



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

No. 17/MSMECompetitive(Lean)/Guidelines

Date: 31.03.2023

To,

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**Sub : Instructions regarding conducting Awareness/ Training Programmes under MSME Competitive (Lean) Scheme: reg.**

This is in reference to the MSME Competitive (Lean) Scheme guidelines para 6.0 (a) regarding Awareness and Training Programme.

2. In this context, the following instructions are to be followed while conducting Awareness/ Training programmes under the scheme:

- (i) All the instructions mentioned in the scheme guidelines regarding no. of participants and no. of new pledges should be strictly adhered to.
- (ii) The date and venue of the awareness programmes should be decided in consultation with the concerned MSME-DFO.
- (iii) Active involvement of DIC, Industrial Associations and other stakeholders should be ensured in each programme.
- (iv) Intimation regarding conduct of Awareness/ Training programmes i.e. date, time and venue etc. along with the details of speakers/ trainers should be communicated to this office and the concerned MSME-DFO at least one week in advance.
- (v) A representative of the Office of DC(MSME) HQ/ concerned MSME-DFO should be present in every awareness programme and in the inaugural session of every training programme.

- (vi) While conducting awareness/ training programmes all efforts should be made to ensure participation from SC/ST/OBC/PH/Women and other minority categories of MSMEs.
- (vii) Information of attendees with address, Gender, Category (General/SC/ST etc.), Udyam Registration with status (Micro/ Small/ Medium), signed attendance sheet, photographs of the event, feedback from participants and outcome of the programme shall be forwarded to this office after completion of the programme, so that the same may be put up for the perusal of the PMAC of the scheme.
- (viii) The actual expenditure incurred on the programme should be submitted to this office after completion of every programme along with copy of invoices, audited statements of accounts from which the programme has been conducted, indicating activity wise and head wise expenditure.
- (ix) In no case the grant released for awareness/ training programme should be utilized for any other purpose than those indicated in the sanction order.

This issues with the approval of competent authority.

Yours sincerely



(V. Ramakrishnan)  
Dy. Director (Lean)

**Copy to :**

1. All MSME DFOs