

भारतीय डाक विभाग/DEPARTMENT OF POSTS, INDIA  
मुख्य पोस्टमास्टर जनरल का कार्यालय, पश्चिम बंगाल सर्किल  
OFFICE OF THE CHIEF POSTMASTER GENERAL, WEST BENGAL CIRCLE  
कोलकाता/KOLKATA – 700012



To

1. The Postmaster General, Kolkata Region, Kolkata-700012
2. The Postmaster General, South Bengal Region, Kolkata-700012
3. The Postmaster General, M.M. Region, Kolkata-700012
4. The Postmaster General, North Bengal & Sikkim Region, Siliguri-734001
5. The General Manager (PAF), Yogayog Bhawan, Kolkata-700012
6. The Director, A & N Island Division, Port Blair
7. The Director, Kolkata G.P.O., Kolkata-700001
8. All the heads of units under Kolkata Region
9. All the head of Units under M.M. Region
10. All heads of units under HQ Region
11. The Supdt. Engineer (Postal), Postal Civil Circle, Yogayog Bhawan, 2<sup>nd</sup> floor, Kolkata-700012
12. The Executive Engineer (Electrical), Yogayog Bhawan, 13<sup>th</sup> floor, Kolkata-700012
13. The Sr. Architect (Postal), Yogayog Bhawan, Kolkata-700012

No. Genl/S-64/Ch.IV

Dated, 1st November, 2013

Subject :- Monitory Ceilings for purchase of Brief Cases/Ladies Purses for official purposes – regarding

Chief Postmaster General, West Bengal Circle has been pleased to fix financial limits of expenditure for procurement of Brief Cases/Ladies Purses for the office use of Officers of different grades of Circles, the details of which are furnished below :-

Sl. No.	Rank of Officers/Grade Pay	Upper cost ceiling with Vat	Periodicity
1	PMGs & equivalent. Grade Pay Rs. 10,000/-	Rs. 6,500/-	3 Years
2	Directors/Supdt. Engineers & equivalent. Grade Pay Rs.7,600/- to Rs.8,700/-	Rs. 5,000/-	3 Years
3	APMGs//Executive Engineers/ADPSs and equivalent. Grade Pay 4,800/- to 6,600/-	Rs. 4,000/-	3 Years
4	AEs/ASPs/Office Supdt. of C.O./IPs/Section Supervisors of C.O. & R.O./Personal Assistant/PRIs & equivalent. Grade Pay 4,200/- to 4,600/-	Rs.3,500/-	3 Years

2. The entitled Offices are required to take prior permission from their controlling officers before procurement of brief cases/ladies purses for their office use only. The cost of the brief cases/ladies purse including VAT only will be reimbursed on production of original bill in support of purchase of the same.

3. Before issuing permission for purchase of brief case/ladies purse to any officer, the controlling officer will ensure that the said Brief Case/Ladies purse is required for office use only. It will also be kept in view the Dte's instruction on Economy measures & Rationalization of Expenditure vide O.M. No. 7(2)/E Coord/2013 dt. 18.09.2013.

4. The above ceiling is effective from the date of issue of this order.

*S. K. Bera*

(एस के बेरा/S. K. Bera)  
सहायक निदेशक डाक सेवा (पी एंड एस आर)  
Asstt. Director of Postal Services (P&SR)  
मुख्य पोस्टमास्टर जनरल का कार्यालय  
O/o the Chief Postmaster General  
पश्चिम बंगाल सर्किल/West Bengal Circle