculty or equivalent officials	Under Secretary / PPS	11	4000	Once in 3 years
4	A.O., Sr. Accounts officer, Sr. Eng., Faculty or equivalent officials	Section Officer/PS	From pay level 8 to 10	4000	Once in 3 years
5	Other officials as per pay level eligibility	Assistant/PA	From pay level 6 to 7	3500	Once in 3 years

2- The entitled officials can purchase briefcase/office bag/ladies purse of their own choice from any private/public outlet and the bill (in original) may be sent to the Admin Section certifying that the briefcase/office bag/ladies purse has been purchased for the official use and the reimbursement for the same will be made as per prescribed ceilings as mentioned above.

3- The proportionate recovery of the cost of briefcase shall be made from the official, if the official leaves the Institute before completion of three year of reimbursement of Briefcase allowance.

4- This is issued with the approval of Competent Authority.


 13/3/20

(Suresh K. Thakur)
Chief Administrative Officer

Copy to :-

- 1- PS to the Director
- 2- The Registrar, NID MP
- 3- The CF&A, NID MP
- 4- Asstt. Eng. (IT) for uploading on Institute website

NATIONAL INSTITUTE OF DESIGN MADHYA PRADESH

(An Autonomous Organization under DPIIT, Ministry of Commerce & Industry, GOI)
Acharpura, Post-Arwaliya, Eintkhedi, Bhopal-462038 (MP) Website:-<https://www.nidmp.ac.in>