



केन्द्रीय विद्यालय संगठन (मुख्या०)
शिक्षा मंत्रालय भारत सरकार के अधीन स्वायत्त संस्थान
18 संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली-110016
KENDRIYA VIDYALAYA SANGATHAN (HQs)
An Autonomous Body under Ministry of Education, Govt. of India
18, Institutional Area, S.J.S Marg, New Delhi-110016
Tel.: 011-2652184
Website: www.kvsangathan.nic.in

F.11-S-SOBRCs/1/2018/(S&S)

Dated:- 08.04.2025

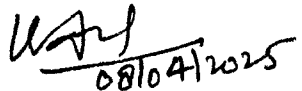
OFFICE ORDER

Subject: Revision of Monetary Ceiling for purchase/reimbursement of briefcase/ official /ladies purses-regarding.

In continuation to this office letter of even no. 07.12.2018, considering the prevailing market rates and price escalation, it has been decided by the competent authority to revise the monetary ceiling for the purchase/reimbursement of briefcase/official bag/ladies' purse with immediate effect as under:-

Sr.No.	Level of Officers/Officials	Existing limit (in Rs.)inclusive of GST	Revised limit (in Rs.) Inclusive of GST	Period
1.	Secretary/Special Secretary & equivalent (Level 17)	10000	12500	Once in 3 years (from the date of the invoice related to purchase)
2.	Addl. Secretary or equivalent (Level-15)	8000	10000	
3.	Joint Secretary or equivalent (level-14)	6500	8125	
4.	Director/Dy. Secy./Sr. PPS or equivalent (level 12-13)	5000	6250	
5.	Under Secretary/PPS or equivalent (Level- 11)	4000	5000	
6.	Section Officer/PS or equivalent (level 8-10)	4000	5000	
7.	Assistant Section Officer/PA/SSA/Steno(NFSG) or equivalent (Level 6-7)	3500	4375	

1. The entitled officers/officials can purchase briefcase/office bag/ladies purse of their choice from any private/public outlet. However, the reimbursement shall be restricted to his/her entitlement shown above.
2. The briefcase/office bag/ladies purse shall be provided to the above officers/officials on completion of three (03) years from the date of issue/official purchase of the earlier one.
3. The above ceiling is valid till further orders
4. This issues with the approval of the Competent Authority.


08/04/2025
(PUSHPENDRA KUMAR)
ASSISTANT COMMISSIONER [ADMN.]

Distribution:-

1. PS to Commissioner, KVS(HQ), New Delhi for information.
2. PS/PA to Joint Commissioner (Admn.)/(Fin.)/(Acad)/(Trg.)/(Pers.) for information
3. The Deputy Commissioner/Director, All Regional Offices/ZIETs KVS for information and necessary action.
4. All Officers/Sections KVS (HQ) for information.
5. Assistant Commissioner (IT Cell) with a request to upload the same on KVS website.
6. Guard file.