



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

Nirman Bhawan, New Delhi
Dated: 04.11.2025

OFFICE MEMORANDUM

Subject: Compliance with documentation requirements under Component 5(I)(A) of PMS Scheme — regarding.

It has been observed that in some recent cases, proposals received from organisers under Component 5(I)(A) of the PMS Scheme and forwarded by MSME-DFOs to this Division were found to be incomplete and not in accordance with the documentation requirements prescribed under the PMS Scheme Guidelines.

2. As per Annexure-B of the PMS Scheme Guidelines, specific documents are required to be obtained by the Implementing Agencies from the event organizers at the time of receiving proposals for trade fairs/exhibitions. However, in certain instances, incomplete or provisional documents such as enquiry letters in place of valid venue booking confirmations have been submitted.

3. All Heads of Offices (HOO)/DFOs are, therefore, directed to ensure strict compliance with the PMS Scheme Guidelines and the instructions issued by this Office from time to time. Only those proposals which are complete in all respects and conform to the prescribed requirements shall be uploaded/recommended on the PMS portal for consideration of the competent authority.

4. Any deviation or negligence in this regard will be viewed seriously and the responsibility for lapses shall rest solely with the concerned HOO.

5. 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