



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



मुख्यालय/HEADQUARTERS
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D-16012/3/2022-GEN: E-4938

Date – 07.02.2025

C I R C U L A R

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: -

| Sl. No. | Level of Officers & Officials In ESIC Offices/ Medical Institutions | Existing Ceiling in Rs. | Revised Ceiling in Rs. (Incl. Of GST) |
|---------|---|-------------------------|---------------------------------------|
| 1. | Director General | 8,000/- | 10,000/- |
| 2. | Finance Commissioner/Chief Vigilance Officer/Insurance Commissioner/Medical Commissioner (Hqrs.)/ Medical Commissioner (Zonal) | 6,500/- | 8,125/- |
| 3. | Additional Commissioner/Director/Joint Engineer/Superintending Engineer/Directorate (Medical) Delhi/ Noida/ Deans (Medical Colleges)/MS-ESI Hospitals & Medical Colleges/ Principal (Dental/ Nursing/ Paramedical Colleges)/DMS-ESIC Hospitals/ Asst. & Addl. MS-ESI Hospitals/DMC/Chief Nursing Officer | 5,000/- | 6,250/- |
| 4. | Dy. Director/ Asst. Director/ Executive Engineer/Asst. Executive Engineer/Principal Private Secretary/Private Secretary /SMO (RO/SRO)/MVO (Vigilance Branch/Field Offices)/Medical Referees (RO/SRO)/ DCBO In-charges/ OSD (ESI Hqrs.)/ Nursing Superintendents/Asst. Nursing Superintendents | 4,000/- | 5,000/- |
| 5. | Social Security Officer/Personal Assistant/Sr. Translation Officer/Jr. Translation Officer/Assistant Engineer/Junior Engineer/Assistants | 3,500/- | 4,375/- |

- I. The entitled officers/officials can purchase briefcase/office bag/ladies bag and claim the reimbursement in accordance with the above-mentioned monetary ceiling.
- II. The reimbursement can be claimed once in three years, either on joining or on completion of three years from the earlier claim.
- III. No claim should be entertained in respect of officer/official who will be retiring within one year.
- IV. The above revised ceiling will be effective from the date of issue of this Circular.

This issues with the approval of Competent Authority.

Om Prakash Thakur
Asst. Director (Genl.)

To,

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

(I/c),Regional/Sub-Regional Office

3. Insurance Commissioner (NTA), Dwarka, New Delhi
4. Directorate (M) Delhi/Directorate(M) Noida
5. All Medical Superintendents/Deans of ESIC Hospitals/ESIC Medical Institutions
6. Website Contents Manager for uploading on Website of ESIC.
7. Rajbhasha Shakha for Hindi Translation
8. Guard File