

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT), ASSAM
BELTOLA, GUWAHATI – 781029**

Circular No. 03

Date: 08.03.2022

CIRCULAR

With reference to HQs' order vide Circular No.4-Staff 2022 No.16-Staff Entt.II/33-2021 dated 03.02.2022, officials entitled for "Briefcase Allowance" may submit their application to Housekeeping Section in Prescribed format (Copy enclosed).

The entitled officers/ officials can purchase briefcase/office bags/ladies purse of their own choice from any private/public outlet. However, reimbursement would be restricted to the monitory ceiling limits mentioned below: -

Pay Level	Ceiling (₹)
Level 6 to Level 7	3500/-
Level 8 to Level 10	4000/-

(Authority: Dy. Accountant General (Admn., AMG-II & AMG-III) order dated 07-03-2022 at P/1^N in the file HK/Au/Briefcase allowance (level 6&7)/2021-22).

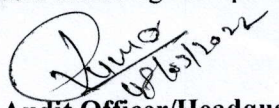
Sd/-
Senior Audit Officer/Headquarter

No.HK/Au/Briefcase allowance (level 6&7)/2021-22/163-169

Date: 08.03.2022

Copy forwarded for information and necessary action to:

1. Secretary to PAG.
2. Sr. P.S. to PAG
3. PA to DAG (Admin., AMG-II & AMG-III)
4. PA to DAG (AMG-I, AMG-IV & Local bodies)
5. BO/IS&DA to disseminate to all official's email IDs.
6. Notice Board.
7. All BOs with the request to inform the headquarter officials/officers including field parties under their control.


Senior Audit Officer/Headquarter

Indian Audit and Accounts Department
Office.....
Purchase of Official Bag/Briefcase/Ladies Purse Reimbursement Claim Form
(To be filled in BLOCK LETTERS)

1. Name of the Official :
2. Designation & Section :
3. Employee Code No. :
4. Mobile /Telephone No., E-mail address, if any :
5. Details of bill submitted:-
 - (i) Invoice / Bill No. with date :
 - (ii) TIN No. :
6. Details of last reimbursement claimed, if any
 - (I) Invoice/ Bill No. with date :
7. Bank Account Details :-
 - (i) Name of the Bank, Branch with address :
 -
 - (ii) Bank A/c No. :
 - (iii) Branch MICR Code :
 - (iv) IFSC Code :

Name of Official:.....
Designation :

Date:

Mobile No.....

UNDERTAKING

I hereby undertake that I have never claimed for reimbursement of expenditure incurred towards purchase of official bag/briefcase/ladies purse either in Hqrs. or in Mission till date or in last three years. At any stage if found I have given or suppress the facts given in my undertaking competent authority may kindly take suitable disciplinary action.

(Signature)

Name of Official:

Designation:

Date:

Documents to be attached

1. Original bill(with Name, Bill no./Invoice no.,TIN etc.) for the reimbursement amount claimed
2. Photocopy of Bill
3. Photocopy of Filled form