

कार्यालय, विकास आयुक्त
(सूक्ष्म, लघु एवं मध्यम उद्यम)
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय,
(भारत सरकार),

निर्माण भवन, सातवीं मंजिल, मौलाना आजाद रोड,
नई दिल्ली-११०००१



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

MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES
Government of India
Nirman Bhawan, 7th Floor, Maulana Azad Road,
New Delhi-110001

Ph. EPABX-23063800, 23063802 / 803 / 804 / 805 / 806 , FAX: - (91-11)-23062315,23061726, 23061068, e-mail:- dc-msme@nic.in

संख्या/No. G-20011/1/2018 -B&A

दिनांक / Dated : 09th August, 2018

To

The Director/ Dy. Dir I/c / Accounts officer
All MSME DIs/TCs/TSS/TI Ettumanoor/PAOs

Sub: Review of Grants on actual expenditure and tentative requirement under major Head
"2851.00.102.98.02/03/96" – Promotional Service Institution and Programme (Establishment)
for the remaining period of the financial year 2018-19 -reg.

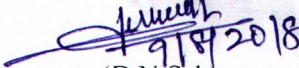
Sir,

I am directed to request all the field offices of the MSMEDO that based on allocation of funds viz-a-viz expenditure till date, the head wise tentative requirement of funds for the remaining period may be realistically estimated and submitted to this office. While ascertaining the tentative requirement, the funds required for Aspirational Districts may also be worked out and detail included in the total demand with suitable foot note and a supporting working sheet. Further, if the funds under any head already allocated are not required fully, the savings may be ascertained and surrendered so that the same could be allocated to other field offices.

The information in the proforma given below may be forwarded to this office so as to reach latest by 13th August, 2018.

Head of Account	Allocation made during 2018-19	Actual Expenditure up to 10.08.2018	Anticipated requirement for remaining period i.e 8/2018 to 3/2019	Surrender of funds, if any	Reason for saving/ excess
1.	2.	3.	4.	5.	6.
Salaries					
Wages					
Over Time Allowance.					
Medical Treatment					
Travel Expenses (Domestic)					
Travel Expenses (Foreign)					
Office Expenses					
Rent, Rates & Taxes					
Professional Services					
Other Charges					
Other Admn. Expenses					
Departmental Canteen (OAE)					
Office Expenses (SAP)					

Yours faithfully,


9/8/2018

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