

# विकास आयुक्त का कार्यालय

(सूक्ष्म, लघु एवं मध्यम उद्यम)

सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय

(भारत सरकार)

निर्माण भवन, सातवीं मंजिल, मौलाना आजाद रोड,  
नई दिल्ली-110 108



सत्यमेव जयते  
OFFICE OF DEVELOPMENT COMMISSIONER  
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES  
GOVERNMENT OF INDIA

OFFICE OF THE DEVELOPMENT COMMISSIONER

(MICRO, SMALL & MEDIUM ENTERPRISES)

MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES

GOVERNMENT OF INDIA

Nirman Bhawan, 7<sup>th</sup> Floor, Maulana Azad Road,

New Delhi-110 108

Ph. EPAX-23063800, 23063802, 23063803, 23063804, 23063805 & 23063806

F.No.71(3)/MSME DI/SENET/2018-19

Dt. 20.04.18

To

All Director/DD I/C, AD I/C

All MSME Development Institutes / TCs/ Br. MSME DIs/ MSME TSs,

**Subject :- Proposal for allocation of funds to field offices for FY 2018-19 for purchase of Lap Tops, Desktop PCs under SENET Scheme: reg..**

Sir,

Office of DC(MSME) has to finalize requirement of funds for the year 2018-19 for purchase of hardware items like **of Lap Tops, Desktop PCs, UPSs, Printers etc.** under SENET Scheme. In this regard, you are requested to submit your proposal as per the format given below on or before **15<sup>th</sup> May 2018**. The proposals may be submitted only after thorough examination and with the guidance/approval of the concerned Director of the Institute, keeping in view the present market rates.

S#	Name of item	Quantity presently available	Quantity proposed	Estimated Cost (Rs)	Justification
1	Lap Top				
2	Desktop PC				
3	UPS				
4	printer				
5	Other IT items				
G TOAL					

2. It may please be noted that no request for allocation of funds will be considered after **15<sup>th</sup> May 2018**. In case, no request is received from MSME DIs/TCs/TSs within date, it will be presumed that, the Institute does not require any fund and the matter will be processed accordingly.

3. This issues with the approval of the competent authority.

Yours faithfully,

(R C Tully)

Director (SENET)

Tel :-011-23062354

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Dt. 20.04.18

To

All Director/DD I/C, AD I/C

All MSME Development Institutes / TCs/ Br. MSME DIs/ MSME TSs,

**Subject :- Proposal for allocation of funds to field offices for FY 2018-19 for AMC, Web Maint., Internet Connectivity, Contingencies under SENET Scheme. : reg..**

Sir,

Office of DC(MSME) have to finalize requirement of funds for the year 2018-19 for AMC of Lap Tops, Computers, Printers, UPS, Switches etc., Web Maintenance, Internet Connectivity, Contingencies under SENET Scheme. In this regard, you are requested to submit your proposal as per the format given below on or before **15<sup>th</sup> May 2018**. The proposals may be submitted only after thorough examination and with the guidance/approval of the concerned Director of the Institute, keeping in view the present market rates.

S#	Subject	Description	Total Cost (Rs)	Remark
1	AMC of Lap Tops, Computers, Printers, UPS, Switches etc.	No of lap Tops- No of PCs- No of UPS- No of printers- No of Switches & other items -		
2	Web Maintenance	Status- Working or not		
3	Internet Connectivity	No of PCs (used for internet)--		
4	Contingencies			
G. Total				

2. It may please be noted that no request for allocation of funds will be considered after **15<sup>th</sup> May 2018**. In case, no request is received from MSME DIs/TCs/TSs within date, it will be presumed that, the Institute does not require any fund and the matter will be processed accordingly.

3. This issues with the approval of the competent authority.

Yours faithfully,

(R C Tully)

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