



**प्रधान मुख्य आयकर आयुक्त कार्यालय, पश्चिम बंगाल और सिक्किम**  
**OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, WEST BENGAL & SIKKIM**  
Aayakar Bhawan, 1<sup>st</sup> floor, P-7, Chowringhee Square, Kolkata – 700 069  
Phone: (033) 2213 6150 Email: Kolkata.dcit.hq.admin.vig@incometax.gov.in

Order No. 04/2023-24

F. No. Pr.CCIT/WBS/Admn/DC/Genl/56(Part-1)/Briefcase and Handbag/2023-24/ दिनांक:

In partial modification to order no. 05/2021-22 dated 17.08.2021 and in consideration of the recommendation of the 7<sup>th</sup> Central Pay Commission and in compliance with the clarification issued by the Pr.CCA, CBDT, New Delhi in respect of the reimbursement of briefcase allowance, the Pr.CCIT, WB & Sikkim, by virtue of Schedule V of Delegation of Financial Power towards incurring contingent expenditure, has decided to modify the monetary ceiling in regard to level of officers/officials for the procurement of briefcase/ office bag/ handbags, etc. The expenses for the above mentioned procurement will be made from the budgetary head "**Office Expenses**" once in 3 years by the officers/ officials mentioned in Column (II) to the extent of amount mentioned in column (III).

SI. No.	Level of officers/ officials (Pay Band/GP)	Maximum ceiling amount (Rs)	Minimum Period
(I)	(II)	(III)	(IV)
1	Apex Scale	10,000/-	3 years
2	HAG, HAG	8,000/-	3 years
3	GP 10,000/-	6,500/-	3 years
4	GP 7600/- to GP 8700/-	5,000/-	3 years
5	GP 4800/- to GP 6600/-	4,000/-	3 years
6	GP 4200/- to GP 4600/-	3,500/-	3 years

- The entitled officers/officials can purchase briefcase/office bag/ladies purse of their own choice from any private/public outlet. However, the reimbursement shall be restricted to the above ceiling limits.
- The briefcase/office bag/hand bag shall be provided to the above officers/officials on joining the Income Tax Department or joining of respective post or on completion of three years from the date of issue of earlier one.
- The DDO shall maintain a register regarding submission of bill of the incumbent in respect of purchase of briefcase/office bag/hand bag.
- The Head of Departments (HoDs) may provide the briefcase/office bag/hand bag to any officer/official based on the nature of work and requirement from the budgetary grant provided to them.
- The order shall come into force with immediate effect.

*Sd/-*  
[आनंद कुमार सिंह / Anand Kumar Singh]  
आयकर आयुक्त/CIT(Admn. & T.P.S.), Kolkata




Memo No. Pr.CCIT/WBS/Admn/DC/Genl/56(Part-1)/Briefcase and Handbag/2023-24/1514-

दिनांक: 10.07.2023

Copy forwarded for information and necessary action to :-

- All Head of Departments ( HoDs) in the region of West Bengal and Sikkim
- All headquarter officers under the Pr. CCIT WB and Sikkim
- ZAO, CBDT, Kolkata
- DDIT(OL), Kolkata with a request for Hindi version of this order.
- Guard File

  
(बिमलेंदु टुडु BimalenduTudu)  
आयकर उपायुक्त, मुख्या(प्रशासन एवं सतर्कता), कोलकाता  
D.C.I.T., Hqrs. (Admn. & Vig.), Kolkata  
for Pr.CCIT, W.B & Sikkim