

G-20011/1/2016-B&A
Government of India
Ministry of Micro, Small & Medium Enterprises
Office of Development Commissioner (MSME)

Nirman Bhavan, New Delhi – 110108

Dated: 4th January, 2017

To

The Director/ Dy. Dir I/c / Accounts officer
All MSME DIs/TCs/TI Ettumanoor/PAOs

Sub: Review of Grants on actual expenditure for the month of January and February of the financial year 2016-17 -reg.

Sir,


I am directed to request to furnish review of grants (Non-plan) for the year 2016-17 based on the allocation made by this office and actual expenditure for 10 months as in the Proforma given below by 3rd February, 2017 & 11 month review by 3rd March, 2017 and surrender of funds, if any, may also please be intimated by e-mail: plg.dcmsme@gmail.com /Fax No. 011-23061804/23061044/ speed post with reason for the same (enclose separately).

It may be ensured that proposal should be furnished as per Proforma given below within the stipulated date.

PROFORMA

Head of Account	Allocation made during 2016-17	Actual Expenditure up to Jan./ Feb.2017	Anticipated requirement for remaining months	Total Col. 3&4	Variation between 2&5	Remarks reason for saving/ excess
1.	2.	3.	4.	5.	6.	7.

Yours faithfully,

 4/1/17

(S.K.Verma)

Dy. Director (B&A)

Copy to : SENET Div. for uploading on official website.