

Ministry of Micro, Small & Medium Enterprises
Office of Development Commissioner, MSME
(M/B&A Cell)

Subject: Statements of expenditure

Internal Sr. Officers Meeting (Int. SOM) has been fixed under chairmanship of AS&DC, MSME in this office at 9.30 am each wednesday. Expenditure statement on Budget Utilization of each scheme is discussed in depth by AS&DC, MSME in this meeting invariably. SOM meeting under chairmanship of Secretary, MSME is held on every thursday in Ministry of MSME for which above statement is also required.

2. In addition to above, a monthly expenditure statement—object head wise and component wise for each scheme is prepared for monitoring of Budget Utilization and submission to various agencies as well.

3. In order to streamline procedure and make statements of expenditure available in time, all divisional heads are requested to kindly send their information in prescribed performa latest by:

- (i) **11 am each tuesday** for weekly expenditure statement, and
- (ii) **5th of successive month**, for monthly expenditure statement cited above.

4. Above schedule may kindly be adhered strictly. This issues with approval of AS&DC, MSME.

Sd-
(Dr. O. P. Mehta)
Director (M/B&A)

**ADC (IF) & EA / ADC (SDT) / EA(Mkt./Plg. /Coord.) / DDG (S&D/Admn.) / IA (MSME Inst) / JDC (Infra.) /JDC (Tech.) /JDC (IC/GA) / AEA(Innov.) / Dir.(Admn.) / Dir Che.) /Dir. (Mech.) /_Dir.(Pub.) / Dir (T)/ Dir.(Leather)/ Dir. (Mktg. / Plg.) / Dir.(Trg.),
O/o DC, MSME**

DC, MSME, U.O. No. 1 (2)/2011- M/B&A

Dated: 12.5.11

Copy for information to:

PS to AS&DC, MSME