

विकास आयुक्त का कार्यालय  
(सूक्ष्म, लघु और मध्यम उद्यम)  
सूक्ष्म लघु और मध्यम उद्यम मंत्रालय  
(भारत सरकार)  
निर्माण भवन, सातवीं मंजिल, मौलाना आजाद रोड,  
नई दिल्ली-110 108



OFFICE OF THE DEVELOPMENT COMMISSIONER  
(MICRO, SMALL & MEDIUM ENTERPRISES)  
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES  
GOVERNMENT OF INDIA  
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F.N0.1(19)/2020-21-Library

Dated: 09·07.2020  
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To,  
The Director/ Director I/C/Incharge,  
All MSME-DIs/ Br. DIs/ TCs/ TSs/TIs

Subject:- Proposal for allocation of funds for purchase of books under Library Head for the year 2020-21 reg.

Sir,

The funds allocation under Library Scheme for year 2020-21 are to be finalized soon. In this regard, you are requested to submit your proposal for procurement of technical books (English and Hindi) magazines, furniture and other fixed assets as per scheme guidelines. The proforma enclosed is send to this office positively by 20.07.2020. The Proposal may be submitted only after thorough examination and with the guidance/approval of the concerned Director/ Director I/C/Incharge of the Institute

2. It may please be noted that no request for allocation of funds will be considered after 20.07.2020. In case, no request is received by the above date, it will be presumed that the Institute does not require any funds and the matter will be processed accordingly.

3 The requirement may be send by e-mailed at **bpn.brahm@gmail.com** strictly as per the proforma enclosed.

Yours faithfully.

*Brahm Prakash*  
*10/07/2020*  
(Brahm Prakash)  
Asstt. Director(Library)  
Tel No: 23062452

Copy to:

SENET Division, with the request to upload it on official website of this Office appropriately.



FORMAT FOR REQUIREMENT OF FUND FOR THE YEAR 2020-21 AND EXPENDITURE  
INCURRED DURING THE YEAR 2020-21

(Amount in Rupees)

S.NO	Funds allocated during 2019-20	Expenditure incurred out of the allocation during 2019-20	Reasons for saving during 2019-20	Requirement of funds for the year 2020-210	Work to be undertaken in addition to prevailing activity
1	2	3	4	5	6