



सत्यमेव जयते

No. 5(1)/2025-26/PMS/Schemeguidelines(E-4032944)
GOVERNMENT OF INDIA
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES
O/o DEVELOPMENT COMMISSIONER (MSME)
PMS DIVISION

Nirman Bhawan, New Delhi
Dated: 20.11.2025

OFFICE MEMORANDUM

Subject: Strict adherence to PMS Scheme Guidelines – Regarding documents to be sought from Organisers and MSEs

It has been observed that while scrutiny of proposals and claims is an essential function of MSME-DFOs, some DFOs are seeking extensive additional documents and following internal SOPs beyond the approved PMS Scheme Guidelines. This has led to inconsistencies and delays. Scrutiny shall therefore be carried out strictly within the PMS Guidelines without prescribing any extra or expanded list of documents.

2. In this regard, the competent authority has directed that:-
 - I. All MSME-DFOs shall conduct necessary scrutiny of proposals and claims strictly within the overall framework of the PMS Scheme Guidelines, and only the documents prescribed therein may be sought from organizers and MSE applicants.
 - II. No DFO shall seek any additional documents from organisers or participating MSEs other than those explicitly mentioned in the PMS Scheme Guidelines and instructions issued by PMS Division from time to time.
 - III. Any internal SOPs, formats, or instructions issued at DFO level that go beyond the Scheme Guidelines shall be withdrawn with immediate effect.
 - IV. In extreme cases, if any clarification, difficulty or additional requirement felt necessary by DFOs during implementation should be referred to the PMS Division for guidance/approval before being enforced.
3. All DFOs are instructed to comply with these directions strictly to ensure uniformity, transparency, and timely processing of proposals, applications and claims under the PMS Scheme.
4. This issues with the approval of the competent authority.

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To

Head of Office
All MSME-DFOs

Copy to

1. PPS to AS&DC
2. PPS to ADC(PMS).
3. PS/PA to all the members of Empowered Committee
4. PAO-MSME, Delhi/Mumbai/Kolkata/Chennai