



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



पंचदीप भवन, सी.आई.जी. मार्ग, नई दिल्ली-110002
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No.D-16012/3/2022-Genl.

Dated: 07.07.2022

Circular

Subject: Revision of monetary ceiling for purchase/reimbursement of Briefcase/Office Bag/Ladies Bag – reg.

The Competent Authority has approved revision of monetary ceiling for purchase/reimbursement of Briefcase/Office Bag/Ladies Bag for Officers/Officials of the ESIC as under:-

S. No.	Level of Officers/Official in ESIC	Revised Rates (including GST)
1.	Director General	Rs.8,000/-
2.	Financial Commissioner/Chief Vigilance Officer/Insurance Commissioner/Medical Commissioner	Rs.6,500/-
3.	Additional Commissioner/Director/Joint Director/Chief Engineer/Superintending Engineer or equivalent or above	Rs.5,000/-
4.	Dy. Director/Assistant Director/Executive Engineer/Assistant Executive Engineer/Principal Private Secretary/Private Secretary or equivalent	Rs.4,000/-
5.	Social Security Officer/Personal Assistant/Sr. Translation Officer/Jr. Translation Officer/Assistant Engineer/Junior Engineer/Assistant or equivalent	Rs.3,500/-

2. The entitled officers/officials can purchase briefcase/office bag/ladies bag and claim the reimbursement in accordance with the above mentioned monetary ceiling.
3. The reimbursement can be claimed once in three years, either on joining or on completion of three years from the earlier claim.
4. No claim should be entertained in respect of officer/official who will be retiring within one year.

This issues with the approval of Competent Authority.

(Amit Kumar)
Dy. Director (Genl.)

To

1. PPS/PS to DG/FC/CVO/IC/MC for information
2. All Additional Commissioners & Regional Directors/Regional Directors/Joint Director (I/c)/Deputy Director (I/c), Regional/Sub-Regional Office