



भारतीय पटसन निगम लिमिटेड
The Jute Corporation of India Limited
— A Government of India Enterprise

An ISO 9001:2008 Certified Company
Regd. & Head Office : 15N, Nellie Sengupta Sarani,
7th Floor, Kolkata – 700 087

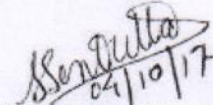
Corporate Identification No.: U17232WB1971GOI027958

Ref. No. JCI/HO/Pers/Cir/2017-18/Oct-1

Date: 04.10.2017

REVISED CIRCULAR

Enclosed are the guidelines on providing Briefcase/Office bags to Officers of JCI as concurred and approved by the Appropriate Authorities. However, implementation of the Guidelines will be done on centralized basis at the Head Office of the Corporation (Nodal Officer for this purpose will be Sri Debopriyo Sinha, Deputy Personnel Manager, till further advice) maintaining a strict budgetary control on same as is/will be approved by Appropriate Authorities from year to year.


04/10/17
(S Sen Dutta)

Personnel Manager

Copy to

PS to CMD For information to CMD

PA to D(F) For Information to D(F)

All Officers of the Corporation

Telephone : 2252-7496 / 7028 / 6952 / 6779 / 6770 / 6773 / 7108 / 6776 / 7027

E-mail : jutecorp@vsnl.net, Fax : 91-033-2252-6771 / 6890 / 6951, Website : www.jci.gov.in

The Jute Corporation of India Ltd.

Guidelines on Providing of Briefcase / Office Bags to Officers of JCI

1. Background & Entitlement

Revision is hereby being made of the subject Guidelines which was last issued way back on 02.01.1990 and has become redundant now.

- i) The briefcase / office bag will be provided to all officers on confirmation of service (on joining, for CMD and Directors) or on completion of two years from the date of purchase of earlier briefcase / office bag as per the eligibility approved on need basis as detailed in Para 2 below. An undertaking is to be submitted in this regard that he/she has not claimed any reimbursement from the Corporation for purchase of briefcase / office bag during last two years prior to the date of purchase of new one. Also, record/register will be maintained by concerned Admin./Bill Secn. Of JCI containing details of such purchases/reimbursement.
- ii) In case of officers on probation or other employees, such briefcase/bag can be provided strictly on office need basis, with approval of the functional supervisor not below the level of Sr./Chief Manager.
- iii) The entitled officers/employees can purchase briefcase / office Bag of their own choice. However reimbursement shall be restricted to the ceiling limits mentioned hereinbefore or cost of purchase, whichever is lesser.
- iv) Any officer / employee (other than Board level officials) who are scheduled for retirement within a period of three months will not be entitled for purchase of new briefcase / office bag even if his / her old one crossed its life-span as referred herein.
- v) In cases of separation through resignation (other than for joining any other Govt of India/State Govt Organization/Dept through proper channel and Board level officials) within three months of date of purchase of briefcase/office bag, the amount reimbursed for same will be recovered from dues of concerned officer/employee.
- vi) The briefcase / office bag so purchased will not anytime be required to be returned to JCI and amount reimbursed for same will be treated as JCI's revenue expenditure in the concerned financial year..

2. Procedure of Approval

The concerned employee shall obtain a prior sanction to purchase the briefcase / office bag, as per the entitlement / ceiling limit on the point of this policy, from the sanctioning authority. The detail with regard Sanctioning Authority is as under –

Sl. No.	Designation	Sanctioning Authority
1	Chief Manager & above	Self
2	Sr. Manager, Manager & equivalent	Reporting Officer (Minimum of Chief rank)
3	Dy. Manager, Asst. Manager, ITO & equivalent	Reporting Officer (Minimum of Manager rank) OR concerned Functional Manager with recommendation of Reporting Officer below Manager rank.

After obtaining the sanction, the entitled officer / official will first purchase briefcase / office bag on his / her own cost and thereafter, make a claim of reimbursement as per his / her entitlement from Bill Section (in case of Head Office) or concerned Regional Office (in case of field offices).

3. Life of Briefcase / Office Bags

- i) The normal life of the briefcase / office bag has been prescribed as two years. After lapse of period of said period of two years, the entitled officer / official shall be eligible for another briefcase /office bag by following the same procedure as given above.
- ii) In case of theft / loss / stolen / turnout or promotion of entitled officer / official, no exception shall be allowed to purchase new briefcase / office bag before completion of stipulated period, unless otherwise is approved by concerned Functional Director (self-approval at Board level).

4. Entitlement / Ceiling Cost

Following is the detail of monetary entitlement as per the designation / post for procurement of briefcase / office bag –

Sl. No.	Designation	Monetary Limit (₹)
1	CMD & Functional Director	Actual
2	GM, DGM, Chief & Sr. Manager	3,000
3	Manager & Dy. Manager	2,500
5	Asst. Manager, ITO & equivalent	2,000
7	Other employees down the line with specific approval of minimum Sr. Mgr. in concerned function.	1,500

The policy will also cover the brief cases/office bags, if any, provided as customary in the Corporation, however monetary ceilings mentioned in this Policy will be applicable prospective to approval basis.