

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
GENERAL ADMINISTRATION DEPARTMENT  
CARETAKING BRANCH, 2<sup>ND</sup> LEVEL, A-WING  
DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI-02

No.F.2/1799/GAD/CTB/2025-26/2151-2160 .

Dated: 11.06.2025

C I R C U L A R

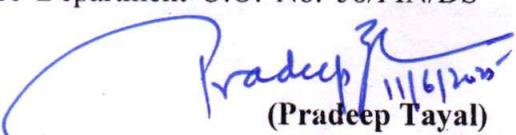
**Subject: Revision of monetary ceiling for reimbursement of Briefcase/Office Bag/Ladies Purse - regarding.**

1. In supersession of the Circular dated 27.09.2013, issued from this Department regarding reimbursement of the cost of Briefcase/Office Bag/Ladies Purse, following revised ceilings is prescribed for the officers and officials of Govt. of NCT of Delhi :-

SNo.	Designations	Existing ceiling	Revised ceiling
1	Chief Secretary/Addl. Chief Secretary (Pay Level - 17)	Rs. 12,000/-	Rs. 15,000/-
2	Pr. Secretary/Secretary/Spl. Secretary/ Director or equivalent (Pay Level: 13 - 15)	Rs. 10,000/-	Rs. 12,000/-
5	Addl. Secretary or equivalent (Pay Level: 12)	Rs. 8,000/-	Rs. 10,000/-
6	Joint Secretary or equivalent (Pay Level: 11)	Rs. 6,500/-	Rs. 8,000/-
7	Deputy Secretary or equivalent (Pay Level: 11)	Rs. 5,000/-	Rs. 7,000/-
8	Section Officer/Pr. Private Secretary/Private Secretary or equivalent (Pay Level: 8 - 11)	Rs. 4,000/-	Rs. 5,500/-
9	Asstt. Section Officer/P.A. or equivalent (Pay Level: 7)	Rs. 3,500/-	Rs. 4,500/-

2. Heads of Departments (HoDs) should consider only genuine requests based on the functional requirement of a particular post.
3. The officers/officials can purchase Briefcase/Office Bags/Ladies Purses of their own choices and the invoice 'in original' may be submitted for reimbursement in their respective departments.
4. The cost of Briefcase/Office Bag/Ladies Purse shall be reimbursed to the officers/officials either on joining GNCTD or on completion of 03 (three) years from the date of reimbursement of the earlier one.
5. The revised ceiling will take effect immediately.

This issues with the concurrence of Finance Department U.O. No. 58/FIN/DS-I/25-26 dated 10.06.2025.

  
(Pradeep Tayal)  
Joint Secretary (GAD)

To

All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/HoDs,  
Govt. of NCT of Delhi, Delhi/New Delhi.