

National Institute of Open Schooling
A-24/25, Institutional Area
Sector -62, NOIDA

NIOS/Secy/57th EB/2010

30th November 2010


Office Order

The Finance Committee of NIOS in its 42nd meeting held on 30th September 2010 and Executive Board of NIOS in its 57th meeting held on 20th October 2010 has approved the revision of financial limits of reimbursement of expenditure incurred on purchase of brief case, leather bags etc. for NIOS with immediate effect as under:-

Sl. No.	Level of Officers	Previous Ceiling	Revised ceiling
1.	Chairman	No ceiling	Rs. 7000/-
2	Secretary & HODs	Rs. 2500/-	Rs. 6000/-
3.	Joint Director	Rs. 2500/-	Rs. 5000/-
4	Deputy Director	Rs. 2500/-	Rs. 5000/
5.	Assistant Director	Rs. 2500/-	Rs. 4000/
6.	Academic Officer	Rs. 1500/-	Rs. 4000/
7.	Section Officers & equivalent	Rs. 1200/-	Rs. 3000/

The following guidelines have to be followed:-

- i. A new brief case will be due to the eligible category after a minimum gap of 2 years.
- ii. The concerned officer after obtaining due certificate from Maintenance Section will be allowed to purchase the brief case within the prescribed limit by drawing advance or otherwise.
- iii. After purchasing the brief case the officer concerned will submit the cash receipt and indent duly signed to Purchase Section for processing the bill for reimbursement/adjustment as the case may be.
- iv. Date on cash receipt submitted by the officer concerned will be treated as the date of issue of a new brief case.


(G. G. Saxena)
Secretary

Copy to :-

1. PS to the CM for kind information of the Chairman
2. All HOD's
3. All Regional Directors
4. Notice Board