



कर्मचारी भविष्य निधि संगठन  
Employees Provident Fund Organisation  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)



(MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA)

मुख्य कार्यालय/Head Office

प्लेट ए, ग्राउंडफ्लोर, ब्लॉक-II, ईस्ट किडवई नगर, नई दिल्ली-110023

Plate A, Ground Floor, Block II, East Kidwai Nagar, New Delhi-110023

Website: [www.epfindia.gov.in](http://www.epfindia.gov.in), [www.epfindia.nic.in](http://www.epfindia.nic.in)

No: (E-27818) HRD/1(71)2020/Misc. /1104

Date: 01 OCT 2024

To,

All Additional Central P.F. Commissioners (HQ)/Director (PDNASS),  
All Additional Central P.F. Commissioners (Zones)/Addl. CPFC(ASD),  
All RPFCS/OIC-in-Charge of Region.

**Sub: Revision of monetary ceiling for purchase/reimbursement of briefcase/official bag/ladies purses – reg.**

In supersession of earlier order no. A-45012/5/2022-HRM-VIII/14789 dated 09.12.2022 regarding instructions for providing briefcase/handbag to officers/officials of EPFO, the monetary ceiling/limit for providing briefcase/handbag to the officers/officials of the EPFO has been revised as per DoP&T circular no. G-27052/01/2024-Cash dated 13.08.2024 (copy enclosed) subject to the following conditions with immediate effect as under:

Sr. No.	Level of officers	Revised limit (in Rs.) inclusive of GST.	Period
1.	Central Provident Fund Commissioner (Level-15)	10,000/-	Once in 3 years (from the date of the invoice related to purchase)
2.	Addl. CPFC (HQ) and Equivalent (level-14)	8,125/-	-do-
3.	Addl. CPFC/RPFC-I and Equivalent (Level-12,13 &13A)	6,250/-	-do-
4.	RPFC-II or Equivalent (Level-11)	5,000/-	-do-
5.	APFC or Equivalent (Level-10)	5,000/-	-do-
6.	SO/EO-AO/PS or Equivalent (Level-8 & 9)	5,000/-	-do-
7.	ASO/SS/PA or Equivalent (Level-7)	4,375/-	-do-

2. The officer/officials may be allowed to procure briefcase/office bags/ladies purses of their own choice from any private/public outlet. However, reimbursement shall be restricted to the above mentioned ceiling limits

3. One briefcase/ office bag/ ladies purse shall be provided to the above officers/officials on joining the EPFO or after a lapse of three years from the date of purchase of earlier one without requiring the officer to deposit the old briefcase or bag.

4. The monetary ceiling of the briefcase/ office bags/ladies purses of all category of officers/officials is inclusive of GST.

5. The above revised ceiling will be effective from the date of issue.

(This issues with the approval of the CPFC)

Encl. as above

**Yours faithfully,**



**(Saurabh Tripathi)**  
**Regional P.F. Commissioner-I (HRD-I)**

Copy for information to:-

1. PPS to CPFC
2. All EC/CBT Members
3. PPS to FA & CAO, CVO, ACC (HQ)
4. All Addl. Central PF Commissioners (HQ) & ACC (Zones) including ACC (ASD)
5. All Regional PF Commissioners
6. All DD (Vigilance)/ZAPs
7. All PPS, PA and SO in Head Office
8. RPFC, IS Division for web circulation
9. Secretary General, EPF Officers' Association
10. Secretary General, AIEPF Staff Federation
11. Secretary General, AIEPF SC/ST Federation
12. Secretary General, AIEPF Employees' Sangh
13. Hindi Section for Hindi Version
14. Guard file



**(Saurabh Tripathi)**  
**Regional P.F. Commissioner-I (HRD-I)**

F.No. G-27052/01/2024-Cash  
Government of India  
Ministry of Personnel, PG and Pensions  
Department of Personnel and Training,

North Block, New Delhi  
Dated the 13<sup>th</sup> August, 2024

**Office Memorandum**

**Subject:- Revision of monetary ceiling for purchase/ reimbursement of briefcase/ official bag/ ladies purses – regarding.**

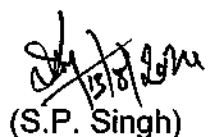
The undersigned is directed to refer to above subject and to state that the Competent Authority has decided to revise the monetary ceiling for purchase/ reimbursement of briefcase/ official bag/ ladies purses as under:-

Sr.no.	Level of officers/officials	Existing limit (in Rs.) inclusive of GST	Revised limit (in Rs.) inclusive of GST	Period
1.	Secretary/Special Secretary and equivalent (Level 17)	10000	12500	Once in 3 years (from the date of the invoice related to purchase)
2.	Addl. Secretary or equivalent (Level 15)	8000	10000	-do-
3.	Joint Secretary or equivalent (Level 14)	6500	8125	-do-
4.	Director/Dy. Secy./Sr. PPS or equivalent (Level 12-13)	5000	6250	-do-
5.	Under Secretary/PPS or equivalent (Level 11)	4000	5000	-do-
6.	Section Officer/PS or equivalent (Level 8-10)	4000	5000	-do-
7.	Assistant Section Officer/PA/ SSA/ Steno (NFSG) or equivalent (Level 6-7)	3500	4375	-do-

2. The entitled officers/ officials can purchase briefcase/ office bags/ ladies purses of their own choice from any private/ public outlet. However, reimbursement shall be restricted to the above mentioned ceiling limits.

-2-

3. The briefcase/ office bag/ ladies purse shall be provided to the above officers/ officials on joining this ministry or on completion of three years from the date of issue of earlier one.
4. This issues with the concurrence of Integrated Finance Division (IFD) of this Department vide Comp. No. 3187536 dated 8.8.2024.
5. The above revised ceiling will be effective from the date of issue.



(S.P. Singh)

Under Secretary to the Govt. of India  
Tel. 011-23094051

To

1. All Officers in the Department of Personnel & Training including PESB – through eOffice.
2. Integrated Finance Division(IFD) w.r.t. their Comp. no. referred above.