



आंतर कार्यालयीन ज्ञापन
INTER-OFFICE MEMORANDUM

प्रेषक/From :	प्रति/To:
मुख्य महाप्रबंधक/ The Chief General Manager, प्रधान कार्यालय / Head Office, मानव संसाधन विभाग/Human Resources Dept., औद्योगिक संबंध प्रभाग/Industrial Relations Divn.	The Chief General Manager/ General Manager All HO Departments The General Manager FGMOs The Zonal Manager All Zones H.R. Department The Dy. General Manager, LCB/Zonal Audit Offices The Principal Staff Training Colleges
Ref.No.:HO:HR:IR:MKB:I-427	Date : 25 th February, 2025
Ref.No.: 2024-25/178	

Supply of summer and winter uniforms and footwear to Subordinate Staff (including watch & ward staff)

Upward revision in cost ceiling of Uniforms, stitching charges and footwear for the period January 2025 to December 2026 conveyed vide IOM No. 2024-25/138 dated 06.01.2025

Further enhancement in cost ceiling of Summer Uniforms

Please refer to our IOM NO.HO:HR:IR:MKB:I-370 (2024-25/138) dated 06.01.2025, advising upward revision in cost ceiling of Uniforms, Footwear etc. for the period from January 2025 to December 2026.

02. Now, it has been decided to **enhance the cost of Summer uniform** with effect from 01.01.2025. **The Revision in Cost of Winter Uniforms, Footwear and Umbrella/ Rain Coat which was conveyed vide aforesaid IOM shall continue and there is no change in the same.** The Revised rates are as detailed under:-

Sr. No.	Item	Revised Rates for the period from January 2025 to December 2026 (Rs.)
1	For Male Staff: Summer Uniform 3 sets in 2 years (Khaki Raymond Trovine colour shirt & trouser for watch & ward staff. White shirt and White trouser for all other Subordinate Staff)	2500/- per set all inclusive (including stitching charges)



Sr. No.	Item	Revised Rates for the period from January 2025 to December 2026 (Rs.)
	For Female Staff: 3 sets of Saree with Blouse / Salwar Kamees in 2 years (Light Blue Colour)	2500/- per set all inclusive (including stitching charges)
Revision in Cost of Winter Uniforms, Footwear and Umbrella/ Rain Coat which was conveyed vide IOM dated 06.01.2025 shall continue and there is no change in the same- Detailed hereunder		
2	Winter Uniform One set in 3 years (Male & Female Staff)	5475/- per set all inclusive (including stitching charges)
3	Footwear with 2 pairs of socks every year (Male & Female Staff)	1950/-
4	Cost of umbrella once in every two years OR Raincoat once in four years (Male & Female Staff)	490/- 920/-

03. We may clarify that those Subordinate Staff who have already claimed the reimbursement for cost of Summer Uniform as per rates conveyed vide IOM dated 06.01.2025, may be reimbursed the difference amount payable to them manually, as system will not allow once the reimbursement has been processed in HRMS.

04. All the other conditions as mentioned in IOM No. 2024-25/138 dated 06.01.2025 will continue.

05. Please bring the contents of this communication to the notice of all staff members working at your Branch/Office and it will be the responsibility of supervisory staff to ensure that the sub-staff members invariably wear the uniform & footwear whilst on duty.


(Shampa Biswas)
General Manager– HR

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