



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

No. 64(04)/DI/Major-Works/2021-22-Part(2)/(E-4019828)/33

Date: 20/12/2023

To,

The Assistant Director I/c,
Branch MSME – DFO,
3 & 4 Industrial Estate,
2nd Mile, Sevoke Road,
Siliguri- 734 001.

Subject: Administrative approval and financial sanction for amount Rs. 14,07,885/- to Branch MSME- DFO, Siliguri under the object head Furnitures and Fixtures (4851.00.102.33.00.74) for Financial year 2023-24.

Sir,

With reference to your proposal vide e-mail dated 23/11/2023, I am to convey the administrative approval and financial sanction of Competent Authority for incurring expenditure not exceeding **Rs. 14,07,885/- (Fourteen Lakh Seven thousand Eight hundred Eighty Five only)** to Branch MSME- DFO, Siliguri under object head Furnitures and Fixtures (4851.00.102.33.00.74) for procurement of furniture for new office building of Br. MSME-DFO, Siliguri as per the details mentioned in the attached Annexure- I.

2. The expenditure of **Rs. 14,07,885/-** shall be accommodated in Demand No. 68 – Ministry of Micro, Small & Medium Enterprises (MSME) under object head Furnitures and Fixtures (4851.00.102.33.00.74) for FY 2023-24.
3. The procurement shall be made strictly through GeM portal as per GFR norms / Government prescribed procedures / Rules and Guidelines/ PPP-MII-,2020,2021 order / as per the specifications mentioned in the attached Annexure.
4. In order to promote Indian products Make in India, preference to be given to Indian manufacturers meeting same specifications.
5. Furnitures and Fixtures should not be proprietary item.
6. The purchase committee should have an officer as member from nearest MSME-DFO/TC/TS not below the rank of Asstt. Director Gr.- I.
7. ADC/Director/Director I/c/ Joint Director/Deputy Director/ Asst. Director I/c should furnish the report of the work/ Procurement and statement for actual expenditure incurred to this office by 2nd of the following month inter alia with the reason or variation if any and ensure utilization of fund within the current FY 2023-24.


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8. Expenditure is under capital head, a separate dead stock register shall be maintained for each Furnitures and Fixtures.
9. ADC /Director/Director I/c/ Joint Director / Deputy Director / Asst. Director I/c shall furnish installation report of the Furnitures and Fixtures along with expenditure incurred and fund utilization certificate as per Annexure- II & III.
10. This issues with the approval of AS & DC vide e-office no. 4019828 dated 11.12.2023.



**(Ajay Bajpai)
Joint Director**

Copy to:

- 1) Pay & accounts office (MSME), Kolkata.
- 2) B & A Division, O/o DC (MSME), Nirman Bhawan, New Delhi.
- 3) SENET Division with the request to upload on DC (MSME) website.
- 4) Sanction File.



**(Ajay Bajpai)
Joint Director**

अजय बाजपेई / AJAY BAJPAI
संयुक्त निदेशक (आई ई डी एस) / Joint Director (IEDS)
भारत सरकार / Govt. of India
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-110011 / Nirman Bhawan, New Delhi-110011