

G-20011/1/2015-B&A  
Government of India  
Ministry of Micro, Small & Medium Enterprises  
Office of Development Commissioner (MSME)

Nirman Bhavan, New Delhi – 110108

Dated: 10.02.2016

To

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

Sub: Details of actual expenditure under Travel Expenses (Non-Plan) during the financial year 2015-16 -reg.

Sir,

I am directed to request you to furnish details of bills / pendency for payment and remaining balance under Travel Expenses (Non-plan) with the Institute during the current financial year 2015-16 in the Proforma given below. Surrender of funds, if any, may also please be intimated by speed post /Fax No. 011-23061804/23061044/ e-mail : aniltehlan@dcmsme.gov.in.

**PROFORMA**

Travel Expenses (Non-plan)	Allocation made during 2015-16	Actual Expenditure up to 15 <sup>th</sup> Feb.,2016	Bills pending as on 15.02.2016
1.	2.	3.	4.

Yours faithfully,



(Anil Tehlan)  
Dy. Director (B&A)

Copy to : SENET Division to uploading at the official website.