



# JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION AND RESEARCH

An Institute of National Importance under the Ministry of Health and Family Welfare,  
Govt. of India, Dhanwantri Nagar, Puducherry 605006



## PAY BILLS (NON-GAZ)

No. Pay Bills(NG)/Bag/2024-27

### CIRCULAR

Subject: Reimbursement of Briefcase/Office Bag/Ladies Purse

– Once in Every Three Years- reg.

Ref: OM No. Admn.I.8(67)/2018 dt. 13/08/2024

With reference to the above approval of the competent authority, it is further conveyed regarding the revision of the monetary ceiling for the reimbursement of Briefcase/Office Bag/Ladies Purse for the JIPMER officers/officials. The revised monetary ceilings are as follows:

Sl. No	Level of Officers / Officials	Rates limit incl. of GST (in ₹)	
		Existing Ceiling	Revised Ceiling
1	Level – 17	₹ 10000	₹ 12500
2	Level – 15 & 16	₹ 8000	₹ 10000
3	Level – 14	₹ 6500	₹ 8125
4	Level – 12 & 13	₹ 5000	₹ 6250
5	Level – 8 to 11	₹ 4000	₹ 5000
6	Level – 6 & 7	₹ 3500	₹ 4375

The revised ceilings will be **effective from 01<sup>st</sup> October 2024**, and the next three years reimbursement block period is from **01<sup>st</sup> October 2024 to 30<sup>th</sup> September 2027**.

- The existing ceiling rates are applicable for claims made until 30<sup>th</sup> September 2024 for the current block period (October 2021 to September 2024).
- In case of theft, loss, or damage to the briefcase/office bag/ladies purse, no new purchases will be reimbursed before the completion of the stipulated three-year period.

The entitled officers/officials are requested to log in to the JIPMER Internal website using their official JIPMER email ID (xxxxxx@jipmer.ac.in) to apply for reimbursement.

Link: <https://eadmin.jipmer.edu.in/> Click on - **Self Service** Click on - **Bag Allowance**

This circular is issued with the approval of the competent authority.

Senior Accounts Officer  
JIPMER, Puducherry-6

To  
All the Heads of Department/ Sections/ Units of JIPMER.

Copy to

- P.S. to Director / M.S. / Dean (Academic/Research) / DD(A) / Dean (Karaikal)
- Senior Financial Advisor / P.A. to S.A.O./Sr. ACO/Accounts Officer/ Law Officer
- The Officer In-Charge of IT Wing – Request to upload in JIPMER Website.



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## PAY BILLS (NON-GAZ)

### Step 1 - <https://eadmin.jipmer.edu.in/>

sign in using JIPMER official email (*emp.ID@jipmer.ac.in*)

Jawaharlal Institute of Postgraduate Medical Education & Research

Sign in using Google

Sign in using JIPMER email ID (Emp. ID@jipmer.ac.in)

**Important points to remember**

- Accessibility**  
This portal can be used only within JIPMER Campus. Access to this portal is restricted to regular staff of JIPMER
- Sign-in**  
This portal do not have any registration process. Sign in has to be done by mail id provided by JIPMER, (I.e) employeenumbr@jipmer.ac.in
- Sign-out**  
Logging out from this portal will not "sign out" from your Gmail Account. Individual has to manually log out from Gmail Account

### Step 2 - Click on **Self Service**

Jawaharlal Institute of Postgraduate Medical Education & Research

Home Self Service e-Leave

Dashboard

You are logged in!

### Step 3 - Click on **Bag Allowance**

Jawaharlal Institute of Postgraduate Medical Education & Research

Home Self Service e-Leave

Payslips Bag Allowance Children Edn. Allowance