



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: 11.11.2025

OFFICE MEMORANDUM

Subject: Clarification regarding details to be included in receipts/invoices submitted by MSEs for reimbursement under PMS Scheme – Reg.

It has been observed that in many cases, the receipts/tax invoices submitted by MSEs under the PMS Scheme are lacking essential details, which causes difficulties in verification of applications and also leads to delays in processing claims.

2. In view of the above, it has been decided with the approval of Competent Authority that all receipts/invoices submitted by MSEs for reimbursement under the PMS Scheme shall mandatorily contain the following information:-

- Name of the fair/exhibition along with duration, and complete address of the event.
- Name of the organiser (as per administrative approval), its GST and PAN Number.
- Name of the MSE as per UDYAM registration.
- Area allotted to the concerned MSEs with rate per square meter
- Date of issuance and number of the receipt/tax invoice.
- Stamp and signature of the organizer, if not computer generated.

3. All DFOs are directed to convey the above to all the organizers and ensure that the above details are verified while processing applications and claims under the PMS Scheme.

4. This issues with the approval of 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