



# ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION

(Deemed University)

Panch Marg, Off Yari Road, Versova,  
Andheri (West), Mumbai-400061

Tel. No. 022-26361446/7/8, Fax No. 022-26361573 Web Site : www.cife.edu.in



F. No. 11-19/2019/Estt./

Dated 17<sup>th</sup> October, 2020

## OFFICE ORDER

The Director has been pleased to approve the re-imbursment of the cost of Purchase of Briefcase/ Hand Bags/ Ladies Purse to the staff in CIFE in accordance with the manner given to the staff in ICAR Headquarters vide Office Order No. 2-(4)/2012-Geni.Admn. (Pt.) dated 10th April, 2013. The eligibility conditions and cost ceiling etc. are indicated below:-

Sr. No.	Eligible Officials	Cost Ceiling (inclusive of taxes)
1.	Director, HODs & Principal Scientist or equivalent	Rs. 6,500/-
2.	Sr. Scientist, CF&AO & CTO (T-9) or equivalent	Rs. 5,000/-
3.	Scientist, ACTO (T-7/8), Dy. Director (OL), STO (T-6), Sr. A.O., A.O., F&AO, Asstt. Director (OL) or equivalent	Rs. 4,000/-
4.	AAO, AF&AO, Private Secretary, Tech. Officer (T-5) or equivalent	Rs. 4,000/-
5.	Technical Staff (T-4), P.A., Assistant or equivalent	Rs. 3,500/-

1. The reimbursement will be admissible **once in three years** reckoned from the date of purchase.
2. Staff should have completed two years service/ completed probationary period.
3. The entitled officers/ officials can purchase Briefcase/ Hand Bags/ Ladies Purse of their own choice from any public/ private outlet. However, reimbursement shall be restricted to the above mentioned cost ceiling limit.
4. The eligible officers/ officials should submit the bill in original along with a certificate for purchase of the said item.
5. This is issued with the concurrence of the Internal Finance of the Institute and approval of the Director, CIFE.
6. This order will be effective from the date of issue.

(P. J. Davis)

**Sr. Administrative Officer**

### Distribution:-

1. All the eligible officers/ staff as above.
2. Director Cell.
3. Officer Incharges of Regional Centres of CIFE.
4. All HODs/ CF&AO/ SAO/ F&AO/ AAOs/ AF&AO/ DDO, CIFE, Mumbai.
5. [webmaster@cife.edu.in](mailto:webmaster@cife.edu.in)



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**Application for claim of reimbursement for Purchase of  
Brief-Cases/ Hand Bags/ Ladies Purse**

Sl. No.	Particulars	Details
1.	Name (in Capital Letters)	
2.	Designation	
3.	Complete Office Address	
4.	Contact Number	
5.	Band Pay in the Pay Band	
6.	Level/ Grade Pay	
7.	Whether the last issuance/ purchase was made three years before?	YES / NO
8.	Description of Item of Purchase	
9.	Amount of Claim (Rs.)	
10.	Whether Bill/ Cash Memo is enclosed	YES/ NO
11.	Bill/ Cash Memo No.	
12.	Date of the Bill/ Cash Memo	
13.	From Where Purchased	

Dated : \_\_\_\_\_

Signature of the Claimant