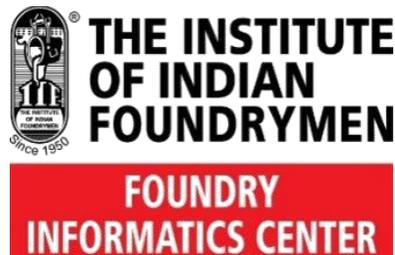


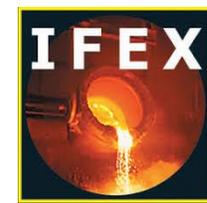


REFERENCE MANUAL

**For submitting application under the
Procurement and Marketing Support (PMS)
Scheme of the Ministry of MSME**

Prepared by:



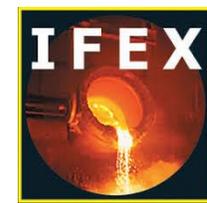


International Foundry Exhibition - IFEX 2024 is now an approved event under the PMS Scheme of the Min of MSME

Important Links

Scheme Guidelines - <https://dcmsme.gov.in/OM%20&%20PMS%20Scheme%20Guidelines.pdf>

MSME Website - <https://my.msme.gov.in>



Eligibility Criteria

1. IFEX 2024 exhibitors who falls under the Micro or Small Enterprises category as per the definition of MSMEs and having valid Udyam Registration (UR) Certificate are eligible to apply under the scheme
2. Exhibitors having build up stall of 12 sqm (minimum stall size of IFEX 2024) only are eligible (out of 12 sqm only 9 sqm is approved for calculating subsidy)
3. Upto 100% subsidy is available
4. Contingency expenditure on travel, publicity, freight etc. upto a maximum of INR 25,000/- or actuals (whichever is less) is available as per norms
5. Max financial support under the PMS scheme is INR 1,50,000/- per exhibitor (incl. contingency expenditure and stall cost) or actuals (whichever is less)
6. Applicant units shall have to submit their claim online (or system in place) in the prescribed format within 30 days from date of conclusion of the event.
7. Subsidy to exhibitor under the scheme is subject to fulfilling all criteria and documentation by the exhibitor as required by the Ministry
8. Grant is given at the sole discretion of the Ministry of MSME, subject to availability of funds with the ministry for the scheme



Eligibility Criteria defined

1. Medium & large category exhibitors or Exhibitors having stall size more than 12 sqm or stall with customized design all are out of purview of PMS Scheme.
2. Total financial support is in two parts, one is stall cost (approved for 9 sqm out of 12 sqm stall size) and other is contingency expenditure (actual or max ceiling of INR 25000, whichever is lower)
3. Maximum financial support available is INR 1.5 lacs including contingency exp
4. For Example, stall cost is 9500 per sqm, stall size 12 sqm & contingency expenditure on travel (one person only), publicity, freight etc. comes to INR 50,000

Stall cost 9500 x 12	=	INR 1,14,000.00
Contingency Exp	=	INR 50,000.00
<u>Total expenditure</u>	=	<u>INR 1,64,000.00</u>

In this case the financial support will be limited to

On Stall cost 9500 x 9	=	INR 85,500.00
On Contingency Exp	=	INR 25,000.00
<u>Total financial support</u>	=	<u>INR 1,10,500.00</u>

5. PLC Charges do not qualify for the grant

STEP TO STEP PROCEDURE FOR SUBMITTING APPLICATION UNDER THE PMS

1. After opening the website (<https://my.msme.gov.in>), click on **PROCUREMENT AND MARKETING SUPPORT (PMS)** button as shown below



You can download MyMSME Android Apps from Google Play

MSME e-Transaction Count : 18

UDYOG AADHAAR MSME REGISTRATION	ZERO DEFECT.. MSME ZED	MSME GLOBAL MART MSME B2B PORTAL	DESIGN CLINIC MSME DESIGN
LEAN MFG... MSME LEAN	QUALITY MGMT MSME QMS / QTT	TECH & QUALITY MSME TEQUP	PROCUREMENT MARKETING SUPPORT MSME PMS
IPR MSME IPR	IDEA INCUBATION MSME INCUBATION	MSEFC MSME FACILITATION	IGMS MSME GRIEVANCE
CREDIT SUBSIDY MSME CLCSS	CLUSTER MSME CDP	TRADE DEVELOP.. MSME TREAD	CREDIT GURANTEE MSME CGTMSE

Background : Ease of Doing Business Initiative

Ministry of Micro, Small & Medium Enterprises

Micro, Small and Medium Enterprises (MSME) sector has emerged as a highly vibrant and dynamic sector of the Indian economy over the last six decades.
[Read More....](#)

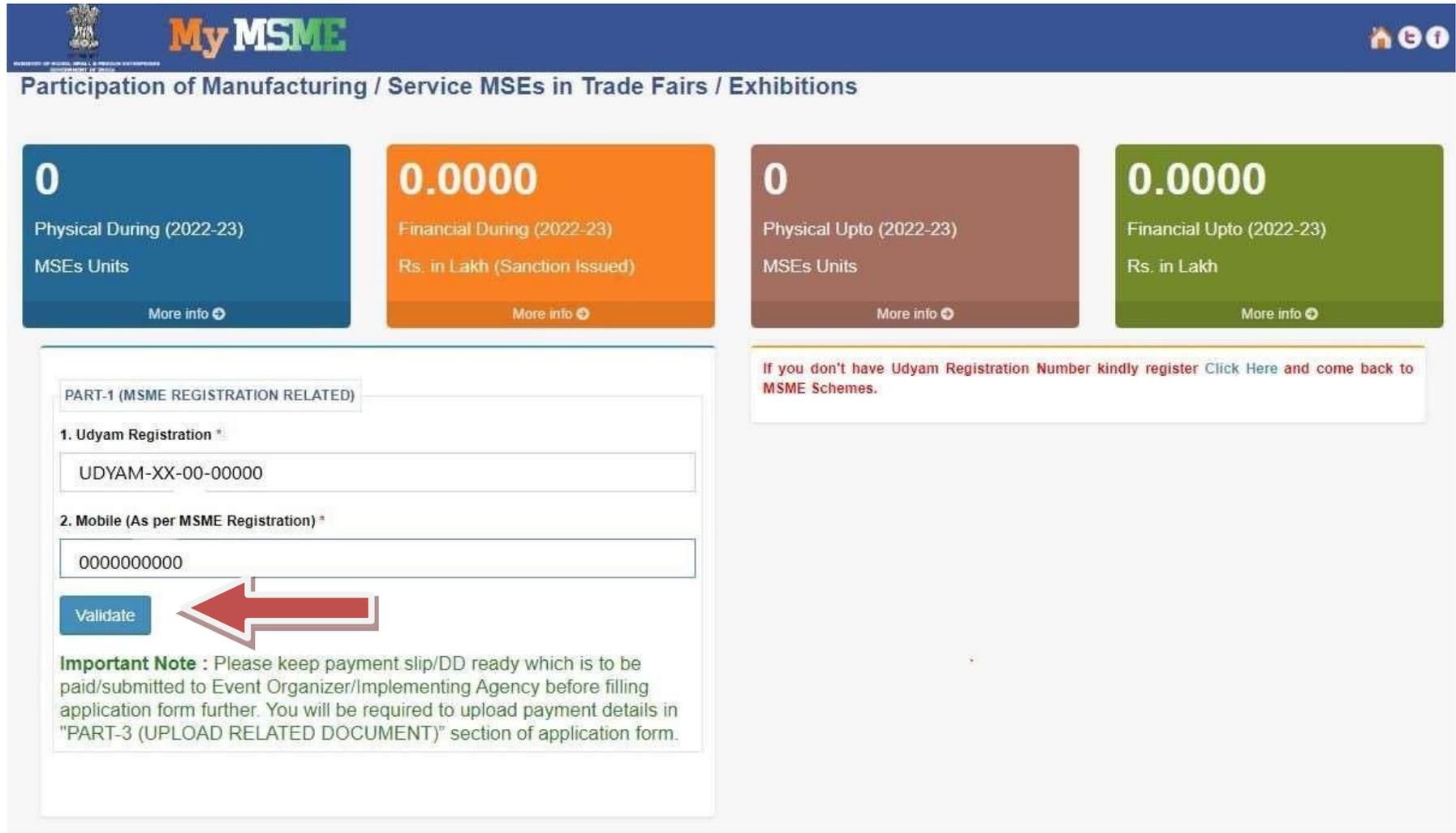
Schemes

1. Udyog Aadhaar Memorandum (UAM) [Click Here To Apply..](#)
2. Zero Effect [Click Here To Apply..](#)
3. B2B Portal [Click here to apply..](#)
4. Design Clinic [Click here to apply..](#)
5. Lean Manufacturing [Click here to apply..](#)
6. Quality Management Standards & Quality Technology Tools [Click here to apply..](#)
7. Technology and Quality Upgradation [Click here to apply..](#)
8. Procurement and Marketing Support Scheme [Click here to apply..](#)
9. Intellectual Property Facilitation Centre for MSME [Click here to apply..](#)
10. Incubation [Click here to apply..](#)
11. Facilitation Councils [Click here..](#)
12. Grievance Monitoring System [Click here to apply..](#)
13. Credit Linked Capital Subsidy Scheme [Click here to apply..](#)
14. Cluster Development Programme [Click here to apply..](#)

2. After clicking on PROCUREMENT AND MARKETING SUPPORT (PMS) link page will open as shown in the screen below. Click on Trade Fairs Domestic icon

The screenshot displays the 'My MSME' website interface. At the top, there is a blue header with the 'My MSME' logo and navigation icons. Below the header, the main title 'PROCUREMENT AND MARKETING SUPPORT SCHEME' is prominently displayed. The central content area is divided into two main sections. On the left, there are two primary options: 'TRADE FAIRS DOMESTIC MSME EXHIBITIONS' and 'Partner Organisation MSME PARTNER ORGANISATION'. A red arrow points upwards from the 'Scheme Guideline' link towards the 'TRADE FAIRS DOMESTIC' icon. Below this, there are links for 'View events', 'User Manual for Domestic Trade Fair', and 'User Manual for Partner Organisation'. On the right, a section titled 'Background : Ease of Doing Business Initiative' provides context, mentioning the 'Ministry of Micro, Small & Medium Enterprises' and describing the MSME sector's growth. It includes a 'Read More...' link and a list of two schemes with 'Click here to apply..' links. At the bottom of this section, it states 'Last updated date : 27/06/2022'. The footer at the very bottom contains the MSME logo and a series of links: Home, Officer's Login, Entrepreneur's View Application, PMS Registration, Contact Us, Scheme Status, and Privacy Policy.

3. After clicking on Trade Domestic link the page will open as shown in the screen below. Fill all the detail and click on Validate button as shown in screen below.



The screenshot displays the My MSME portal interface. At the top, there is a blue header with the My MSME logo and navigation icons. Below the header, the page title is "Participation of Manufacturing / Service MSEs in Trade Fairs / Exhibitions".

Four summary cards are shown:

- Physical During (2022-23) MSEs Units:** 0
- Financial During (2022-23) Rs. in Lakh (Sanction Issued):** 0.0000
- Physical Upto (2022-23) MSEs Units:** 0
- Financial Upto (2022-23) Rs. in Lakh:** 0.0000

Each card has a "More info" link at the bottom.

The main content area contains a form titled "PART-1 (MSME REGISTRATION RELATED)".

1. Udyam Registration *
UDYAM-XX-00-00000

2. Mobile (As per MSME Registration) *
0000000000

A red arrow points to the "Validate" button.

Important Note : Please keep payment slip/DD ready which is to be paid/submitted to Event Organizer/Implementing Agency before filling application form further. You will be required to upload payment details in "PART-3 (UPLOAD RELATED DOCUMENT)" section of application form.

A warning message on the right side of the form states: "If you don't have Udyam Registration Number kindly register [Click Here](#) and come back to MSME Schemes."

4. After successful validation of your Udyam Registration, the page will open as shown in the screen below. Now, fill the application form and click on the Submit button.

PART-1 (MSME REGISTRATION RELATED)

1. Udyam Registration *

UDYAM-XX-00-00000

2. Mobile (As per MSME Registration) *

0000000000

Validate

Important Note : Please keep payment slip/DD ready which is to be paid/submitted to Event Organizer/Implementing Agency before filling application form further. You will be required to upload payment details in "PART-3 (UPLOAD RELATED DOCUMENT)" section of application form.

PART-1 (MSME REGISTRATION RELATED - AUTO FILLED)

1. Name of MSE Unit XXXXXXXXXXX

2. Name of Proprietor / Partner / Authorised Signatory XXXXXXXXXXX

3. Address of the Unit XXXXXXXXXXX

3.1 State XXXXXXXXXXX

3.2 District : XXXXXXXXXXX

3.3 Pin Code XXXXXXXXXXX

3.4 Mobile : XXXXXXXXXXX

3.5 Email : XXXXXXXXXXX

4. Type of Unit XXXXXXXXXXX

5. Category XXXXXXXXXXX

6. Whether women entrepreneur : Yes

Contd..

7. Whether physically handicapped : Yes

8. Whether NER : No

9. Organisation Type : Partnership

10. Nature of Business : Manufacturing

*11. Location of Unit

Rural Area City Metropolitan City

*12. Quality Standard

ISO Certified Non ISO certified ZED Certified

*13. Innovative / Patented product

Patented Non Patented

*14. Aspirational District (As on date)

Yes No

PART-2 (SCHEME RELATED - TO BE FILLED)

*1. Name of fair

Select

2. To whom space rent paid

Select

*3. Details of Exhibits

Manufacturing of chrome, manganese and nickel products alloys

Operation of agricultural irrigation equipment

Note: Trading related NIC activities are not allowed.

Contd..

*4. Whether assistance taken from M/o MSME for participation in last 3 years , if yes details of assistance taken

Yes No

PART-3 (UPLOAD RELATED DOCUMENT)

1. Receipt Details (ex. Receipt no., date etc)

2. Copy of Voucher / Bill (if Space on rent paid)

No file chosen

[Allowed only PDF, JPEG, JPG. File size should not exceed 2MB.]

I herewith declare that Copy of voucher as proof of payment has been uploaded

Declaration

I have read the scheme guidelines and shall abide by all the conditions required for seeking financial assistance. I hereby declare that information given above is true to the best of my knowledge. Any information /documents that may be required to be verified, shall be provided immediately before the concerned authority. I hereby declare that I have not availed of any financial assistance for the scheme from any other government agency.

***Verification Code**

Enter below verification code



[Verification code is case sensitive]



5. After opening the website (<https://my.msme.gov.in>), click on Entrepreneur's view application link shown in the screen below. For login as entrepreneur.



14. Women Entrepreneurship (WREAD) [Click here to apply..](#)

15. Credit Guarantee (CGTMSE) [Click here to apply..](#)

16. Prime Minister Employment Generation Programme (PMEGP) [Click here to apply..](#)

17. A Scheme For Promoting Innovation,Rural Industry & Entrepreneurship(ASPIRE) [Click here..](#)

18. Scheme of Fund for Regeneration of Traditional Industries (SFURTI) [Click here to apply..](#)

19. MSME Schemes [Click here to download..](#)

20. MSME Project Profiles [Click here to download..](#)

21. Data Bank [Click here..](#)

22. Public Procurement Policy [Click here..](#)

23. National MSME Trainee Database [Click here..](#)

24. Tool Rooms - SDNIS [Click here..](#)

25. MSME-DI Training [Click here..](#)

26. Web Link [Click here..](#)

27. Digital MSME [Click here..](#)

6. After clicking on Entrepreneur's view application the page will be open as shown in the screen below. Fill all the detail and click on Verify Me button as shown in screen below.

My MSME

MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES
GOVERNMENT OF INDIA

Home | Officer's Login | Entrepreneur's View Application | Aspirational District Visit Officer Login | PMS Registration | Privacy Policy

Entrepreneur's View Application

1. Udyam Registration / Udyog Aadhaar Memorandum *

Enter valid Udyog Aadhaar / Udyam Registration

2. Mobile Number *

Enter Mobile Number

Verify Me

Instructions for user login:

1. Please follow the process given below
 1. Enter valid Udyog Aadhaar Memorandum / Udyam Registration.
 2. Enter valid Mobile Number.
 3. Click on Verify Me button
2. Once you click on the Verify Me button, the OTP will send to your register email ID.
3. Once you validate with valid credential you will be redirected to your Dashboard where multiple action can be done.

For More Details

Website hosted & managed by National Informatics Centre, Department of Electronics & Information Technology,
Ministry of Communications and IT, Government of India

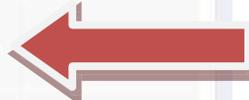
7. After successfully login the dashboard will open as shown in the screen below. Click on Trade Domestic icon.

The screenshot displays the 'MY MSME' dashboard interface. At the top left, the user profile 'xyz pvt ltd' is shown as 'Online'. The main navigation menu on the left includes 'Dashboard' and 'Home'. The dashboard header shows 'Dashboard Control panel.' and a breadcrumb trail 'Home > Dashboard'. A central message states 'You have submitted application for these Schemes'. Below this, there are two rows of scheme icons. The first row contains seven icons: 'BAR CODE' (MSME BAR CODE), 'ZERO DEFECT..' (MSME ZED), 'TECH & QUALITY' (MSME TEQUP), 'IP FACIL..' (MSME IPFC), 'LEAN MFG...' (MSME LEAN), 'DESIGN CLINIC' (MSME DESIGN), and 'QUALITY MGMT' (MSME QMS / QTT). The second row contains four icons: 'TRADE DOMESTIC' (MSME EXHIBITIONS), 'TRADE INTERNATIONAL' (MSME EXHIBITIONS), 'VDP' (MSME VDP), and 'PACKAGE' (MSME PACKAGE). A large red arrow points to the 'TRADE DOMESTIC' icon.

8. After click on Trade Domestic the dashboard will be open as shown in the screen below. Now click on Detail as shown in screen below.

Participation of Manufacturing / Service MSEs in Trade Fairs / Exhibitions Home

S.No.	Name of event	Venue of event	State	District	Date	Status	View	Claim Form
1	Agra Fair	agra location	DELHI	NORTH EAST DELHI	06/07/2017	Application forwarded to MSME-DI	Detail	View
2	test nsic	nsic	DELHI	NORTH EAST DELHI	27/07/2017	Accepted application	Detail	View
3	BB delhi	BB	DELHI	SHAHDARA	06/07/2017	Accepted application	Detail	View



9. After click on Detail the page will be open as shown in the screen below. Now click on one of the button (Clarification, Print) shown in screen below.

Participation of Manufacturing / Service MSEs in Trade Fairs / Exhibitions	
Application ID No. : UAM/DTF/4004	
PART-1 (UDYOG AADHAAR RELATED)	
1. Udyog Aadhaar No.	xxxxxxxxxxxx
2. Name of MSE Unit	xxx pvt. ltd.
3. Name of Proprietor / Partner / Authorised Signatory	xxxxxxxxxxxx
4. Address of the Unit	dhy, EAST DELHI, DELHI , 110092 Mobile : +91- xxxxxxxx34 E-Mail : xxxx@xxxx.xxxx
5. Type of Unit	Micro
6. Category	General
7. Whether women entrepreneur	No
8. Whether physically handicapped	No
9. Whether NER	No
10. Organisation Type	Proprietary
11. Location of Unit	Rural Area
12. Quality Standard	ISO Certified
13. Innovative / Patented product	Patented

Contd..

PART-2 (SCHEME RELATED DETAILS)

13. Name of fair	Agra Fair
Duration of fair	02/07/2017 - 21/07/2017
Venue of fair	agra location, NORTH EAST DELHI, DELHI
Cost (in Rs.)	1.00
Area of Stall / Booth booked in Sqm	6
Rate per Sqm	6.00
Name of Implementing Agency	Agra (MSME-DI)
Apply for	5A- Participation of individual MSEs in domestic trade fairs/ exhibitions
14. Whether space rent paid	Yes
14.1. To whom space rent paid	FIEO
15. Details of Exhibits	1 - Growing of wheat 2 - Manufacture of bidi
16. Whether assistance taken from M/o MSME for participation in last 3 years , if yes details of assistance taken	Yes
16.1. Details of assistance taken	test

PART-3 (SCHEME RELATED UPLOAD)

1. Copy of Voucher/Bill (if Space on rent paid)

[View/Download](#)

Declaration :

I have read the scheme guidelines and shall abide by all the conditions required for seeking financial assistance. I hereby declare that information given above is true to the best of my knowledge. Any information /documents that may be required to be verified, shall be provided immediately before the concerned authority. I hereby declare that I have not availed of any financial assistance for the scheme from any other government agency.

[Clarification](#)

[Print](#)

10. After click on Clarification button the page will be open as shown in the screen below. Now Enter the remarks (Upload file is optional) and click on the Save Changes button shown in screen

The screenshot displays a web application interface. A modal window titled "Clarification Remark" is open in the center. The modal contains a text input field labeled "Enter Remark" with a red asterisk indicating it is required. Below the text field is an "Upload file" section with a "Choose File" button and the text "No file chosen". At the bottom of the modal are two buttons: "Close" and "Save Changes".

The background shows a table with the following data:

Name of event	Venue		
Test New Latest	NEW DELHI		
From Date	30/11/2018		
Event State Name	NEW DELHI		
Brief of proposed event and its objective			
Item	Amount		
Test New Latest	0.00		
Test New Latest1	0.00		
No. of participating Micro / Sm			
Micro			
1			
Expected outcome from the event	Test New Latest		
Remarks BY	Remarks	Upload	Date

At the bottom of the page, there are five buttons: "Clarification", "Reject", "Delete", "Forward To DC-Office", and "Print".

11. Click on Print button for print the application for your records and click on **Forward to DC Office** to submit the application



THANK
YOU!
