

CIRCULAR

Subject: Introduction of Reimbursement Facility for Purchase of Brief Case/Official Bag/Ladies Bag – Regarding.

It is hereby notified that the Directorate General of Health Services (DGHS), vide Letter No. D-21019/01/2023-EPI dated 19.11.2025, has accorded approval for extending the reimbursement facility for the purchase of Brief Case/Official Bag/Ladies Bag to the eligible officers/officials of the Central Research Institute (CRI), Kasauli. The reimbursement shall be admissible as per the rates prescribed for the respective pay levels of the eligible categories of staff.

2. The facility may be availed once in three years by the eligible employees. The concerned employee may procure the Brief Case/Official Bag/Ladies Bag of their choice and submit the **original bill/receipt along with an application** for reimbursement to the concerned section. The reimbursement claim shall thereafter be processed by the **Bills Section**.

3. The approved reimbursement rates for the **eligible posts** are as under:

Sr. No.	Designation & Level	Pay Level	Rate
1.	Director / Addl. Director	14	8125/-
2.	Dy. Director (Medical)	12	6250/-
3.	Bio-medical Engineer / Assistant Director (Medical) / Assistant Director (Non - Medical)	11	5000/-
4.	Dy. Assistant Director (Medical) / Dy. Assistant Director (Non - Medical) / Dy. Assistant Director (Bio) / Factory Manager / Veterinary Officer / Assistant Director (OL)	10	5000/-
5.	Admin. Officer	8	5000/-
6.	Accounts Officer / Store officer / Assistant Library & Information Officer / Asstt. Elect. Engineer / Asstt. Mechanical Engineer / Asstt. Instrumental Engineer / Private Secretary / Technical Officer	7	4375/-
7.	Foreman / Assistant Technical Officer / Stenographer Grade – I / Office Superintendent / Junior Translation Officer / Junior Statistical Officer	6	4375/-

4. All eligible staff members are requested to utilize this facility as per the approved entitlement and periodicity. Reimbursement shall be restricted to the above-mentioned limits. Bills submitted must be clear, valid, and duly signed by the claimant.


(Dr. Dimple Kasana)
Director

Copy to:

1. Director General of Health Services, Dte.G.H.S, Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi – 110054.
2. PS to Director.
3. Bills Section with directions to process the bills submitted by the eligible officials as given above.
4. Accounts Section, Central Research Institute, Kasauli.
5. All Head/Officer-in-Charges of all Section/Division of C.R.I., Kasauli for information and circulation of this among staff working under their unit.
6. All Notice boards.
7. Nodal officer, website for uploading on the Institute' website.