

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, 7<sup>th</sup> Floor, Maulana Azad Road,  
New Delhi-110 108

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

F.No. DI-17014/1/2021-DI AND TC-DCMSME

16<sup>th</sup> February, 2024

To  
The Director,  
MSME-DFO, Mumbai  
Kurla Andheri Road, Sakinaka,  
Mumbai, Maharashtra-400072

**Subject: - Administrative Approval and Financial Sanction for fund of ₹ 17,62,961/- (Rupees Seventeen Lakh Sixty-Two Thousand Nine Hundred Sixty-One Only) for purchase of office equipment/ furniture/ items, etc. for Branch MSME-DFO, Pune under the Object Head OE Infrastructure (2851.00.001.05.01.13) during the FY 2023-24-reg.**

Sir,

I am directed to convey the administrative and financial sanction of AS&DC(MSME) for ₹ 17, 62,961/- (Rupees Seventeen Lakh Sixty-Two Thousand Nine Hundred Sixty-One Only) to the MSME-DFO, Mumbai for purchase of office equipment/ furniture/ items, etc. for Branch MSME-DFO, Pune under the Object Head OE Infrastructure (2851.00.001.05.01.13) during the FY 2023-24.

Sl. No	Description of the Office Items	Quantity (No.)	Per unit Price (₹)	Total Price (₹)
1	TABLE H 750 mm X 1800 mm X900 mm, Three drawers	3	1,10,000	3,30,000
2	Officers Chairs	4	38,000	1,52,000
3	Visitors Chairs	12	35,000	4,20,000
4	Almirah 2000 mm X 450 mm X 130 mm	1	47,961	47,961
5	Racks Type of steel filing cabinets-4 drawer 1380 mm X 700 mm X470 mm	2	54,000	1,08,000
6	Round Table 2400mm X 1200 mm 750 mm X 500 mm	1	1,00,000	1,00,000
7	Round Table Chairs 400 mm X400 mm X Min thickness of MS plate joining the under structure with seat = 3 mm	6	35,000	2,10,000
8	Water Cooler Material of drinking water cooler body =Fully SS with 0.5	1	68,000	68,000

अखिलेश झा / Akhilesh Jha  
उप निदेशक / Deputy Director  
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

अखिलेश झा / AKHILESH JHA  
उप निदेशक / Deputy Director  
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

अखिलेश झा  
16.02.24

	mm Cooling & Storage Capacity 150 litres			
9	Water Purifier Purification storage capacity 1000 ml, life of Filtering cartridge 1000 letrs	1	20,000	20,000
10	Air Conditioner	2	87,000	1,74,000
11	Air Purifier Thickness of filter 50 mm Battery life once fully charged 4 hrs.	1	47,000	47,000
12	Sofa Set, seating capacity 3, 75 mmX560 mm X560 mm X520 mm	1	50,000	50,000
13	Tea Table, dimension of top 1219 mm x711mm x460 mm	1	36,000	36,000
	<b>Total</b>			<b>17,62,961</b>

2. The expenditure of ₹ 17,62,961/- (**Rupees Seventeen Lakh Sixty-Two Thousand Nine Hundred Sixty-One Only**) will be accountable to the Demand No.68, Ministry of Micro, Small and Medium Enterprises (MSME) under the object head OE Infrastructure (2851.00.001.05.01.13) during the FY 2023-24.

3. The expenditure is to be made strictly as per GFR norms through GeM Portal and as per Govt. procedures and guidelines. **It is also advisable to procure items costing more than ₹ 25,000 or bulk items through bidding process available on GeM portal.**

4. Director/HoO, MSME-DFO, Mumbai should furnish statement for expenditure incurred and ensures utilization of fund by 20<sup>th</sup> March 2024.

5. This issues with the approval of AS & DC (MSME) vide e-office computer no. E 4019829 dated 12.02.2024.

अखिलेश झा  
16.02.24  
(अखिलेश झा)

अखिलेश झा / AKHILESH JHA  
उप निदेशक / Deputy Director.  
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

उप निदेशक

डीएफओ/टीसी प्रभाग

Copy to: -

1. Pay & Accounts Office (MSME), Mumbai.
2. B&A Division, O/o DC(MSME), Nirman Bhawan, New Delhi with the request to allocate above sanctioned amount to concerned Institute.
3. SENET Division with the request to upload on DC(MSME) website.
4. Guard file.

अखिलेश झा  
16.02.24  
(अखिलेश झा)

उप निदेशक

डीएफओ/टीसी प्रभाग

अखिलेश झा / AKHILESH JHA  
उप निदेशक / Deputy Director.  
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-1100