



Ref. No. E-61/NIDMP-1-70/30/2023-NIDMP\_CAO/2024

Dated: 02.08.2024.

**Office Memorandum No.: 163/2024**

**Sub: Revision of monetary ceiling for reimbursement of expenses incurred on the Purchase of Briefcase/Office Bag/ladies Purse- reg.**

The Competent Authority of this Institute is pleased to implement the revised ceiling as per the MoF Circular dated 01.05.2024 on the subject for the eligible officials/officers of this Institute as shown below: -

Sr. No.	Designation of Officials	of Equivalence of Officials as per MoF circular	Pay Level	Revised Ceiling incl of GST	Period
1.	Director	Joint Secretary	14	8,125/-	Once in 3 years
2.	Registrar/CAO/CFA/Sr. Faculty or Equivalent officials	Director/Deputy Secretary/PSO/Sr. PPS	12,13	6,250/-	Once in 3 years
3.	D.R., Head Librarian, Asso. Sr. Faculty or equivalent officials	Under Secretary/ PPS	11	5,000/-	Once in 3 years
4.	A.O., SAO, Sr. Engineer, Faculty or equivalent official	Section Officer/PS	From Pay level 8 to 10	5,000/-	Once in 3 years
5.	Other officials as per pay level eligibility	Assistant/ PA	From pay level pay 7	4,375/-	Once in 3 years

2. The entitled and eligible officials can purchase a 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 mentioned above

3. The proportionate recovery of the cost towards subject reimbursement shall be made from the concerned officer/ official, if he/she the official leaves the institute before the completion of three years of the reimbursement of the said allowance.



4. This supersedes the Office Order dated 13.03.2020 and has been issued with the approval of the competent authority.



Chief Administrative Officer  
National Institute of Design, Madhya Pradesh

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3. All employees
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