

G-20011/1/2016-B&A  
Government of India  
Ministry of Micro, Small & Medium Enterprises  
Office of Development Commissioner (MSME)

Nirman Bhavan, New Delhi – 110108  
Dated : 6<sup>th</sup> April, 2016

To ,  
The Directors / Dy.Dir.I/c/Accounts officers  
MSME Development Institute / TC / PAOs

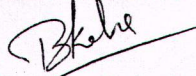
Sub: Submission of Monthly / Quarterly Expenditure Report (Non-plan) – reg.

Sir,

It has been observed that the Monthly / Quarterly Expenditure Report (Non-Plan) for the year 2015-16 of many field offices of DC(MSME) i.e. MSME-DIs, MSME-TCs and PAOs have not been furnished by them regularly well in time.

2. It is accordingly requested to furnish the Monthly / Quarterly Expenditure Report by the last working day of every month / quarter ending by **fax/e-mail/e-office** alongwith separate statement of contingent expenditure positively, as the same is to be furnished to AS & DC(MSME).

Yours faithfully,

  
(Bhaskar Kalra )  
Dy. Director (Bud.)

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Copy to : SENET Division to upload on official website.