

No.4(92)/2017-IC
Government of India
Ministry of Micro, Small and Medium Enterprises
(IC Section)

Udyog Bhawan, New Delhi-110011
Dated: 05/6/18 June, 2018

OFFICE MEMORANDUM

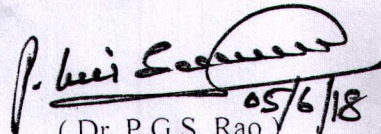
Sub: International Cooperation (IC) Scheme Guidelines 2018.

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It is notified for information of all concerned that the International Cooperation (IC) Scheme guidelines of the Ministry issued on 16th December, 2016 have been revised with the approval of Hon'ble Minister for State (I/C) for MSME. Accordingly, new guidelines are circulated herewith for information and necessary action by all concerned. The new guidelines are also available on this Ministry's website www.msme.gov.in under International Cooperation link.

2. Office of DC-MSME; NSIC; KVIC and Coir Board are requested to circulate the revised guidelines to their field offices for their information and also bringing in the knowledge of Industry Associations/MSME Units. In the past, there had been very negligible participation from the Industry Associations/MSME units belonging to NER/SC/ST categories. Therefore, the field offices may be advised specifically to bring the guidelines in the knowledge of Industry Associations/MSME Units belonging to NER/SC/ST categories and also encourage them to avail the benefits of IC Scheme.
3. The revised guidelines will be effective with immediate effect.

Encl. as above.


(Dr. P.G.S. Rao)
Director - IC
Tel. 23063198

To

1. AS&DC/AS&FA/JS (SME)/JS (ARI)/Eco. Adv./US(Fin.I/II) – Ministry of MSME, New Delhi.
2. Chairman-cum-Managing Director, NSIC, New Delhi.
3. Chief Executive Officer, KVIC, Mumbai.
4. Secretary, Coir Board, Cochin, Kerala.
5. Director General, NI-MSME, Hyderabad.
6. Technical Director (NIC), Office of DC (MSME), Nirman Bhawan, New Delhi with the request to kindly upload the revised guidelines on the website of this Ministry under International Cooperation link and also make the requisite changes in the MIS of IC Scheme which is under process for its integration with DBT portal.
7. Joint Director (OL), Ministry of MSME with the request to kindly provide Hindi version of the guidelines.

Copy for information to:

1. PS to Minister (MSME)
2. PPS to Secretary (MSME)

International Cooperation (IC) Scheme Guidelines 2018, Ministry of MSME

1. INTRODUCTION

Technology infusion and/or upgradation of Indian Micro, Small and Medium Enterprises (MSMEs), their modernization and promotion of their exports are the principal objectives of assistance under the International Cooperation (IC) Scheme. The Scheme would cover the following activities:

- (i) Visit of MSME delegations to other countries in international exhibitions/ trade fairs, conferences/ summits/workshops etc. for exploring new areas of technology infusion/upgradation, joint ventures, improving market of MSMEs products, etc.
- (ii) Participation of MSME delegations in international exhibitions, trade fairs and buyer-seller meets in foreign countries.
- (iii) Holding international conferences/summits/workshops/seminars relating to MSME sector to be organized in India by the Industry Associations/ Government organizations.
- (iv) Holding/organising mega international exhibition or fair and international conferences/seminars/workshops, Joint Committee Meetings/Joint Working Group Meetings/Government to Government bilateral meetings with outer countries in India by Ministry of MSME or organizations under it.
- (v) Sending a delegation of the Ministry of MSME to an International Exhibition/Fairs/Conference in foreign countries.

2. ELIGIBLE ORGANISATIONS

Besides the Ministry of MSME and organizations under the Ministry, events under the Scheme can be organised by:

- (a) State/Central Government Organisations;
- (b) Registered Industry/Enterprise Associations; and
- (c) Registered Societies/Trusts and Organisations associated with promotion and development of MSME Sector.

3. ELIGIBILITY CONDITIONS

The eligibility conditions for seeking financial assistance under the Scheme are:

- a) The applicant organization should be suitably registered under the relevant Act (i.e. companies under the Companies Act, Societies under the Societies Act, etc.) with the primary objective of promotion and development of MSME.
- b) The applicant organisation must be engaged in MSME development such activities for at least in last 3 years and have a good track record.
- c) The applicant organization should have regular audited accounts for the past 3 years.
- d) Events, for which financial support under the Scheme is sought, must have significant international importance.

4. OTHER CONDITIONS

- a) Financial assistance to one organisation would normally be restricted to two events in a financial year. The Screening Committee may, however, recommend relaxation of this condition for reasons to be recorded.
- b) The quantum of assistance shall only be supplemental in nature to the contribution of organizer.

- c) Selection of the participating units shall be the sole responsibility of the applicant organization. While selecting entrepreneurs/participants, the applicant organization should ensure that the selection is done in a fair and transparent manner, taking into consideration factors like track record, growth potential, export potential, etc.
- d) In order to make representation in such events more inclusive and equitable, following guidelines must be followed:
- (i) Adequate representation would be given to SC/ST/Minority/Women entrepreneurs in such events, subject to condition that the best products would be showcased.
 - (ii) While selecting entrepreneurs as well as representative(s) of the participating units, priority should be given to persons who have not participated in such events earlier with Government grant.

5. ASSISTANCE UNDER THE SCHEME

5.1 Budget Estimate of the event

The applicant organisation will submit an application for assistance, along with the relevant documents and the budget estimate of the expenditure on the proposed event in the proforma **(Annexure-I to V)** giving full details of expenditure. The admissible financial assistance would be worked out on the basis of this budget estimate and in accordance with the criteria/scale mentioned in paragraph 5.2 and further at the discretion of the Screening Committee.

5.2 Scale of Assistance and Eligible Items of Expenditure

Items of expenditure for which assistance may be considered under the scheme are specified below:

5.2.1 Visit of MSME delegations to other countries in international exhibitions/ trade fairs, conferences/ summits/workshops etc. for exploring new areas of technology infusion/upgradation, joint ventures, improving market of MSMEs products, etc. The minimum number of the MSME units must not be less than 10 in a delegation. One Office Bearer of the participating Industry Association/organization/Society/Trust can be considered for travel along with the delegation, if necessary.

The eligible items for visit of MSME delegations and the scale of assistance would be as under:

Sl. No.	Eligible Items of expenditure	Scale of Assistance
(a)	Air Fare	For Micro, Small and Medium entrepreneurs: 100% of the economy class airfare subject to a maximum of Rs.1.00 lakh or actual fare paid, whichever is lower (for one MSME unit). For office bearer of the applicant organisation: 100% of the economy class airfare subject to a maximum of Rs.1.00 lakh or actual fare paid, whichever is lower.
(b)	Duty allowance	Office Bearer will get USD 150 per day for a maximum of 3 days of the approved period of event towards duty allowance.
(c)	Air fare, hotel accommodation,	For Government official: In case any Government official participates in the delegation, his/her expenses (air fare, hotel accommodation, local

local transport, daily allowance, etc. for Government Official	transport, daily allowance, etc.) as per his/her entitlement will be reimbursed from the Ministry. The amount excludes from the amount sanctioned to Industry Associations/organisations.
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5.2.2 Participation of MSME delegations in international exhibitions, trade fairs and buyer-seller meets in foreign countries.

The minimum number of the MSME units must not be less than 10 in a delegation. One Office Bearer of the participating Industry Association/organization/Society/Trust can be considered for travel along with the delegation, if necessary.

The eligible items for such participation of MSME units and the scale of assistance would be as under:

Sl. No.	Eligible Items of expenditure	Scale of Assistance
(a)	Space Rent (Stall Charges)	For Micro, Small and Medium entrepreneurs: 100% of the space rent subject to a maximum of Rs.1.25 lakh or actual rent paid, whichever is lower (for one MSME unit). Office Bearer is not eligible for Space Rent.
(b)	Air Fare	For Micro, Small and Medium entrepreneurs: 100% of the economy class airfare subject to a maximum of Rs.1.00 lakh or actual fare paid, whichever is lower (for one MSME unit). For office bearer of the applicant organisation: 100% of the economy class airfare subject to a maximum of Rs.1.00 lakh or actual fare paid, whichever is lower.
(c)	Duty allowance	Office Bearer will get USD 150 per day for a maximum of 3 days of the approved period of event towards duty allowance.
(d)	Freight charges	Actuals subject to maximum of 25,000/- per MSME unit (Rs.37,500/- per MSME unit for Latin American countries).
(e)	Advertisement and publicity charges	Maximum of Rs.5.00 lakh or actual, whichever is less subject to the condition that the minimum MSME Units must be 20.
(f)	Entry/ registration fee	Maximum of Rs.5,000/- per MSME unit or actual whichever is less.
(d)	Air fare, hotel accommodation, local transport, daily allowance, etc. for Government Official.	For Government official: In case any Government official participates in the delegation, his/her expenses (air fare, hotel accommodation, local transport, daily allowance, etc.) as per his/her entitlement will be reimbursed from the Ministry. The amount excludes from the amount sanctioned to Industry Associations/organisations.

5.2.3 Holding/ organizing International conferences/ summits/ workshops/ seminars relating to MSME sector to be organized in India by the Industry Associations/ Government Organizations. The quantum of assistance would be as under:

(i)	Charges for holding/organizing the International conferences/ summits/ workshops/ seminars in India by Industry Associations including charges for venue rent, catering, advertisement & publicity, security arrangement, etc.	A maximum of Rs.4.50 lakh or the actuals, whichever is lower subject to the condition that the international event should not be held in any five-star hotel.
(ii)	Airfare for foreign speakers/ experts/ resource persons only.	A maximum of Rs.2.50 lakh or actuals, whichever is lower for minimum of 3 foreign speakers/ experts/ resource persons.

5.2.4 Holding/organizing mega international exhibition or fair and international conferences/seminars/workshops, Joint Committee Meetings/Joint Working Group Meetings/Government to Government bilateral meetings with outer countries in India by Ministry of MSME or organizations under it.

There is no expenditure ceiling for these events to be organized by the Ministry of MSME or any of its organization. The expenditure to be incurred will be decided by the competent authority i.e. Secretary (MSME) in consultation with the IFW.

Para 5.2.5 Sending a delegation of the Ministry of MSME to an International Exhibitions/Fairs/Conference.

10% of the Budget allocated for the Scheme will be spent under this head for sending the delegation of the Ministry to an International Exhibitions/Trade fair/Conference consisting the executive members of the industry associations/owners of the MSME units and officials of the Ministry including Hon'ble Minister of MSME. The size of the delegation should not be more than 15. The members of Industry Associations/owners of MSME units will be reimbursed up and down air fare and DA @ 150\$ per day to the maximum period of three days. The Selection of the delegates will be done by a committee headed by Secretary (MSME). DC (MSME), JS (ARI), JS(SME) and Director (IC) will be the other members of the Committee.

Para 5.2.6 "Score Card" for selection of the MSME units participating in the International Fairs/ Exhibitions abroad.

There shall be a "Score Card" as indicated at [Annexure-III](#) for selection of the MSME units visiting/participating in the International Fairs/ Exhibitions abroad. The Industry Associations/Organizations etc. will furnish the Score Card, duly filled up, along with the application and also give a self-undertaking to the effect that information furnished in the Score Card is correct and nothing has been concealed. The minimum qualifying score/points should be 60% of the Score Card. Claim will be accepted only in respect of those MSME Units whose names have been submitted by the Industry Associations/Government Institutions in the list submitted along with the application form.

6. Selection of MSME Units:

- a) Applications for participation in international events, in the prescribed format, will be mobilized by NSIC (through its branch offices), O/o DC, MSME (through MSME-DIs), KVIC, Coir Board and NIMSME from individual MSME and submit a proposal to the Director (IC), Ministry of MSME for consideration of the Screening Committee.
- b) Registered Industry Associations/Trust/Societies engaged in development of MSME sector may also submit their applications in the prescribed format to the Director (IC), Ministry of MSME for consideration of the Screening Committee.
- c) Application complete in all respect should reach the Ministry well in advance i.e. two months before commencement of the event.
- d) If the delegation is more than 20 MSME units, there should be an arrangement of a separate Indian pavilion in the event.
- e) The Ministry may nominate its representative from the Ministry or any of its Organizations as its nominee to accompany the delegation.

7. Procedure regarding proposals of MATU, MAS, MPDA and CVY Schemes

As per SFC note approved by the competent authority, the provision for international component kept in the budget of MATU, MAS, MPDA and CVY Schemes has been merged with the IC Scheme. On merging of international components of these schemes with IC scheme, the guidelines relating to international components of MATU, MAS, MPDA and CVY Schemes will not remain operational and from now onwards, all Divisions/Offices dealing with above schemes will follow the IC scheme guidelines in letter and spirit. As per new procedure, Office of DC-MSME/NSIC/Coir Board/KVIC will mobilize the MSME units and submit the consolidated proposal in the prescribed format of IC Scheme guidelines to IC Section of the Ministry for seeking in-principle approval of the Screening Committee. Items of expenditure and scale of assistance will also be followed as per IC Scheme guidelines. As for claim for reimbursement, the concerned divisions/offices will examine and settle the claim for reimbursement of MSME units at their own level from the budget allocations of their respective schemes.

8. International events

All applicant organizations including Office of DC-MSME/NSIC/Coir Board/KVIC will apply for visit/participation in any international event from the approved list of events which is already available on the Ministry's website i.e. www.msme.gov.in.

9. Scale of Financial Assistance

The maximum ceiling of financial assistance to be recommended by the Screening Committee for one international event to be held abroad is Rs.50.00 lakh. For relaxation of the ceiling, Secretary (MSME) will be the Competent Authority.

10. Sanctioning authority for financial assistance under the Scheme

A Screening Committee headed by the Joint Secretary (SME) comprising the following as members will approve the proposals:

1.	Joint Secretary in the Ministry of MSME	-	Chairman
2.	One representative from Office of Development Commissioner, MSME	-	Member
3.	One representative from ARI Division, Ministry of MSME	-	Member
4.	One representative from NSIC	-	Member
5.	One representative from IFW of Ministry of MSME	-	Member
6.	Director (IC/SME), Ministry of MSME	-	Member (Coordinator)

11. RELEASE OF GRANT

Grants under the Scheme will be released on re-imbusement basis, after the event is over, on submission of the re-imbusement claim in the proforma (**Annexure-VI to X**). Claim must be accompanied with the documents, as prescribed by the Ministry.

APPLICATION FORM
(All columns should be filled up)

1.	Name of the Applicant Organization.
2.	Complete address with pin code, phone number, fax number and email ID.
3.	Name, Phone No., Mobile No. of the contact person.
4.	Registration number and date of registration and Act (Companies Act, Societies Act, etc.) under which the Organization is registered.
5.	Number of registered members of the applicant organization (membership).
6.	Brief about the applicant organization and what it does for MSME sector (About 200 words).
7.	Name of the proposed event, duration, dates & venue.
8.	Brief description of the proposed event and objective to attend the event (About 200 words).

9.	Name of International Events participated in the last 3 years under IC Scheme of the Ministry.
10.	Brief about what benefits the member MSMEs of the Organization had drawn by participating in the previous event under International Cooperation Scheme (200 words).

Documents to be enclosed:

- (i) Copy of Registration Certificate of the applicant organization.
- (ii) Copy of Memorandum/ Bye-laws of Association.
- (iii) Copies of Audited Balance Sheet, Profit & Loss Account or Income & Expenditure Account of the applicant organization for the last 03 financial years.

I hereby declare that the above information is true and correct in all respect.

Signature of the authorised signatory
Name.....
Designation.....
Stamp of the Applicant Organization:

Date.....

Place.....

Tentative list of delegation visiting/ participating in International Exhibition abroad

Only those MSME units may be selected to include in the delegation which have the products manufactured/services rendered matching with the event profile.

Sl. No.	Name of the Participating Office Bearer and Entrepreneurs	Name and address of the MSME Unit	Mobile phone No. and Landline phone No.	Udyog Aadhar No.	Whether Manufacturer or Service Provider	Name of Products being manufactured/ Services rendered.
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

It is certified that the above mentioned units are registered and having Udyog Aadhaar Registration certificate.

Signature of the authorised signatory
Name:
Designation:
Seal of the Applicant Organization:

Date:.....

Place:.....

Score Card for selection of MSMEs for participation in International Exhibition/ Fair (Total Score – 65 Points)

Name of MSME Unit & UAN No.....

Sl. No.	Subject	Scoring methodology	Points allocation (to be filled up by MSME unit or applicant organization)
1.	Frequency of participation of a Unit in a trade fair during the last 5 financial years.	First time participation – 10 Second time participation – 02 Third time participation – 0	
2.	Proprietor of enterprise	Woman belonging to SC/ST – 10 SC/ST – 09 General – 08	
3.	Location of unit	NER region – 05 Other – 04	
4.	Remote location of unit	Located in rural area – 10 Located in city – 08 Located in metropolitan city – 06	
5.	Quality of products manufactured	ISO certified – 05 Non-ISO certified – 03	
6.	Innovative / patented product/technology	Patented – 05 Non-patented – 04	
7.	Category of enterprise	Micro – 10 Small – 08	
8.	Objective of unit for the participation in a trade fair	B2B engagements/ opportunities/ meetings – 10 Retail sale of products – 05	
	Total:	---	

This is to certify that the score card details given above are correct and nothing has been concealed.

(Signature of authorized signatory)

Name.....

Designation.....

Date:.....

Tentative list of Foreign Speakers/ Experts/ Resource Persons participating in International Conference/ summit/ workshop/ seminar in India

Sl. No.	Name of the participating Foreign Speakers/ Experts/ Resource Persons	Name of Organization with complete address of Foreign Speakers/ Experts/ Resource Persons	Mobile No., Telephone No.	Field in which the foreign speaker/ expert/ Resource Persons specializes
1				
2				
3				
4				
5				

Signature of the authorised signatory

Name:

Designation:

Seal of the Applicant Organization:

Date:.....

Place:.....

Budget Estimate

Sl. No.	Item	No. of Persons (including Office Bearer) proposed to participate in the event and No. of Stalls (Booths) to be put up.	Estimated expenditure per Person and Stall	Total Estimated expenditure (in Rs.)	Assistance sought under the IC Scheme (in Rs.)
1.	Air fare				
2.	Duty Allowance (for Office Bearer only)				
3.	Space Rent (Stall Rent) (for Entrepreneurs only)				
4.	Freight charges (for participation only)				
5.	Advertisement and publicity charges (for participation only)				
6.	Entry/ registration fee (for participation only)				
	Total:				

Signature of the authorised signatory

Name:

Designation:

Stamp of the Applicant Organization:

Date:.....

Place:.....

CLAIM FORM

1	Name of the Applicant Organization.
2	Complete address, Phone, Fax, E-mail.
3	Ref. number and date of Ministry of MSME's in-principle approval letter.
4	Name of event participated along with duration, date and venue.
5	Feedback report about the event attended (About 200 words).

6. Claim details (Statement of Account):

Sl. No.	Items	No. of Persons/Stalls	Actual Expenditure (in Rs.)	Amount Claimed (in Rs.)
1.	Air fare			
2.	Duty Allowance (for Office Bearer only)			
3.	Space Rent (Stall Rent) (for Entrepreneurs only)			
4.	Freight charges (for participation only)			
5.	Advertisement and publicity charges (for participation only)			
6.	Entry/ registration fee (for participation only)			
	Total:			

- (i) I hereby certify that the above information is correct and is based on the actual expenditure incurred in organising the event.
- (ii) It is also certified that the air-tickets for the delegates were purchased at the cheapest available economy rates.
- (iii) It is also certified that the delegates travelled through the shortest route.

Signature of the authorised signatory
Name:
Designation:
Stamp of the Applicant Organization:

Date:.....

Place:.....

CERTIFICATE OF CHARTERED ACCOUNTANT

I have verified the above information from the books of accounts, bills, vouchers, etc. and certify it to be correct.

Signature of Chartered Accountant
Membership No.
Stamp

Date:.....

Documents to be enclosed with the claim form:

- (i) Copy of Udyog Aadhar Registration certificate.
- (ii) Copy of e-ticket complete in all respect with fare information on e-ticket itself for air travel.
- (iii) Original Boarding Passes.
- (iv) Original Invoice/Bills along with Receipt of Payment for claiming stall charges, freight charges, advertisement & publicity charges, entry/registration fee.
- (v) Unique ID of Organization as registered in PFMS.
- (vi) Unique ID of Organization as registered in NGO Darpan portal of Niti Aayog (for NGOs only).
- (vii) Copy of PAN Card of the Association.
- (viii) Copy of TAN Number, if any.

Final List of Participants for whom the claim is sought

Sl. No.	Name of the Office Bearer and Entrepreneurs who attended the event.	Name of MSME unit with complete Address, e-mail ID	Mobile phone No. and Landline phone No.	Udyog Aadhar No.	Category (Whether NER/SC/ST)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

(i) It is certified that the above mentioned units are registered and have Udyog Aadhaar Registration Certificate.

(ii) It is also certified that the above mentioned delegates actually travelled/attended the event.

Signature of the authorised signatory
Name:
Designation:
Stamp of the Applicant Organization:

Date:.....
Place:.....

MANDATE FORM

Electronic Clearing Service (Credit Clearing)/Real Time Gross Settlement (RTGS)
facility for receiving payments.

A. Details of Accounts Holders:-

Name of Account Holder	
Complete Contact Address	
Telephone Number/Fax/E-mail	

B. Bank Account Details:-

Bank Name	
Branch Name with Complete Address, Telephone No. and E-mail	
Whether the Branch is computerized?	
Whether the Branch is RTGS enabled? If yes then what is the Branch's IFSC Code	
Is the Branch also NEFT enabled?	
Type of Bank Account (SB/Current/Cash Credit)	
Complete Bank Account No. (Latest)	
MICR Code of Bank	

Date of effect:

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the use Institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the Scheme.

Signature of Customer

Date:

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp)

Date:

Signature of Customer

1. Please attach a photocopy of cheque along with the verification from the bank.
2. In case you Bank Branch is presently not "RTGS enabled", then upon its upgradation to "RTGS Enabled" branch, please submit the information in the above proforma to the Department as earliest.

On the letter head of the Association/Organization

CERTIFICATE

This is to certify that no Grants-in-Aid for the purpose of activities as approved vide sanction letter No..... dated..... of Ministry of MSME has been applied for or obtained from any other Ministry or Department of Government of India or any other State Government or Government Institute/Agency.

Signature of the authorized signatory
Name.....
Stamp of Association/Organization

PRE-RECEIPT

(To be submitted on Letter-head of Association/Organization)

Received a sum of Rs.....

(Rupees.....)

as financial assistance on reimbursement basis under International Cooperation (IC) Scheme as approved by Ministry of MSME vide sanction letter No.....

dated.....

Revenue Stamp
Signature

Name.....
Designation.....
Stamp of the Association/ Organization
