

कार्यालय विकास आयुक्त  
(सूक्ष्म, लघु एवं मध्यम उद्यम)

सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय,  
भारत सरकार,  
निर्माण भवन, सातवीं मंजिल, मोलाना आजाद रोड,  
नई दिल्ली-११००११



OFFICE OF THE DEVELOPMENT COMMISSIONER  
(MICRO, SMALL & MEDIUM ENTERPRISES)

MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES  
Government of India  
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New Delhi-110011

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संख्या/No. G-20011/1/2020-B&A/116

दिनांक / Dated : 10.11.2020  
11

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

Sub.: Allotment / Utilization of funds during the year 2020-21 – reg.

Sir,

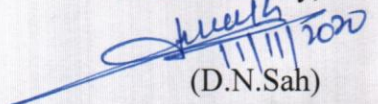
ADC (C&A) desire to have final additional funds requirement under establishment budget heads as well as surrender of the surplus funds, if any, for the last quarter ending of the current financial year 2020-21 from all the field offices. The information may please be provided as per format given below.

Budget Object Head (2851.00.102.98.02/03. .)	Amount Sanctioned during 2020- 21, so far	Expenditure incurred as on date	Balance available	Additional Funds required till 31.03.2021/ surplus to be surrendered	Reason
i.	ii.	iii.	iv.	v.	vi.
Salaries					
Wages					
Over Time Allowance.					
Medical Treatment					
Travel Expenses (Domestic)					
Travel Expenses (Foreign)					
Office Expenses					
Rent, Rates & Taxes					
Other Admn. Expenses					
Advertisement & Publicity					
Professional Services					
Gr.in.Aid General					
Other Charges					
Departmental Canteen (OAE)					
Total Rs.					

You are requested to assess your final requirement / expenditure for the last quarter ending 2020-21, so that no surplus funds remain unutilized at any field offices, which could be allotted to other field offices in need.

As regards Salaries, utmost attention may be paid to ensure accuracy. Exactly 4 months salary is to be paid, beyond other items of expenditure to be charged to Salary head and once the actual requirement is firmed up, demand/surrender may be made accordingly, latest by 16.11.2020 through e-mail: sahdinanath62@gmail.com.

Yours faithfully,

  
(D.N.Sah)  
Deputy Director (C&A)

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