

**Purchase of Stationery Items Like Fountain Pen, Ball Pen, Refills etc.**

All the staff members are allowed to purchase stationery items like Fountain Pen, Ball Pen, Refills, etc. for discharging official duties during the Calendar year upto a total cost of Rs. 350/- (inclusive of all taxes) on undertaking basis through HRMS.

These items will be allowed to be purchased only once during the calendar year and no further amount will be allowed to be spent on such items during the year under any circumstances.

**(Human Resource Management Division Circular No. 495/2020 dated 26.03.2020)**