

No. 4(21)/2014-IC
Government of India
Ministry of Micro, Small and Medium Enterprises
(IC Section)

Udyog Bhawan, New Delhi - 110011

Dated: 5th February, 2015

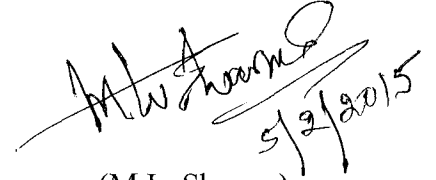
OFFICE MEMORANDUM

Sub: Revised Guidelines of International Cooperation (IC) Scheme.

The undersigned is directed to refer to the subject mentioned above and to say that need has been felt to make the International Cooperation (IC) Scheme more effective and beneficiary/entrepreneurs oriented. Therefore, in order to simplify the International Cooperation (IC) Scheme the Ministry has reviewed the Scheme guidelines. Accordingly, on recommendations of Group of Officers and further deliberation in the matter, the guidelines of International Cooperation (IC) Scheme have been revised. IFW vide their Dy. No. 269/US(RKS)/FI/2014 dated 16.12.2014 has also concurred in the revised Scheme guidelines. A copy of the revised guidelines of the Scheme is enclosed for information of all concerned.

2. The revised guidelines will be effective with immediate effect. All fresh proposals will be settled as per the revised scheme guidelines. Where in-principle approval has already been conveyed to the applicant organizations those cases will be settled as per the pre-revised IC Scheme guidelines.

3. Hindi version will follow.



(M.L. Sharma)

Under Secretary to the Govt. of India

Tel. 23063293, Fax: 23063526

Encl. as above.

1. Special Secretary & Development Commissioner, MSME, Nirman Bhawan, New Delhi.
2. Addl. Secretary & Financial Adviser, M/o MSME.
3. Joint Secretary (SME), M/o MSME.
4. Joint Secretary (ARI), M/o MSME.
5. Economic Adviser (BNN), IFW, M/o MSME.
6. Economic Adviser (SC), M/o MSME.
7. Chairman-cum-Managing Director, NSIC, Okhla, New Delhi.
8. Chief Executive Officer, KVIC, Mumbai.
9. Secretary, Coir Board, Cochin, Kerala.
10. Director General, NIESBUD, Noida, U.P./Director General, NIMSME, Hyderabad/
Director, IIE, Guwahati.
11. The Technical Director (NIC), Office of DC, MSME, Nirman Bhawan, New Delhi
with the request to kindly arrange to upload it on the website of the Ministry.

Revised Guidelines of International Cooperation (IC) Scheme

1. INTRODUCTION

Technology infusion and/or upgradation of Indian micro, small and medium enterprises (MSMEs), their modernisation and promotion of their exports are the principal objectives of assistance under the International Cooperation Scheme. The Scheme would cover the following activities:

- (i) Deputation of MSME business delegations to other countries for exploring new areas of technology infusion/upgradation, facilitating joint ventures, improving market of MSMEs products, foreign collaborations, to visit international exhibitions/trade fairs etc.
- (ii) Participation by Indian MSMEs in international exhibitions, trade fairs and buyer-seller meets in foreign countries.
- (iii) Participation in International exhibitions/ trade fairs held in India in which there is international participation.
- (iv) Holding international conferences and seminars on topics and themes of interest to the Indian MSMEs.

2. ELIGIBLE ORGANISATIONS

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

- (a) State/Central Government Organisations;
- (b) 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 (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 such activities for at least last 3 years and have a good track record.
- c) The applicant organisation 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 participation.



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 organiser. The financial assistance under the scheme shall not be a source of profit or earning for the applicant organisation.
- c) All publicity material/ banners relating to the event should indicate the support of the Ministry.
- d) Wherever appropriate, the Ministry may nominate its representative(s) from Ministry or any of its organisations, as its nominee(s) to accompany the delegation.
- e) The organisation should not have any pending bills / reports / documents for submission to the Ministry relating to any earlier event.
- f) Performance of the organisation in the past events, if any, should be satisfactory.
- g) In the events where more than one organisation of the Ministry and / or agencies sponsored under the scheme(s) of the Ministry are participating, as far as possible, one of the organisation of the Ministry would act as lead organisation to coordinate the joint participation.
- h) The applicant organization shall be responsible for the effective, decent and orderly participation of all the members of the delegation, failing which the reimbursement claim of the applicant organization shall be summarily rejected.
- i) 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.
- j) 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.

5. **ASSISTANCE UNDER THE SCHEME**

5.1 **Budget Estimate of the event**

The applicant organisation will submit an application for assistance in the proforma as prescribed by the Ministry, along with the relevant documents and the budget estimate of the expenditure on the proposed event in the proforma as prescribed by the Ministry, giving full details of all sources/items of funding and 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.

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5.2 Scales 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 Deputation of MSME Business Delegations to foreign countries

Assistance would be provided under the scheme to the eligible applicant organisations for deputation of MSME delegations to foreign countries, with the objectives of exploring new areas of technology infusion/upgradation, facilitating joint ventures, improving market of MSMEs products, foreign collaborations, etc. The eligible items for deputation of MSME delegations and the scale of assistance would be as under:

Sl. No.	Eligible Items	Scale of Assistance
(a)	Air Fare	<p>For Micro, Small and Medium entrepreneurs:</p> <p>100% of the economy class airfare subject to a maximum of Rs. 1.50 lakhs or actual fare paid, whichever is lower (for one representative from each participating enterprise).</p> <p>For office bearer(s) of the applicant organisation:</p> <p>100% of the economy class airfare subject to a maximum of Rs. 1.50 lakhs or actual fare paid, whichever is lower</p> <p>For Government official(s), as per entitlement with option of getting the expenses on the air fare incurred directly by the Ministry or from the applicant organisation.</p>
(b)	Duty allowance	<p>Office Bearer to get US Dollar 150 per day towards duty allowance. It may be noted that no other items of expenditure towards hotel accommodation, fooding, local transport etc. are reimbursable separately to Office Bearer.</p> <p>For Government officials, as per their entitlement with option of getting Daily Allowance (DA) advance directly from the Ministry or from the applicant organisation.</p>
Note:		
<p>i. A delegation under the scheme would normally comprise of a minimum of 5 entrepreneurs and one office bearer.</p> <p>ii. Assistance under the scheme would be admissible for 1 office bearer of the applicant organisation, if the number of participating entrepreneurs is up to 10 and maximum 2 officer bearers, if the number of participating entrepreneurs is more than 10, subject to prior approval by the Ministry.</p> <p>iii. Government Official is entitled for air fare, DA and hotel accommodation as per entitlement prescribed by the Government. The applicant organization shall bear the expenditure and claim the same in their reimbursement claim bills.</p>		



5.2.2 Participation in International Exhibitions/Trade Fairs/Buyer-Seller Meets held in foreign countries.

Assistance would be provided under the scheme to the eligible applicant organisations for participation in International Exhibitions/ Trade Fairs/ Buyer-Seller Meets held in foreign countries in order to showcase Indian technologies, expose Indian MSMEs to the latest foreign technologies, access international buyers and sellers and forge business alliances etc.

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

Sl. No.	Eligible Items	Scale of Assistance
(a)	Space Rent	For Micro, Small and Medium entrepreneurs: 100% of the space rent subject to a maximum of Rs. 1.00 lakh or actual rent paid, whichever is lower (for one representative from each participating enterprise). Note - 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. 1.50 lakhs or actual fare paid, whichever is lower (for one representative from each participating enterprise). For office bearer(s) of the applicant organisation: 100% of the economy class airfare subject to a maximum of Rs. 1.50 lakhs or actual fare paid, whichever is lower For Government official(s), as per entitlement with option of getting the expenses on the air fare incurred directly by the Ministry or from the applicant organisation.
(c)	Duty allowance	Office Bearer to get US Dollar 150 per day towards duty allowance. It may be noted that no other items of expenditure towards hotel accommodation, fooding, local transport etc. are reimbursable separately to Office Bearer. For Government officials, as per their entitlement with option of getting Daily Allowance (DA) advance directly from the Ministry or from the applicant organisation.
Note: i. A delegation for participation in an event under the scheme would normally comprise of a minimum of 5 entrepreneurs and one office bearer. ii. Assistance under the scheme would be admissible for 1 office bearer of the applicant organisation, if the number of participating entrepreneurs is up to 10 and maximum 2 officer bearers, if the number of participating entrepreneurs is more than 10 subject to prior approval by the Ministry. iii. Government Official is entitled for air fare, DA and hotel accommodation as per entitlement prescribed by the Government. The applicant organization shall bear the expenditure and claim the same in their reimbursement claim bills.		

5.2.2.1 Lead Organisation

In the events where more than one organisation of the Ministry and / or agency sponsored under the scheme(s) of the Ministry are participating, as far as possible, one of the organisation of the Ministry would act as lead organisation to coordinate the joint participation.

5.2.3 Participation in International exhibitions/ trade fairs held in India

Assistance may be provided under the scheme for participation of Indian MSMEs in events like India International Trade Fair (IITF) organised by India Trade Promotion Organisation (ITPO) or such other reputed international exhibitions/ trade fairs held in India as may be approved by the Ministry under the scheme. Items of expenditure for which assistance may be considered are specified below:

Sl. No.	Eligible Items	Scale of Assistance
(a)	Space Rent	For Micro, Small and Medium entrepreneurs: 100% of the space rent subject to a maximum of Rs. 1.00 lakhs or actual rent paid, whichever is lower (for one representative from each enterprise).
Note: The maximum assistance would be limited to Rs.5.00 lakhs per event per applicant organisation.		

5.2.4 Organisation of International Conferences/ Seminars in India

Assistance may be provided under the scheme for organisation of international Conferences/ Seminars in India wherein the foreign participants/foreign speakers are 50% or more of the total participants/speakers. Items of expenditure for which assistance may be considered are specified below:

Sl. No.	Eligible Items	Scale of Assistance
(a)	<u>Foreign Resource Persons</u> Air travel	100% of airfare subject to a maximum of Rs. 1.50 lakhs for foreign resource persons. The number of foreign resource persons to be supported per event would be three or 50% of the total resource persons of the event, whichever is lower

5.2.5 Quantum of Assistance

5.2.5.1 The quantum of financial assistance to the applicant organizations will be decided on the basis of the budget estimate (paragraph 5.1 above) & the eligible items of expenditure (as mentioned above), subject to the following limits:

- | | |
|---|-----------------------|
| (i) International Events held in foreign countries: | Rs. 25 lakh per event |
| (ii) International Events held in India: | Rs. 12 lakh per event |

5.2.5.2 For events of importance, relaxation in the above-mentioned limits of financial assistance may be made with prior approval of Secretary (MSME).

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6. APPLICATION PROCEDURE

Applications for seeking financial assistance, in the proforma prescribed by the Ministry (Annexure-I), may be submitted to the Director (International Cooperation), Ministry of MSME, Udyog Bhavan, New Delhi. The applications for the proposed event must be accompanied with the budget estimate and other relevant documents, as prescribed by the Ministry.

7. SCREENING COMMITTEE

Applications under the Scheme shall be placed for consideration before a Screening Committee comprising:

- | | | |
|-------|---|------------------|
| (i) | Joint Secretary in the Ministry of MSME | Chairman |
| (ii) | Joint Development Commissioner from Office of DC (MSME) | Member |
| (iii) | Representative of Integrated Finance Wing, M/o MSME | Member |
| (iv) | Director, National Small Industries Corporation | Member |
| (v) | Director (International Cooperation), M/o MSME | Member Secretary |

8. FEEDBACK REPORT

The applicant organisation/association shall submit a Feedback report, in the prescribed proforma (Annexure-II) on conclusion of the event. The report (in hard copy as well as in soft/electronic form) will give a detailed account of the activities undertaken during the event, including photographs, literature, brochures and other material collected. The Feedback report must be submitted within 15 days of the conclusion of the event.

9. RELEASE OF GRANT

Grants under the Scheme will be released on re-imburement basis, after the event is over, on submission of the re-imburement claim in the proforma prescribed by the Ministry (Annexure-III).

APPLICATION FORM

(All columns should be filled up)

A. Proposed Event Details	
1.	Name of the Event
2.	Country
3.	Duration
4.	Proposed No. of Entrepreneurs
5.	Proposed No. of OB
B. Particulars of the Applicant Organisation	
6.	Name of the Applicant Organisation
7.	Complete Address with pin code
8.	Phone No:
9.	Fax No.
10.	Email of the organisation
11.	Type of Organisation (Whether Central/ State/Association /Chambers of Commerce / NGOs)
12.	Registration No.
13.	Date of Registration
14.	Number of Members registered with the Applicant organization
15.	Name & designation of the contact person along with contact details (Mobile No.)
16.	Details (name, designation and telephone number) of the office bearers of the organisation
17.	Membership number of FIEO, if registered
18.	Membership number of EPC, if registered
C. Details of activities/events conducted by the applicant organization during the last 3 years for the benefit of MSMEs	
19.	Past performance Details of events conducted during the last 3 years including those for which financial assistance has been availed under this scheme.
20.	Whether all reports in respect of events sponsored by the Ministry under this scheme have been submitted to the Ministry. If not, give reasons

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D. Balance sheet of the applicant organisation				
Sl. No.	Financial Year	Total Income of the Applicant Organisation	Total Expenditure of the Applicant Organisation	Deficit / Surplus
21				
22				
23				

E. Declaration
<p>I hereby declare that the above information is true & correct in all respect.</p> <p style="text-align: right;">(Signature of Authorised Signatory)</p> <p style="text-align: center;">Name:</p> <p style="text-align: center;">Designation:</p> <p style="text-align: center;">Seal of the Association/Organisation:</p> <p>Date:</p> <p>Place:</p>

DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION FORM

1. Annexure-I(A) i.e. Budget Estimate
2. Annexure-I(B) i.e. Details of the proposed visit/event (itinerary).
3. Annexure-I(C) i.e. Tentative list of Participants/Resource Persons.
4. Annexure-I(D) i.e. Resolution passed by the applicant organization.
5. Copy of Registration Certificate of the organisation.
6. Copy of Memorandum and Articles of Association.
7. Copy of Membership Certificate of FIEO/EPC or other organisations, if applicable.
8. Copies of Audited Balance Sheet, Profit & Loss A/c or Income & Expenditure A/c of the Organisation for the last 3 years.
9. Documents/correspondence/brochures/invitation letters relating to the proposed event.
10. Brief note on the objective(s) of the event and likely outcomes/benefits arising out of the proposed visit which will accrue to the Indian MSMEs.

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**Budget Estimate in respect of eligible items
(in INR only)**

Sl. No.	Item	Organisation's Contribution	Participant's Contribution	Assistance being sought under the IC Scheme	Total Expenditure
		A	B	C	D (A+B+C)
1					
2					
3					
	Total				

Income Estimate (Amount in INR only)

Sl. No	Source	Amount (in INR only)	Remarks, if any
1	Applicant Organisation's Contribution		
2	Participant's Contribution		
3	Assistance sought under IC Scheme		
4	Assistance being sought from other organization/schemes		
5	Expected Income from other sources/rent etc.		
	Total		

Signature of Authorised Signatory _____

(Name & Designation) _____

Stamp of the Organisation _____

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Tentative List of Participants / Resource Persons
--

Sl. No.	Name of Participant entrepreneur/OB	Name of Unit	Whether micro, small or medium/post held in the organization	Products/Services rendered	Whether participated in any such events earlier sponsored by this Ministry or its organizations (If yes, please give details)	Category (SC/ST/Minority/Women/NER/ Others)
1		OB	OB	OB		
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Signature of Authorised Signatory _____

(Name & Designation) _____

Stamp of the Organisation _____

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Specimen of Resolution to be passed by the Association/Organisation

Resolved that the (name of Association/Organisation) would apply to the Ministry of Micro, Small and Medium Enterprises (MSME) under its International Cooperation (IC) scheme for seeking assistance for organizing / participating in (Details of the event) and for that purpose, (name of Association/Organisation) do hereby authorise Mr/Mrs/Ms (Name of the authorised person) working as (Designation of the authorised person) to apply to the Ministry of MSME, on behalf and in the name of the aforesaid Association/Organisation and also to execute, sign such agreement, certificate, statement, undertaking, declaration, receipt, deeds, instruments, and other writings whatsoever on behalf of the aforesaid Association/Organisation, as may be required for availing of the said assistance under the International Cooperation scheme. The agreements, etc. so executed/signed by the aforesaid authorised person shall be binding on (name of Association/Organisation).

(Authorised Signatory)

Name _____
Designation: _____

Seal of the Association/Organisation

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**FEEDBACK REPORT FOR EXHIBITIONS/FAIRS/BUSINESS DELEGATIONS/ BUYER -
SELLER MEETS**

(To be submitted by authorized signatory of the applicant organization only)
(All columns should be filled up)

Details of the event	
1.	Name of the Event
2.	Country & Place/s
3.	Duration
4.	Main Objective(s) of the Visit

Feedback Report																	
S. No.	Items																
1.	Total No. of Participants (enclosed a List of participants with complete details i.e. address, telephone, fax no., email address). Visiting cards of participants may be attached.																
2.	Number of visitors (a list or photocopies of the visiting cards of business visitors may be attached)																
3.	Number of export inquiries generated																
4.	Value of export inquiries generated																
5.	Number of export inquiries translated into business																
6.	Value of export inquiries translated into business																
7.	Other achievements, such as joint ventures, technology transfer agreements, etc. (give details)																
8.	Details of technologies noticed in the event which would be useful for MSMEs in India (copies of the brochures and other relevant literature may be attached as separate sheet): <table border="1" data-bbox="389 1518 1422 1720"> <thead> <tr> <th>Country</th> <th>Field/ Sector</th> <th>Description of Technology</th> <th>Contact details (phone number/ e-mails etc.) of the company</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Country	Field/ Sector	Description of Technology	Contact details (phone number/ e-mails etc.) of the company												
Country	Field/ Sector	Description of Technology	Contact details (phone number/ e-mails etc.) of the company														

Signature of Authorised Signatory _____

(Name & Designation) _____

Stamp of the Organisation _____

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FEEDBACK REPORT FOR CONFERENCES/SEMINARS

(To be submitted by authorized signatory of the applicant organization only)

(All columns should be filled up)

Details of the event		
1.	Name of the Event	
2.	Country & Place/s	
3.	Duration	
4.	Theme of the event	

S. No.	Items	
1.	Brief summary of discussions and recommendations during the event	
2.	List of participants/organisations (name, address, contact details etc.; a list or photocopies of the visiting cards of participants may be attached)	
3.	List of resource persons (name, address, contact details etc.; a list or photocopies of the visiting cards of the resource persons may be attached)	
4.	Soft copy (CD, etc.) and hard copy of the presentations made during the Conference/Seminar	
5.	Summary of conclusions at the end of the Conference/Seminar	
6.	Suggested action points (in bullet form) both at organisation level and Government level	

Signature of Authorised Signatory _____

(Name & Designation) _____

Stamp of the Organisation _____

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INDIVIDUAL PARTICIPANTS' FEEDBACK REPORT

(To be filled in by all individual participants including Office Bearer separately)

(All columns should be filled up)

1.	Name of the participating unit (not required for OB)																
2.	Name and designation of the Participant/OB																
3.	Address: (i) Office (ii) Residence																
4.	Phone No. (Mobile) (Off.) (Resi.)																
5.	e-mail																
6.	Website address of the unit																
7.	Comments of the participant regarding benefits of participation in the event																
8.	Details of expenditure incurred by the Participant																
	<table border="1"><thead><tr><th>Sl. No.</th><th>Items of Expenditure</th><th>Actual Expenditure (in INR only)</th></tr></thead><tbody><tr><td>1</td><td>Air Fare</td><td></td></tr><tr><td>2</td><td>Hotel Fare</td><td></td></tr><tr><td>3</td><td>Traveling and other expenditures</td><td></td></tr><tr><td></td><td>Total</td><td></td></tr></tbody></table>	Sl. No.	Items of Expenditure	Actual Expenditure (in INR only)	1	Air Fare		2	Hotel Fare		3	Traveling and other expenditures			Total		
Sl. No.	Items of Expenditure	Actual Expenditure (in INR only)															
1	Air Fare																
2	Hotel Fare																
3	Traveling and other expenditures																
	Total																

The above said information is correct to the best of my knowledge.

Date:

Signature of Participant

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BILL FOR PAYMENT

Name of the Applicant Organisation : _____

Address : _____

Government's Inprinciple approval letter No. _____ Date: _____

Details of the event	
1.	Name of the Event
2.	Country & Place/s
3.	Duration

Statement of Account

(amount in INR only)

Sl. No.	Items	Amount in the Budget Estimate	Actual Expenditure	Amount Claimed
	Total			

UNDERTAKING OF THE APPLICANT ORGANISATION

I hereby certify that the above information is correct and is based on the actual expenditure incurred in organising the event.

Date:

Signature of Authorised Signatory _____

(Name & Designation) _____

Stamp of the Organisation _____

CERTIFICATE OF CHARTERED ACCOUNTANT

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

Date:

Signature of Chartered Account
Membership No.

Stamp

PRE-RECEIPT

(To be submitted on Letter Head of Association/Organisation)

Received a sum of Rs. _____ (Rupees _____
_____ only)
from the Ministry of MSME, on account of assistance under International Cooperation (IC)
Scheme sanctioned under Ministry of MSME letter no. _____
dated _____.

Revenue Stamp

Authorised Signatory

(Name & Designation)

(Stamp of the Association/Organisation)

Place:

Date:

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UTILISATION CERTIFICATE

In-principle approval Letter No. & Date	Amount (Rs.)	Certified that a sum of Rs. _____ (Rupees _____ _____ only) has been incurred/utilized for the purpose of _____ _____ (name of the event).
Total		

Certified that I have satisfied myself that the conditions on which the grants- in-aid was sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilised for the purpose for which it was sanctioned.

Kinds of checks exercised:

- 1.
- 2.

Signature

Date:

Name & Designation

Stamp of the Applicant organisation

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