

विकास आयुक्त का कार्यालय
(सूक्ष्म, लघु एवं मध्यम उद्यम)
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय
(भारत सरकार)

निर्माण भवन, सातवीं मंजिल, मौलाना आज़ाद रोड,
नई दिल्ली-110 108



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-110 108

Ph. EPAX-23063800, 23063802, 23063803, 23063804, 23063805 & 23063806

F.No. 1(19)/2022-23-Library

Dated: 25.04.2023

To,

The Director/ Joint Director/Dy. Director (I/c)
All MSME-DFOs/ Br. DFOs/ TCs/ TSs/TIs

Subject:- Proposal for allocation of funds for purchase of Books under Library Head for the year 2023-2024 reg.

Sir,

The funds under Library Scheme for year 2023-24 are to be finalized soon. In this regard, you are requested to submit your proposal for procurement of technical journals books, magazines (both in English and Hindi), furniture and other fixed assets as per scheme guidelines in the proforma enclosed to this office positively by 04.05.2023. The Proposal may be submitted only after thorough examination and with the guidance/approval of the concerned Director/ Joint Director/Dy. Director (I/c) of the Institute.

2. It may please be noted that no request for allocation of funds will be considered after 04.05.2023. 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 e-mailed at library-dcmsme@dcmsme.gov.in strictly as per the proforma enclosed.

Yours faithfully

(Dhayalan K)

Dy. Director (Library)

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 2023-24 AND EXPENDITURE
INCURRED DURING THE YEAR 2022-23**

(Amount in Rupees)

S.NO	Funds allocated (Rs.) during 2022-2023	Expenditure incurred out of the allocation during 2022-23	Reasons for saving during 2022-23	Requirement of funds for the year 2023-24	Work to be undertaken in addition to prevailing activity
1	2	3	4	5	6

