

**No. D-15020/5/2019-GA**  
**Government of India**  
**Ministry of Jal Shakti**  
**Department of Water Resources, RD &GR**  
**(General Administration)**

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**Shram Shakti Bhawan,**  
**Rafi Marg, New Delhi**  
**Dated 01<sup>st</sup> October, 2025**

**Subject: Revision of monetary ceiling for purchase/reimbursement of briefcase / official bag/ ladies purchase –reg.**

Considering the prevailing market rates and increasing prices of the consumer goods, the competent authority has decided to revise the monetary ceiling for purchase/reimbursement of briefcase/ official bag/ladies purse as under:

Sr. No.	Level of officers/Designation	Revised Rates in Rupees (including all taxes)
1	Hon'ble Minister/MOS	As desired
2	Secretary/ Special Secretary	12,500/-
3	Additional Secretary and equivalent	10,000/-
4	Joint Secretary/ Commissioner level	9,000/-
5	Director/ Deputy Secretary level	7,000/-
6	Under Secretary level	6,250/-
7	Section Officer level	5,000/-
8	Assistant Section Office/PA level	4,375/-

2. The entitled officers/officials can purchase briefcase/ office bags/ ladies purses of their own choices from any private/ public outlet. However, reimbursement shall be restricted to the above-mentioned ceiling limits.

3. The briefcase/ office bag/ladies purse shall be provided to the above officers/ officials on fresh joining to this Ministry or on completion of three years from the date of issue of earlier one.

4. This issues with the concurrence of Integrated Finance Division (IFD) of this Department vide their Dy No. 366/IFD/2025-26 dated 19.09.2025 and the approval of the Secretary (WR,RD&GR).

5. The above revised ceiling will be effective from 24.09.2025.

  
(Arpan)  
Section Officer(GA)  
Tel: 23719816

To

1. All Officers in the Department of Water Resources, RD &GR (through intra-portal)
2. Integrated Finance Division (IFD) w.r.t their Dy. No. referred above.