

पावर सिस्टम ऑपरेशन कॉर्पोरेशन लिमिटेड
केन्द्रीय मानव संसाधन विभाग

सं.: के/मा.सं/नीति/5

दिनांक: 01.11.2021

केन्द्रीय मानव संसाधन परिपत्र सं - 25/2021

Subject: Provision for Brief-Case/Bag- Revision in Ceiling thereof

1. The provision of brief-case/ladies portfolio bag allowed to the executive category employees has been reviewed. It has been decided to revise the monetary entitlements considering the prevailing market prices and extend the provision to the non-executives as under:

Level	Monetary Entitlement (incl. of all taxes)	
	Existing	Revised
CMD/Director(s)	As per requirement	As per requirement
E8-E9 Grade	Samsonite Regular (Estimated Cost ₹ 2,550/-)	₹ 6,500/-
E6-E7 Grade	VIP Odeyssey Model OD BX-1 (Estimated Cost ₹ 1,900/-)	₹ 5,500/-
E2-E5 Grade	VIP Odeyssey Model OD BU-1 (Estimated Cost ₹ 1,600/-)	₹ 5,000/-
All Non-Executives	Nil	₹ 2,500/-
Life	4 years	4 years

2. The following modalities have been decided in this regard:

(a) Employees are allowed to procure brief-case/bag etc. as per their choice/requirement, irrespective of brand, model and cost, but the reimbursement in such cases will be restricted to prescribed monetary ceiling/entitlement or the actual price, whichever is lower.

(b) Procurement of similar items in place of brief-case/ladies portfolio bag available in the market such as bag packs, office hand-bags, messenger bag, laptop bags, cabin baggage, overnigher, ladies' bag, ladies' purse etc. which serve the same purpose is also allowed within the same prescribed modalities. Ladies bag, ladies purse etc. is allowed only to female employees.

(c) Employees are allowed to procure only one item and one unit of the item.

(d) Purchase shall be made through the website(s)/mobile applications of e-retailers, etc. or from retail stores.

(e) Payment to the retailer shall be made by the employee through electronic mode only - net banking, credit/debit card, e-wallet, etc.

(f) The reimbursement in this regard is allowed only to the regular employees (including probationers) but excludes trainees.

(g) The eligible employees shall route their reimbursement claim through the HR Department of respective CC/RLDC to the finance department for making necessary entries in the register alongwith original purchase receipt/invoice. The prescribed form for submission of claims in this regard is enclosed at Annexure-A.

3. The provision for raincoat and digital diary/calculator stands discontinued.

The above revised provisions shall be applicable with immediate effect.

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

अमित मदान
01.11.2021
(अमित मदान)
प्रबंधक (मा.सं)

वितरण :

1. सभी कार्मिक - एच आर आई एस के माध्यम से

Annexure-A
पावर सिस्टम ऑपरेशन कॉर्पोरेशन लिमिटेड



**CLAIM FORM FOR REIMBURSEMENT OF BRIEF CASE/ BAG
(As applicable)**

Name:	Employee No.:
Designation:	Grade:
Department:	RLDC/NLDC/ CC:

1. I have procured a Briefcase/ Bag etc. (as applicable) as per the provisions of the Circular No. 25/2021 dated 01.11.2021 from M/s (Name of Retailer).
2. Payment for the cost of Briefcase/ Bag has been made by me through Electronic Mode (Net Banking/Debit Card/ Credit Card/ E-wallet) (Please ✓ Mark).
3. A self-attested copy of the Original Bill No..... dated..... of ₹/- in my name alongwith proof of payment through electronic mode is enclosed.

I hereby give an undertaking that I have not claimed reimbursement for Brief Case/ Bag etc. (as applicable) from the organization during last four years. I may be reimbursed the cost of Brief Case/ Bag etc. (as applicable).

Signature:

Name of Employee:

Designation:

Date:

(For Use by HR Department)

Checked for ₹/- (In words Rupees.....only)

Remarks (if any):

Signature:

Name of Employee:

Designation:

Date:

(For Use by Accounts Department)

Passed for ₹/- (In words Rupees.....only)

Account Code	Amount	Cash/Bank Code
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Remarks (if any):

Signature:

Name of Employee:

Designation:

Date: