

**DELHI URBAN SHELTER IMPROVEMENT BOARD  
GOVT. OF NCT OF DELHI  
(CARE-TAKING BRANCH)**

**F. No. I/41/2015-CTB**

**Dated:-11/06/2015**

**CIRCULAR**

**Sub: Purchase/reimbursement of briefcase/ office bag/ladies purse.**

1. In partial modification of Circular No. F/1323/1/CTB/DUSIB/2011/ D-123 dated 22/05/2014 the ceiling of reimbursement of briefcase/ office bag/ladies purse in DUSIB shall be as under:-

<b>S. No.</b>	<b>Designation</b>	<b>Upper Ceiling of reimbursement of brief case/office bag/ ladies Purse.</b>
1.	C.E.O. Member, Chief Engineer	Rs. 10,000/-
2.	Director, FA, CLA or equivalent.	Rs. 8,000/-
3.	Joint Director, Dy. Director, LO, Executive Engg. Or equivalent.	Rs. 5,000/-
4.	Asstt. Director, AAO, Tehsildar, JLO, Sr. AO, PS or equivalent.	Rs. 4,000/-
5.	Naib Tehsildar, JE, LA, Assistant, Head Clerk, PA or equivalent.	Rs. 3,500/-
6.	Patwaris, Rent Collector, Process Server, Dak Peon, Dispatch Rider.	Rs. 650/-

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.
3. The briefcase/office bag/ladies purse shall be provided to the above officers/officials on joining Delhi Urban Shelter Improvement Board GNCTD or on completion of three years from the date of issue of earlier one.
4. The above revised ceiling will be effective with immediate effect.

This issues with the prior approval of the Competent Authority and concurrence of finance.

**Dy. Director (CT)**

**Distribution:-**

1. P.S to Chief Executive Officer (DUSIB) for kind information of the latter.
2. P.S. to Member (Admn./finance/Engg.) for kind information of the latter.
3. Chief Engineer I & II (DUSIB).
4. All Directors (DUSIB) for kind information please.
5. B&FO
6. All Dy. Directors
7. All SEs
8. All Sectional Heads of the department.
9. AO (HQ)
10. Office copy.