

SNT-SH/2/2024-DI AND TC-DCMSME (E- 4027684)  
GOVERNMENT OF INDIA  
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES  
0/o DEVELOPMENT COMMISSIONER (MSME)  
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Nirman Bhawan, New Delhi  
Dated: 21.01.2025

To,

1. PAO (MSME), Kolkata
2. Br MSME-DFO, Tezpur

Subject: Allocation of Funds to Br MSME-DFO, Tezpur for purchase of IT Equipment's (Multi-function printer) for the year 2024-25- reg.

Sir,

I am directed to convey the approval of the competent authority for allocation of funds amounting to Rs.37,000/- (Rupees Thirty-seven thousand Only) Br MSME-DFO, Tezpur for of IT Equipment's (Multi-function printer) during FY 2024-25.

The details are as below: -

S.No	Name of MSME DFOs	Purpose	Amount
1	Br MSME-DFO, Tezpur	One multi-function printer	Rs 37,000/-

2. The amount sanctioned for the subject items would be utilized by the respective offices as per the items quantity mentioned. No change in location will be allowed under this sanction.
3. Field offices may be advised to follow the Purchase Procedures, as given in latest General Financial Rules 2017 and procure the item through GeM only. Also, field offices are requested to follow MIETY guidelines/ specifications- Preferably High-end Specifications (OM No. W43/4/2020-IPHW dated 17.04.2021) while purchasing the IT equipment.
4. The expenditure of Rs.37,000/- (Rupees Thirty-seven thousand Only) will be accommodated in Demand No. 68- Ministry of Micro, Small and Medium Enterprises under object head 4851.00.102.33.00.71- Information, Computer, Telecommunication (ICT) Equipment's for the year 2024-25.
5. HoD ensure the expenditure should be incurred within 30 Days from the day of issuing sanction. If the funds are not utilized within 30 Days, the same will be withdrawn without any intimation.
6. This issues with the approval of the competent authority vide note#68, e-office file no. E-4027684 dated 21.01.2025.

(Dhayalan.K)  
Deputy Director (SENET)

- 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

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सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय  
Ministry of Micro, Small & Medium Enterprises  
विकास आयुक्त (सू. ल. एवं म. उद्यम) का कार्यालय  
Office of the Dev. Commissioner (MSME)  
निर्माण भवन, नई दिल्ली-110108 / Nirman Bhawan, New Delhi-110108

(Dhayalan.K)  
Deputy Director (SENET)

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