

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  
Nirman Bhawan, 7<sup>th</sup> Floor, Maulana Azad Road,  
New Delhi-110011

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संख्या/No. No. G-20011/1/2020-C&A / 123

दिनांक / Dated : 18.01.2021

To,  
All AIA/Jt. Director/AO  
MSME-DIs/TCs/TSs/TIs/PAOs

Sub.: Review of funds under establishment budget heads during the year 2020-21 – reg.

Sir,

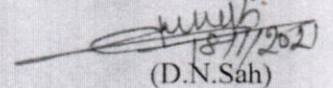
ADC (C&A) desire to have the actual expenditure incurred, additional amount required/surplus amount to be surrendered under the subject head for the last quarter ending of the current financial year 2020-21 from all the field offices. The information may please be provided as per format given below.

Budget Object Head (2851.00.102.98.02/03. .)	Amount Sanctioned during 2020-21, so far	Expenditure incurred upto Jan, 2021	Balance available at the end of Jan,2021	Additional Funds required / surrendered till 31.03.2021	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 ensure your final requirement / expenditure for the last quarter ending 2020-21. **Utmost attention may be paid to ensure accuracy**, so that no surplus funds under above mentioned heads remain unutilized at any field offices.

The above information may please be sent by return e-mail to the undersigned latest by 29.01.2021 positively (30<sup>th</sup> & 31<sup>st</sup> being the holiday).

Yours faithfully,

  
(D.N.Sah)

Deputy Director (C&A)

Copy to :

Senet Division to upload in official website. (e-mail): sahdinanath 62@gmail.com