

कार्यालय विकास आयुक्त
(सूक्ष्म, लघु एवं मध्यम उद्यम)

सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय,
भारत सरकार, ए,ए,
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
Government of India
Nirman Bhawan, 7th Floor, Maulana Azad Road,
New Delhi-110011

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संख्या/No. No. G-20011/1/2016-B&A

दिनांक / Dated : 09.12.2019

To,
All AIA/Director/AO
MSME-DIs/TCs/Ts/TIs/PAOs

Sub:- Requirement/Surrender of funds under Major Head "2851.00.102.98.02/03"- Promotional Service Institution & Programme (Establishment) for the year 2019-20 - Demand No. 66.

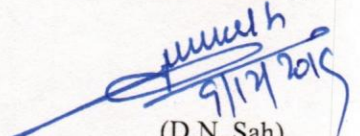
Sir,

As per the instruction of ADC (Budget) all the field office are advised to submit their proposal for requirement of additional / surrender of funds under Major Head "2851.00.102.98.02"- Promotional Service Institution & Programme (Establishment) for the year 2019-20 as per format given below.

Sub Head (2851.00.102.98.02/03.)	Amount Sanctioned during 2019-20	Expenditure incurred as on date	Balance available	Requirement of Additional / Surrender of Funds
i	ii	iii	iv	v
Salaries				
Wages				
Over Time Allowance.				
Medical Treatment				
Travel Expenses (Domestic)				
Travel Expenses (Foreign)				
Office Expenses				
Rent, Rates & Taxes				
Other Admn. Expenses				
Advertisement & Publicity				
Professional Services				
Gr.in.Aid General				
Other Charges				
Departmental Canteen (OAE)				
Total Rs.				

The above information may be sent to the undersigned, must reach to the undersigned latest by 11.12.2019.

Yours faithfully,


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