

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-११००११



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

MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES  
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संख्या/No. G-20011/1/2021-B&A

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दिनांक / Dated : 17.01.2022

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

Sub.: Review of funds allotted under establishment budget heads during the year 2021-22 – reg.  
Sir,

DDG (B&A) desirous of having the actual expenditure incurred so far / surplus amount may be surrendered under the subject head for the last quarter ending of the current financial year 2021-22 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 2021-22, so far	Expenditure incurred upto Jan, 2022	Balance available at the end of Jan,2022	Surplus funds may be surrendered
i.	ii.	iii.	iv.	v.
Salaries				
Wages				
Over Time Allowance.				
Medical Treatment				
Travel Expenses (Domestic)				
Office Expenses				
Rent, Rates & Taxes				
Other Admn. Expenses				
Professional Services				
Departmental Canteen (OAE)				
Total Rs.				

You are requested to assess your financial requirement / expenditure for the above establishment object heads, considering last quarter ending 2021-22. **The Utmost attention may be paid to ensure projected fund requirement accuracy, while surrendering the surplus amount under the specific object head.** Please note that the surplus amount at individual field offices, accumulate huge amount as an aggregate at Hqrs. level and attracts an adverse comments from M/o Finance.

The information towards surrendered of funds may please be sent by return e-mail to the undersigned latest by 31.01.2022.

Yours faithfully,

(D.N.Sah)

Deputy Director (B&A)

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Senet Division to upload at official website.