

No. G-20011/12017-B&A  
Government of India,  
Ministry of Micro, Small & Medium Enterprises  
Office of Development Commissioner (MSME)

Nirman Bhawan, New Delhi -100108.  
Dated : 23.01.2018

To,  
All AIA/Director/AO,  
MSME DIs/TCs/TSs/TIs/PAOs

Sub:- Utilization of funds during the year 2017-18.

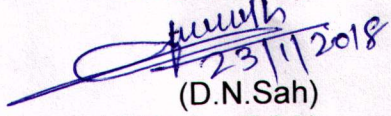
Sir,

ADC (Budget) has desired the following information as per format given below latest by 24.01.2018 at 2:00 P.M. possibility.

S.N.	Budget Head	Amount sanctioned during 2017-18	Expenditure incurred as on date	Fund available/ unspent as on date	Remarks
1	Salaries				
2	Wages				
3	Overtime Allowance				
4	Medical Treatment				
5	Domestic Travel Expenses				
6	Foreign Travel Expenses				
7	Office Expenses				
8	Rents, Rates And Taxes				
9	Other Administrative Expenses				
10	Advertisement & Publicity				
11	Professional Services				
12	Grant-In-Aid				
13	Other Charges				
14	Motor Vehicles (Revenue)				
15	Motor Vehicles (Capital Outlay)				
16	(Departmental Canteen) Other Administrative Expenses				
17	Salaries (NER)				

The above information may please be sent by return e-mail to the undersigned immediately. Further you are also requested to kindly stop processing all bills except Salary/ Wages & Departmental Canteen till further order. The figures above should be as on 23.01.2018 (5.30PM). In this connection, the O.M.No.G-20011/1/2017-B&A dated 12.01.2018 may please be referred to.

Yours faithfully,

  
(D.N.Sah)  
Dy. Director (B&A)  
(sahdinanath62@gmail.com)