



ईपीएफओ, मुख्य कार्यालय
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EPFO, HEAD OFFICE
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA
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No. A-45012/5/2022-HRM-VIII/

Date: 09 DEC 2022

To,

All Addl. CPFC (HQ)/Director PDNASS/
ACC (Zones)/ACC (ASD)
All RPFCS/Office in-charge of Regional Offices.

Sub: Instructions for providing briefcase/handbag to officers/officials of EPFO - reg.

Madam/Sir,

In supersession of earlier order no. HRM-8/V/44/3/2001/Misc./7448 dated 28.08.2014 on the subject cited above, the monetary ceiling/limit for providing briefcase/hand bag to the officers/officials of the EPFO has been revised as per DOPT circular no. D-21013/4/2012-Ad.II dated 15.05.2012 subject to following conditions with immediate effect:

- The officer/officials may be allowed to procure briefcase/bag of his/her choice from the market and reimbursement may be allowed later on subject to entitlement and submission of the bill in original.
- One briefcase/bag may be provided to the officer after a lapse of three years from the date of purchase of earlier one without requiring the officer to deposit the old briefcase/bag.
- The monetary ceiling of the briefcase of all category of officers/officials mentioned below may be allowed excluding VAT and other Taxes.

Revised entitlement is as under:

Sl. No.	Level of Officers	Revised Rates (in Rs.)
1.	Secretary/Special Secretary or equivalent	10000/-
2.	Addl. Secretary or equivalent	8000/-
3.	Joint Secretary or equivalent	6500/-
4.	Director/Deputy Secretary or equivalent	5000/-
5.	Under Secretary/Pr. Private Secretary or equivalent*	4000/-
6.	Section Officers/Private Secretary or equivalent*	4000/-
7.	Assistant/PA or equivalent #	3500/-

*Includes RPF-II/APFC/AD (OL)/DD (OL)/ AD (Audit)/DD (Audit)/AD (Vig.)/DD (Vig.)/AO/EO/Programmer.

Includes SS/ASO/PA/DPA/STO.

[This issues with the approval of CPFC]

Yours faithfully,



(Uma Mandal)

Addl. Central P.F. Commissioner (HRM)

Copy to:

1. Staff Officer to CPFC – for information please.
2. PS to FA& CAO/CVO
3. Hindi Section for Hindi Version



(Rakhi Chakravarty)

Regional P.F. Commissioner-II (HRM)