

GOVERNMENT OF WEST BENGAL

Finance Department
Audit Branch (Group T)
"NABANNA" 325, Sarat Chatterjee Road, Howrah – 711 102
(E-547762)

No.:1066-F(Y)

Dated : 20.03.2025.

MEMORANDUM

Sub.: - Reimbursement of expenses incurred on purchase of Briefcase/Office Bag/Ladies Purse for official use of all Sr. Divisional Accounts Officers/Divisional Accounts Officers/Divisional Accounts Officers (on deputation)/Divisional Accountants/Divisional Accountants (on Probation)/Divisional Accountants (on deputation) working in and drawing pay from the Government of West Bengal.

In terms of Circular No. 04-Staff 2022 No. 16-Staff Entt.II/33-2021 dated 03.02.2022 read with Circular No. 24-Staff 2024 No. 44-Staff Entt.II/33-2021 dated 26.07.2024 issued by the Office of the Comptroller & Auditor General of India, GOI all Sr. Divisional Accounts Officers/Divisional Accounts Officers/Divisional Accounts Officers (on deputation)/Divisional Accountants/Divisional Accountants (on Probation)/Divisional Accountants (on deputation) are entitled for reimbursement of expenditure incurred on purchase of briefcase/office bag/ladies purse for official use

In view of the above, the Governor is pleased to allow all the officers of Divisional Accountant Cadre working in and drawing pay from the Government of West Bengal, for reimbursement of expenditure incurred on purchase of briefcase/office bag/ladies purse for official use under the following conditions-

1. The entitled officers can purchase briefcase/office bag/ladies purse of their own choice from any public/private outlet with GST registration. However, the reimbursement shall be restricted to the following ceiling limits:

| Pay Level | Ceiling (in Rs) |
|---------------------|-----------------|
| Level 6 to Level 7 | 4375/- |
| Level 8 to Level 10 | 5000/- |

2. The reimbursement shall be made on joining this Department or completion of three years from the date of issue of the earlier one.
3. An entry shall be made in Service Book of the concerned officers regarding the fact of reimbursement of briefcase/office bag/ladies purse for official use.

Sd/- P.K. Mishra
Additional Chief Secretary to the
Government of West Bengal.

Copy forwarded for information and necessary action to:-

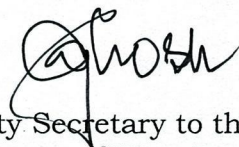
01. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kol.-700 001.
02. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kol.-700 001.
03. The Principal Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3rd MSO Buildings, 5th Floor, Block DF, Sector-I, Salt Lake, Kolkata – 700 064.
04. Deputy Accountant General (A/cs & VLC), Office of the Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kol.-700 001.
05. The Additional Chief Secretary/Principal Secretary/Secretary,

_____ Department.

He is requested to circulate this order to all the Offices/Local Bodies/Parastatals under the Department.

06. Financial Advisor, _____ Department.
07. The Commissioner, _____ Division.
08. Director, _____
09. The Director of Treasuries & Accounts, West Bengal, Mitra Buildings, 8, Lyons Range, 3rd Floor, Kolkata – 700 001.
10. The District Magistrate/District Judge/Superintendent of Police, _____

11. The Sub-Divisional Officer _____
12. Block Development Officer _____
13. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, Old Khadya Bhawan, 11A, Mirza Ghalib Street (East Side), Kolkata – 700 087.
14. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Old Khadya Bhawan, 11A, Mirza Ghalib Street (West Side) 2nd & 3rd Floor, Kolkata – 700 087.
15. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Subhanna, SGO Complex, 5th and 6th Floor, Plot No. 9, DF Block, Sector 1, Bidhannagar, Kol-700 064.
16. Treasury Officer _____
17. Group _____ / _____, Branch,
Finance Department.
18. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.
19. Office copy.


Deputy Secretary to the
Government of West Bengal.