

No. SNT-SH/2/2024-DI and TC-DCMSME (E-4027684)
GOVERNMENT OF INDIA
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES
0/ o DEVELOPMENT COMMISSIONER (MSME)

Nirman Bhawan, New Delhi
Dated: 25/08/2025

Sanction Order

To,

1. PAO (MSME) Kolkata
2. MSME TC Kolkata

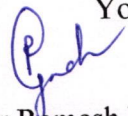
Sub- Allocation of Funds to MSME TC Kolkata for Annual Maintenance Contracts (AMC) for their Laptops, Computers (including UPS, Batteries & Printers etc. including repairing of Desktops,) for the year 2025-26- reg

I am directed to convey the approval of the competent authority for allocation of funds amounting to Rs.60,000/- (Rupees Sixty Thousand Only) to MSME TC Kolkata for incurring expenditure on " **Annual Maintenance Contracts (AMC) for their Laptops, Computers (including UPS, Batteries & Printers etc. including repairing of Desktops,)**" SENET Head during the Year 2025-26. The details are as below:

Sr No	Name of Field Office	Purpose	Sanctioned
1	MSME TC Kolkata	Annual Maintenance Contracts (AMC) for their Laptops, Computers (including UPS, Batteries & Printers etc. including repairing of Desktops,)	Rs 60,000/-

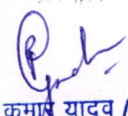
2. The amount sanctioned for the subject items would be utilized by the respective offices as per the items quantity mentioned. No change in quantity and location will be allowed under this sanction.
3. MSME TC Kolkata office may be advised to follow the Purchase Procedures, as given in latest General Financial Rules 2017 and procure the item through GeM only.
4. The expenditure of Rs.60,000/- (Rupees Sixty Thousand Only) will be accommodated in No. 68- Ministry of Micro, Small and Medium Enterprises under (2851.00.001.05.01.29) Under Repair & Maintenance in FY 2025-26.
5. HoD should furnish the statement of actual expenditure incurred to this office by 2nd of the following month and ensure to utilize the sanctioned amount within 3 months from the day of issuing sanction. If the funds are not utilized within 3 months, the same will be withdrawn without any intimation.
6. This issues with the approval of the competent authority vide note#104, e-office file no. 4027684 dated 25.08.2025.

Yours faithfully,


Dr Ramesh Kumar Yadav
Director (SENET)
सूक्ष्म लघु एवं मध्यम उद्यम मंत्रालय
Ministry of Micro, Small & Medium Enterprises
निर्माण भवन (सू. ल. एवं म. उद्यम) का कार्यालय
Office of the Development Commissioner (MSME)
निरमाण भवन, नई दिल्ली

Copy for information & necessary action to: -

- 1) B&A Section, Deptt. Of IP & P, Ministry of Industry, Udyog Bhawan, New Delhi
- 2) Cash Section, Office of DC (MSME), Nirman Bhawan, New Delhi
- 3) Planning Division, Office of DC (MSME).
- 4) Guard File/Section for uploading on DC (MSME) website


Dr. Ramesh Kumar Yadav
Director (SENET)
सूक्ष्म लघु एवं मध्यम उद्यम मंत्रालय
Ministry of Micro, Small & Medium Enterprises
विकास आयोग (सू. ल. एवं म. उद्यम) का कार्यालय
Office of the Development Commissioner (MSME)