

**Enclosure-1**

**FORMAT**

- 1. Name of the Awardees :**
- 2. Name of Enterprise :**
- 3. Type of Award (Please Tick Mark) : R&D / Quality /  
Entrepreneurship/Innovation**
- 4. S.No. in the list of Awardees :**

**Please provide the information about your associates**

<b>S.No</b>	<b>Name &amp; Address</b>	<b>Age</b>	<b>Relation</b>	<b>Gender M/F</b>	<b>Telephone No.</b>
1.					
2.					
3.					
4.					
5.					

Signature of the Awardee with seal

**Office of the Development Commissioner  
Micro, Small & Medium Enterprises,  
Cash Section**

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**STATEMENT SHOWING DETAILS OF JOURNEY PERFORMED IN CONNECTION WITH –  
NATIONAL AWARD – 2011**

- 1.) NAME OF THE CLAIMANT/ AWARDEE: .....
- 2.) ADDRESS OF ENTERPRISE : .....
- 3.) TYPE OF AWARD : ENTERPRENURSHIP/ R&D/ QUALITY
- 4.) S.NO. AS PER LIST OF AWARDEES :

Date & Time of Departure	From	Date & Time of Arrival	To	Mode/Class of Journey	Fare Paid (in Rs.)	Ticket No. (please inclosed ticket)

It is certified that no traveling allowance in respect of the journey or daily allowance for the period mentioned in the bill has been or will be claimed from any other official source.  
(A Copy of ticket (to and fro) and boarding pass, hotel bills, food bills etc. may please be enclosed in support of you claim)

**SIGNATURE OF CLAIMANT**

**FOR OFFICE USE ONLY**

- 1.) FARE ALLOWED : .....
- 2.) MILEAGE ALLOWED : .....
- 3.) FOOD CHARGES : .....
- 4.) (Rs.....)

Passed for payment Rs. ....  
(Rs. ....)

DDO (CASH)  
O/o DC (MSME)

## **Instructions to the Awardees**

- Please be seated to your allotted seat on **3<sup>rd</sup> April by 10.30 A.M and 2<sup>nd</sup> April, 2013 by 2.30 P.M.**
- Please introduce yourself and your enterprise as and when asked.
- Please collect your
  - a) Invitation Cards and Rehearsal passes for yourself and your guests and also your badge on submission of your slip/copy of photo identity card on 3<sup>rd</sup> April, 2013.
  - b) Yours Serial No. / Seat No. for 2<sup>nd</sup> and 3<sup>rd</sup> April, 2013 at Vigyan Bhavan is mentioned on the right top of envelope.
  - c) TA / DA bill forms - Please fill up and collect your TA/DA From the Cashier between on 2<sup>nd</sup> and 3<sup>rd</sup> April, 2013.
- Please attend the rehearsal function at Vigyan Bhavan on 2<sup>nd</sup> April, 2013.
- Don't bring your Mobile and Camera to attend the function at Vigyan Bhavan on 3<sup>rd</sup> April, 2013.
- Please proceed to receive your award as and when called and come back to your seat as instructed.
- Please be seated on your seat till the function is over.
- For the Award function your family members will be seated in a separate seat. Please inform them accordingly.
- Entry will be strictly by Invitation Card only. Please note Invitation Cards are not transferable.
- Bring 4 copies of the Photo Identity Card as mentioned in letter.
- Don't keep your trophy away as the same may be misplaced.
- Don't keep your valuable belongings inside the kit / bag to be given during the function.
- Please check the spelling of your Name, Name of Enterprise & address in Hindi and English and inform immediately, if any correction is required.
- Thank you for your kind co-operation.