



सत्यमेव जयते

भारत सरकार

GOVERNMENT OF INDIA

प्रधान मुख्य आयकर आयुक्त, मुंबई

PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, MUMBAI

अपर आयकर आयुक्त (मुख्या.) कार्मिक

ADDL. COMMISSIONER OF INCOME-TAX (HQ) PERSONNEL

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No. Addl.CIT (HQ)Pers./Oth. Rev. Exp./Briefcase/2023-24

Date: 18.08.2023

**Office Order**

**Subject:- Revision of Rates for purchase/reimbursement of briefcase/Office Bag/ Ladies-Purse/hand bags etc., once in three years by officers/officials of Income Tax Department- Order regarding.**

In view of the recommendations of 7<sup>th</sup> pay commission, the undersigned is directed to convey approval of the Competent Authority to revise the monetary ceiling as well as the eligibility criteria for purchase/reimbursement of briefcase/Office Bag/Ladies-Purse/hand bags etc.. The order is being passed in suppression of all such earlier office orders.

2. The expenditure qualifying for the reimbursement shall be that expense as made by the officers/officials on purchase/reimbursement of briefcase official bag/ladies purses/hand bags once in a period of three years.

3. In view of the above, the rates for purchase/reimbursement of briefcase/official bag ladies purses/hand bags once in three years by officers/officials in accordance with the recommendations of 7th pay commission shall be hereunder :-

Sr. No.	Level of Official	Allowable Rates (In Rs.) for purchase of of briefcase/official bag/ladies purses/hand bags etc	Period
1	Pr. CCIT/ Pr. DGIT	10,000/-	Once in a period of three years
2	CCIT/ DGIT	8,000/-	-do-
3	PCIT/CIT/DIT or equivalent	6,500/-	-do-
4	Addl. CIT/ Addl. DIT/ Addl. Director (System)/Joint CIT/ Joint DIT/ Joint Director(System) or equivalent	5,000/-	-do-
5	DCIT/ DDIT/ Dy. Director (System)/ Dy. Director (OL)/ ACIT/ ADIT/ Asst. Director (System)/ Asst. Director (OL) or equivalent	4,000/-	-do-
6	ITO/ Sr. PS/ AO Gr. II	4,000/-	-do-
7	Inspector /PS/ AO Gr. III	3,500/-	-do-

4. The entitled officers/ officials can purchase briefcase/office bag/ladies purses/hand bags etc. of their own choice from any private/public outlet. However, reimbursement shall be restricted to the above mentioned ceilings limits as mentioned in column 3 above.

5. The above rates will be effective with the immediate effect and shall be further increased by 25 percent each time DA increases by 50 percent.

6. This issues with the approval of the Competent Authority.



( Mudit Srivastava)  
Addl. Commissioner of Income Tax(Hq)(Pers.),  
Mumbai

**Copy to:-**

1. The ZAO, CBDT, Mumbai
2. The DC (HQ) Finance, Mumbai
3. All the Heads of Offices, I.T. Dept., Mumbai
4. The ITGOA/ITEF, Mumbai Unit, Mumbai
5. All Notice Boards of I.T. Dept., buildings in Mumbai



18/08/2020

( Ritesh Kumar )  
ITO(HQ) (Welfare & S.G), Mumbai