



पूर्वोत्तर इंदिरा गांधी क्षेत्रीय स्वास्थ्य एवं आयुर्विज्ञान संस्थान, शिलांग  
NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH & MEDICAL SCIENCES, SHILLONG

(भारत सरकार, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, स्वायत्त संस्थान)  
(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)

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F. No.

No. NEIGR-Estt-I/294/2024/7

Dated, 04 October, 2024

**CIRCULAR**

**Subject: Provision for purchase/ reimbursement of Briefcase/Official bag /ladies purse, once in three years by the Officers/Officials of NEIGRIHMS, Shillong – regarding**

On the approval of the Director, NEIGRIHMS the Institute has extended the provision for purchase / reimbursement of Briefcase/Official Bag/ladies purse, once in three years on the analogy of DOE's Circular No. F. No.13016/1/2005-GAD Dated 01<sup>st</sup> May, 2024, Ministry of Finance, Government of India, to the Institute's Officials / Officers. Accordingly, the amount / rates/monetary ceiling for reimbursement of briefcase/official bag/ladies purse are as under:

Sl. No.	Level of Officer/Officials	Rates Limit (in Rs.)		Period
		Existing Ceiling	Revised Ceiling incl. of GST	
1.	Level -17	Rs.10,000/-	Rs.12,500/-	Once in 3 years
2.	Level -15 to16	Rs.8,000/-	Rs.10,000/-	-do-
3.	Level – 14	Rs.6,500/-	Rs.8,125/-	-do-
4.	Level – 12 to13	Rs.5,000/-	Rs.6,250/-	-do-
5.	Level – 11	Rs. 4,000/-	Rs.5,000/-	-do-
6.	Level – 8 to 10	Rs. 4,000/-	Rs.5,000/-	-do-
7.	Level – 7	Rs. 3,500/-	Rs.4,375/-	-do-


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The entitled officers/ official can purchase briefcase /office bags/ ladies purse of their own choice from any private / public outlets as per their entitlement and submit original bill with a certificate that expenditure has been incurred on purchase of briefcase/office bag/ ladies purses, for officials use, to the Accounts Section for reimbursement .

The facility of reimbursement on purchase /office bag/ ladies bag shall be provided to the above officers / officials once in three years from the date of issue of this order. In case of theft/loss/stolen/ turnout etc., no exemption shall be allowed to purchase new brief case / office bag/ ladies purse before the completion of stipulated period of three years.


This order will be effective from the date of issuing of this circular.

  
(Lt. Cdr. Pawan Deep)  
Deputy Director (Admn)

Memo No. NEIGR-Estt-I/294/2024/7

Dated, 04 October, 2024

1. The Dean, NEIGRIHMS, Shillong
2. The Medical Superintendent, NEIGRIHMS, Shillong
3. All HODs/ HOD i/c, NEIGRIHMS, Shillong.
4. All Section/Unit Heads - College of Nursing, Security, Stores Officer Library, Administration, Nursing Section, Engineering Section (Civil & Electrical), Academic Section, Examination Cell, Accounts Section, GAD/ Establishment – I/II/ III, Dietary, MRD, Sanitation, Laundry, CSSD, Casualty, Director's Section, BME, etc
5. Accounts Officer, NEIGRIHMS, Shillong for information and necessary action.
6. PA to the Director, NEIGRIHMS, Shillong for favour of information of Director.
7. All Dealing Assistant, Establishment – I Section, NEIGRIHMS, Shillong for information and necessary action.
8. Programmer, IT Cell, NEIGRIHMS, Shillong and to upload in the Institute's website.

  
(Lt. Cdr. Pawan Deep)  
Deputy Director (Admn)