



अखिल भारतीय वाक् श्रवण संस्थान मैसूर - 570 006
ALL INDIA INSTITUTE OF SPEECH AND HEARING MYSORE - 570 006

संख्या/SH/E.141/2023-24

दिनांक/Date:26.07.2023

कार्यालय ज्ञापन / OFFICE MEMORANDUM

- विषय/Sub : Providing of Briefcase/Official bag/Ladies purse/s to the eligible employees of AIISH-reg.
- संदर्भ/ Ref : 1. DoPT OM No. D-21013/4/2012-Ad-II dtd 15.05.2012
2. SH/Dir/51st SFC /2020-21 dtd 28.01.2021
3. Circular No.SH/E/Gen 2020-21 dtd 05.03.2020

The Director, AIISH is pleased to accord approval for providing of Briefcase/Official bag/Ladies purse/s to the eligible employees of AIISH once in 3 years/newly joining as per the list enclosed.

The eligibility of amount for reimbursement is as follows:

Sl. No.	Pay Level in the Pay matrix	Rates in ₹
1	Level-14	6,500/-
2	Level 13 Level-12	5,000/-
3	Level-11 Level-10 Level-09 Level-08	4,000/-
4	Level-07 Level-06	3,500/-

Guidelines for purchasing of Briefcase/Official bag/Ladies purse/s is as follows:

1. Staff who are eligible for above facility may purchase the items and bill may be submitted to the accounts section for reimbursement as per their eligibility.
2. The entitled officer can purchase Briefcase/Official bag/Ladies purse/s of their own choice from any public or private outlet. However, the reimbursement should be restricted to the above mentioned list.
3. Eligible staff is required to produce the bill before 29.09.2023.
4. If the procurement done/Bills are not submitted on or before 29.09.2023 the Suitcase/Briefcase allowances will be assumed lapsed.


निदेशक / Director

प्रति/ To:

1. All HOD's/Section Heads - To circulate among the staff
2. HOD- Electronics - To upload on institute website
3. Notice Boards
4. Accounts Section
5. O/C

Level wise (Pay)- Staff list who are eligible to purchase Briefcase/Official Bag/
Ladies Purse during the month of July, 2023.
(Bills should be submitted on or before 29.09.2023)

Sl No	Name and Designation	Level	Date of eligibility to purchase Briefcase	Next due on
Group 'B' Level -06				
1	Ms. Gayathri Mohan Lib & Infn Assistant	L-06	06.10.2022 (Appointment)	2026
2	Mr. Chethan K Audiologist/SLP. Gr.II	L-06	04.11.2022 (Appointment)	2026
3	Ms. Monika Tetwal Audiologist/SLP. Gr.II,	L-06	07.11.2022 (Appointment)	2026
4	Ms. Neeraja Sunil Audiologist/SLP. Gr.II	L-06	14.11.2022 (Appointment)	2026
5	Ms. Neema Sajeev Clinical Psychologist	L-06	02.01.2023 (Appointment)	2027
6	Sri. Bharath S Office Superintendent	L-06	21.03.2023 (Promotion)	2027
7	Smt. Pavithra B Stenographer Gr. I	L-06	27.06.2023 (Promotion)	2027
Group 'C' Level -06				
1	Sri. Ravi Shankar M S Junior Technical Officer	L-06	13.02.2022 (MACP)	2026
2	Smt. Radhamani R AMRO	L-06	31.12.2022 (MACP)	2026