



No. 5(61)/2023-24/PMS/5(I)A Claims
GOVERNMENT OF INDIA
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES
O/o DEVELOPMENT COMMISSIONER (MSME)
PMS DIVISION

Nirman Bhawan, New Delhi

Dated: 15.05.2025

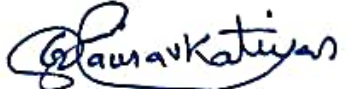
OFFICE MEMORANDUM

Subject: Compliance regarding reimbursement of PMS Beneficiaries.

With reference to the meeting notice dated 13.05.2025 (copy attached) issued by DFO Division regarding the review of functioning of MSME-DFOs under the chairmanship of AS&DC (MSME), along with Divisional Heads and Heads of Offices (HoOs) of MSME-DFOs, the following is being conveyed for information and necessary compliance:-

- i. As per one of the action points highlighted in the minutes of the previous meeting held on 23.12.2024, it was emphasized that pending bills of PMS beneficiaries must be resolved proactively by the concerned HoOs of DFOs, in accordance with the rules and guidelines of the PMS Scheme.
 - ii. In this regard, it is informed that a sanction amounting to ₹10.83 Crore for 1,476 MSEs has already been issued on 11.04.2025, during FY 2025-26.
 - iii. Further, cases related to more than 2,600 MSEs are currently under submission for financial concurrence, and sanction orders will be issued shortly by Headquarter.
 - iv. All MSME-DFOs are hereby directed to ensure that reimbursements to all MSEs covered under the sanction dated 11.04.2025 are completed by 19.05.2025 without fail.
 - v. An information Sheet seeking the status of reimbursement and related information will be circulated shortly by the PMS Division. All DFOs are requested to update the information in a timely and accurate manner to facilitate monitoring at the Division level.
2. This matter may be accorded top priority.
 3. This issues with the approval of Competent Authority

Encl: As above



(Gaurav Katiyar)

Joint Director (PMS)

Tele No. 23062472

To

The Head of Office
All the MSME-DFOs

Copy to:-

1. PS to AS&DC, MSME
2. ADC (PMS), O/o DC MSME
3. AD(SENET) with the request upload this OM on website of DC-MSME.
4. Guard File

D-64(03)/DFO/workshops/23-24
Government of India
Ministry of Micro, Small and Medium Enterprises
Office of the Development Commissioner

A-Wing, 7th Floor,
Nirman Bhawan, New Delhi
Dated 13.05.2025

Meeting Notice

As per the directives of AS&DC (MSME), a review meeting on working of MSME-DFOs will be held under the Chairmanship of AS&DC(MSME) along with the Divisional Heads of O/o DC(MSME) and HoOs of MSME-DFOs/ Br. MSME-DFOs from 10.00 AM on 21.05.2025 in Committee Room, O/o DC(MSME), Nirman Bhawan. All the Divisional Heads of O/o DC(MSME) are requested to make it convenient to attend the said meeting at Committee Room, O/o DC(MSME). The HoOs of all the MSME-DFOs/ Br. DFOs are also requested to join the said meeting through VC link, which will be shared shortly over the email.

2. Agenda Points of the meeting are as follows –

I. Revised Definition of MSME and role of DFOs for engagement with Stakeholders - to be presented by Policy Division

II. Status of Report on setting up of at least 2 CFCs in the jurisdiction of respective MSME DFOs – to be presented by CDP Division

III. Institutionalizing and strengthening the work of DFO related to consulting the MSMEs and preparing State and District level Industrial Profiles – to be presented by S&D Division and supported by DFO Division

3. This issues with the approval of the competent authority.

Encl.: Copy of Minutes of Previous Meeting held on 23.12.24



(Ajay Bajpai)
Joint Director
DFO&TC Division

To

All HoO, MSME DFOs/ Br. DFOs-*through email*

Copy to

1. PPS to AS& DC MSME
2. DDG/ ADCs, O/o DC(MSME)

Office of Development Commissioner (MSME)
Nirman Bhawan, New Delhi

Subject: - Minutes of Meeting Dated 23.12.2024, held under the chairmanship of AS & DC (MSME) with the senior officers of O/o DC(MSME) and HoO of MSME DFOs (through VC Mode) on Monthly Progress Report.

The first monthly meeting of DFOs was held under the chairmanship of AS & DC (MSME) on 23.12.2024 in the committee hall of O/o DC (MSME), New Delhi with Senior officers and HoO of MSME-DFOs on Monthly Progress Report.

2. The list of Participants are as follows: -

- (i) Dr. Rajneesh, Additional Secretary of Development Commissioner, (MSME)
- (ii) Smt. Sudha Keshri, Additional Development Commissioner
- (iii) Smt. Anuja Bapat, Deputy Director General
- (iv) Smt. Ishita G. Tripathy, Additional Development Commissioner
- (v) Smt. Ashwini Lal, Additional Development Commissioner
- (vi) Sh. Rakesh Kumar Rai, Additional Development Commissioner
- (vii) HoO of All MSME-DFOs, (through VC Mode)

3. At the outset, DDG(DFO/TC) welcomed AS & DC (MSME), other senior officers of o/o DC (MSME) and HoO of MSME-DFOs & apprised about the agenda of the meeting. It was informed that a detailed MPR format has been developed ever since the work of MPR has been entrusted upon DFO/TC Division which is received online from DFOs. The platform is being further developed to make it completely online with appropriate linkage with other online platforms such as Budget and accounts etc. DDG(DFO/TC) also insisted that all DFOs must timely submit their MPRs for further compilation. It was decided that hereafter regular meeting will be held with DFOs on specific agenda points as compiled from all Division of Ministry and DC Office. **(Action: DFO/TC Div, HQ, All DFOs)**

4. AS & DC(MSME) reviewed about the status of joining of the Young Professional (YPs) in the MSME DFOs/Br. DFOs & instructed that they must not be restricted to do the routine clerical work, rather shall be utilized for the proper implementation/monitoring of the Ministry of MSME schemes. (**Action : All DFO Heads**)

5. AS & DC(MSME) also emphasized on the orientation and training of the Young Professionals. He also desired that YPs should be given an overview of the Ministry as well as working of O/o DC(MSME), all major schemes/ Divisions of the Ministry: -

1. MSME policy division.
2. PMV Scheme.
3. TCEC/TCSP Scheme.
4. CDP Scheme.
5. PMS Scheme.
6. ESDP Scheme etc.
7. Other scheme of the Ministry of MSME like RAMP, CHAMPION, KVIC, NSIC, Coir Board etc.

AS& DC instructed that Young Professionals should be given an overall view of the ministry instead of giving the information in bits and pieces. He asked DDG(Coord) to take a session on Overview of the Ministry and O/o DC MSME, while JS/ADCs briefly discuss their respective schemes. DFO/TC Div to plan out the respective sessions in VC mode in the first fortnight of Jan 2025. **(Action: DFO/ TC Div, Division Heads)**

6. Further, AS & DC(MSME) also insisted that the undertaking shall be taken from them that they have read the “Annual Report” and “Rules of Business” of our Ministry. **DFO Division must compile the status of the undertaking by the Young Professional and also to apprise the same to AS & DC(MSME). (Action: DFO/ TC Div, DFO Heads)**

7. Detailed scheme wise discussions took place thereafter : -

a. **PMV Scheme Division-** AS & DC(MSME), flagged the issue that the anomalies observed in registration of beneficiaries to a specific trade & directed that all the application received at stage III must mandatorily be examined/reviewed by making calls to each of the applicant and verifying his/her trade credentials. In case there is any mismatch of the trade, the application shall be rejected. He also iterated that the concerned HoO must examine the causes of wrong filing of the trade and must inquire from the CSC’s and Gram Panchayat Pradhans too.**(Action: PMV division, all DFOs.)**

b. **MSME-Cluster Development Programme Scheme-** AS & DC(MSME) has highlighted that some states/UTs are actively participating in the scheme while some

other States/UTs are lagging behind in the implementation of the Cluster Development Program (CDP) scheme. All DFOs in charge must review the uptake of CDPs in their respective states & focus shall be given to up-bring new Common Facilitation Centers (CFCs) under the ambit of CDP Scheme.

The chair has also flagged that the creation of CFCs are very low and implementation shall be speeded up. AS & DC(MSME) has assigned the target to **DFO's In-charge to prepare a report for setting up of at least 2 CFCs in their respective state** within next one month. (**Action: CDP Division , All DFOs**).

c. Implementation of TCEC/TCSP Scheme- AS & DC(MSME) instructed all the HoO of DFOs that they must visit the offices of our Ministry of their jurisdiction and find out at least 10000 Sq. fts. free space available within the offices for the construction of New Extension Centres and submit the report to O/o DC (MSME).

Actionable Point: -ADC (TCSP) and ADC (TCEC) to organize sessions for the officers of DFOs and General Manager/ In charge's of TCSP/ TCEC in order to brief about the insight of TCSP and TCEC scheme.

d. Implementation of PMS Scheme - AS & DC(MSME) stated that bills of the beneficiaries are pending and it is not to appropriate to delay it further. He instructed that the issue of pendency must be resolved proactively by the concerned HoOs of DFOs following the confines of the rules and guideline of the scheme.

In this regard, DDG (ESDP Division) also flagged similar concern regarding the settlement of bills pertaining to ESDP Scheme. (**Action: All DFOs**)

e. TSA System- DFOs were advised to be in touch with the state government where ever the TSA system is being implemented. All HoO of DFOs were instructed to have full awareness of the TSA System model and progress would be reviewed in r/o the learning outcome of the HoO in charge in the next upcoming MPR meeting.

8. The meeting ended with the vote of thanks from the DDG and AS & DC(MSME) wished the gathering with an advanced greeting of the Christmas and New Year.
