

**GOVERNMENT OF INDIA/भारत सरकार**  
**MINISTRY OF RAILWAY/रेल मंत्रालय**  
**(RAILWAY BOARD)/रेलवे बोर्ड**

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OFFICE ORDER No. 39 of 2024

**Sub: Reimbursement of expenditure incurred towards purchase of Briefcase/Ladies Handbags- Enhancement of financial limits.**

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As per the existing practice, reimbursement against purchase of Briefcase/Office Bag/Ladies Handbag/Ladies Purse is provided to the officials/officers on joining Railway Board or once in three years from the date of issue of earlier one. Keeping in view the recent revision of monetary ceiling by Department of Expenditure/Ministry of Finance, the competent authority has decided to revise the monetary ceiling for reimbursement of expenditure incurred by officials/officers of Railway Board towards purchase of Briefcase/Office Bag/Ladies Handbag/Ladies Purse.

2. The details indicating the existing and revised ceiling in respect of officials/officers of Railway Board is appended below:

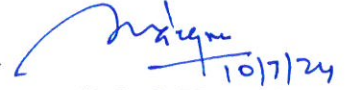
S.No.	Level of officers/officials	Monetary Ceiling (Rs.) (inclusive of gst)		Period
		Existing Ceiling	Revised Ceiling	
1.	Board Members/DGs (Level 17)	10000/-	12500/-	Once in 3 years
2.	Advisors/PED/Addl. Member (HA grade) or equivalent (Level 15-16)	8000/-	10000/-	-do-
3.	Joint Secretary/Executive Directors (SA grade) or equivalent (Level 14)	6500/-	8125/-	-do-
4.	Director/Joint Director/ Deputy Secretary/PSO/Sr. PPS or equivalent (Level 12-13)	5000/-	6250/-	-do-
5.	Deputy Director/Under Secretary/PPS or equivalent (Level 11)	4000/-	5000/-	-do-
6.	Section Officers/PS or equivalent (Level 8-10)	4000/-	5000/-	-do-
7.	Assistant Section Officer/PA/Inspector or equivalent (Level 7)	3500/-	4375/-	-do-

3. The entitled officials/officers can purchase briefcase/office bags/ladies bags & purses of their choice from any private/public outlet. It may, however, be noted that reimbursement shall be limited to the above –mentioned ceilings subject to submission of proper Invoices/Bills with GST Number, Book Number and Invoice number of the trader. The bills should clearly mention the name of the article and name of the officials/officers purchasing the article.



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4. The briefcase/office bag/ladies bag/purse shall be provided to the officials/officers on joining this Ministry or on completion of three years from the date of issue of earlier one.
5. The above revised ceiling will be effective from the date of issue of this Order.



(Adesh Kumar)

**Under Secretary (Stationery)**  
**Railway Board**

File No. 2024/Stny./30/3/Briefcase (Policy File)

New Delhi: 10/07/2024

Copy to:

1. All officers and staff in the Ministry of Railways (Railway Board) including Board's Office at Metro Station Building, COFMOW Building, New Delhi & Dayabasti.
2. Sr. Programmer/C&IS, Railway Board – for uploading the O.O. on Indian Railways website.