

**CONTROLLER OF DEFENCE ACCOUNTS**  
**618, ANNA SALAI, TEYNAMPET, CHENNAI-600 018**

Phone : 044-24349980

Fax: 044-24348142

No. AN/VII/HKC/Brief Case

Dated : 03 /07/2018

**CIRCULAR**

- TO
1. All Sections in Main Office
  2. All Sub offices under CDA Chennai

**Sub:** Issue of brief cases/ handbags to the eligible officers/officials in Defence Accounts Department – reg.

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It is proposed to provide Brief case / Hand bag / Ladies purse for Non-Gazetted officials working in CDA, Chennai, Main Office and all Sub Offices located under the aegis of CDA Chennai.

2. All officials will have the option to buy Brief case / Handbag / Ladies purse (for Lady officials) from any Private / Public outlet of their choice and reimbursement will be made on production of Original receipt (bearing GST No.) for the said purchase & showing the Brief case / Handbag / Ladies purse in respective office.

3. As per the DOPT Office Memorandum No. D-21013/4/2012-Ad-II dated 15/05/12 and Hqrs. Office, New Delhi letter No.AN/XIV/14114/III/JCM/Vol-IX dated 21/10/2016, the eligibility criteria for various Level/ grade pay of officers / officials is as given below.

Sl.No	Level / Grade pay of officials	Eligible amount (Maximum)
1	CDA	Rs.6500/-
2	DCDA/ACDA	Rs.4000/-
3	SAO/AO/AAO/PS	Rs.4000/-
4	Senior Auditor / Supervisor (A/cs) / Section Officer (A/cs) / DEO's	Rs. 3000/=

3. All eligible Officials (those who have not been provided brief case /handbag / ladies purse during the previous three years) are requested to purchase brief case /handbag / ladies purse and submit the contingent bill duly filled in duplicate individually along with the original receipt and a Certificate stating that he/she has not claimed reimbursement for purchase of ibid items during the previous three years may be forwarded to this office immediately for further necessary action.

CDA has seen.

Copy to:

The Officer I/c,  
AN-V Section (Local), CDA, Chennai- For information

(B.S. CHAKRAVARTHY)  
ACCOUNTS OFFICER (AN/VII)

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ACCOUNTS OFFICER (AN/VII)