



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/-

- The entitled officers/officials can purchase briefcase/office bag/ladies bag and claim the reimbursement in accordance with the above mentioned monetary ceiling.
- The reimbursement can be claimed once in three years, either on joining or on completion of three years from the earlier claim.
- 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

- PPS/PS to DG/FC/CVO/IC/MC for information
- All Additional Commissioners & Regional Directors/Regional Directors/Joint Director (I/c)/Deputy Director (I/c), Regional/Sub-Regional Office
- Insurance Commissioner(NTA), Dwarka, New Delhi
- Directorate(M) Delhi/Directorate(M) Noida
- All Medical Superintendents/Deans of ESIC Hospitals/ESIC Medical Institutions
- Website Contents Manager for uploading on Website of ESIC.
- Rajbhasha Shakha for Hindi translation
- Guard File