

**GOVERNMENT OF INDIA  
MINISTRY OF DEFENCE (FINANCE)  
OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS  
107, LOWER AGRAM ROAD, AGRAM POST, BENGALURU-560 007**

**IMPORTANT CIRCULAR**

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NO.AN/II/1002/OC

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Dated: 31-01-2017

TO

ALL SUB OFFICES (as per standard list)

ALL SECTIONS (in Main Office)

Subject: Issue of brief cases/hand bags

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Hqrs office has accorded sanction to the entitled officers/officials who are drawing Grade Pay of Rs.4600/- to Rs.5400/- (in the pre-revised scale) irrespective of the gazetted status to procure briefcase/official bag/handbag/ladies purse of their choice from any private/public outlet. However, reimbursement shall be restricted to Rs.3000/-concomitant with the respective level/grade pay of officer/official, as prevalent in Ministry of Defence.


In this connection I am directed that all concerned should adhere the following requirements while submitting the claims.

- Contingent bill along with Pay slip showing grade pay of Rs.4600/- and above duly mentioning the Grade, Bank name, SB Account No and IFSC code for correct remittance of amount.
- Original Bill/Cash Receipt in support of the claim should invariably bear TIN/TAN number of the issuing out let. Receipts enclosed without fulfilling this requirement will not be accepted/admitted in audit.
- As a periodicity of three years has to be observed for replacement/purchase, AAOs and above should enclose a certificate indicating that they have not been provided brief cases/hand bags during past three years.
- Before forwarding claims to Main Office for reimbursement, PAOs and sub-offices should ensure to carryout scrutiny/pre-audit of the bills duly ensuring that the claimant has complied with the above requirements, otherwise claim may be returned at your end to avoid unnecessary correspondence. It may also be ensured that bills of all the staff/officers of your office may be sent at a time. Forwarding of bills in piecemeal may strictly be avoided.
- Officer-in-charge of sections in Main Office should submit the claims of their sections (entitled person) collectively, duly complied with above requirements.
- **The last date for submission of the claim will be 25<sup>th</sup> February 2017. No bills will be entertained after due date.**

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Addl. CDA