



ईपीएफओ, मुख्य कार्यालय  
श्रम एवं रोजगार मंत्रालय, भारत सरकार  
भविष्य निधि भवन, 14, भीकाजी कामा प्लेस, नई दिल्ली 110066



EPFO, HEAD OFFICE  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA  
BHAVISHYA NIDHI BHAWAN, 14, BHIKAJI CAMA PLACE, NEW DELHI 110066  
[www.epfindia.gov.in](http://www.epfindia.gov.in)

No. A-45012/5/2022-HRM-VIII/

Date: 09 DEC 2022

14789

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)