



To,  
The Director,  
MSME-Development Institute, New Delhi.

**Subject: Purchase of stores for reception facilities at the MSME-DI extension centre Connaught circus, New Delhi – Administrative approval cum sanction reg.**

I am directed to refer your email dated 16 Mar,2017 on the above cited subject and to convey the approval and sanction of competent authority for incurring an expenditure not exceeding Rs. 6,23,442/- (Six lakh twenty three thousand four hundred and forty two rupees only) for the year 2016-17 for purchase of following :-

Sl No.	Particulars	Total cost inclusive of taxes(Rs.)
01.	Full upholstered sofa (3+1+1) Two sets @ Rs.108850/- for reception facilities at the MSME-DI Extension centre Connaught circus, New Delhi.	2,44,913/-
02.	Office steel Almirah (91980×910×485 mm) 10 number @ Rs. 12780/- each	1,43,775
03.	Office table size 1520×910×760 mm side unit of size 910×455×710 mm 11 numbers @ Rs.18970/- each	2,34,754/-
	<b>Total</b>	<b>6,23,442/-</b>

- The sanctioned amount is inclusive of taxes, excise, octroi, packing, forwarding, installation, transportation, service charges etc.
- The above expenditure is on plan head & non-recurring in nature.
- The approval and sanction have been accorded on the budgetary quotation submitted, however, the expenditure shall be made in accordance with the Govt. prescribed procedure.
- The expenditure is to be made strictly as per norms & purchase, procedure & guidelines contained in **General Financial Rules** will be followed strictly.
- The expenditure will be incurred under Budget Head **2851.00.102.98 - 98.01.13 – Office Expenses under plan scheme –Provision for Workshops/Trg., Demand No. 58** for the year 2016-17.

7. The expenditure as and when incurred must be reflected in the subsequent expenditure statements to be submitted by MSME- DI, New Delhi to the Head Quarter Office.

(S Shivagnanam)  
Additional Industrial Advisor

Copy to:-

1. PAO (MSME), New Delhi.
2. The Accountant General of Audit, New Delhi.
3. SENET.
4. Guard File.

(S Shivagnanam)  
Additional Industrial Advisor