**Major guidelines for availing MSME funding support**

The Ministry of Micro, Small & Medium Enterprises (MSME) has conveyed in-principal approval for CLE’s proposal seeking funding support for organizing group participation of members in the forthcoming edition of Expo Riva Schuh Garda Fair, Italy, under International Cooperation (IC) Scheme of the Ministry, **subject to compliance of the following conditions and requirements by the participating companies**:-

(1)   The member-participants should have valid ‘Udyog Aadhar Registration Certificate (UARC), issued by the Ministry of MSME. Udyog Aadhar filed after the date of event will not be accepted for settlement of claim.

(2)   Re-imbursement of airfare will be done for one representative from one MSME unit which participated in the event.

(3) Participants have to submit the attached ‘Score Card’ (given below), duly filled in to CLE. The minimum qualifying score/points (for become eligible for MSME funding support) should be 60%  of the Score Card .

(4)   **Original Boarding Passes** **(for the whole route/journey) of the Delegate/ representative must be submitted.** Photocopy will not be accepted for the claim. Participants are advised to get the printed Boarding passes from the designated check in counters rather than getting online boarding passes during the entire journey.

(5)   Copy of PAN Card & TAN number (if available)

(6)   Copy of valid **Udyog Aadhar Registration Certificate (UARC)** of the individual Unit/Enterprise. UARC filed after the date of event will not be accepted for claim.

(7)   **Air tickets** (**with airfare details/price printed on the  ticket itself**) must be submitted. Invoice will not be accepted for claim. Reasons for variation in air fare, if any, satisfactory justification would have to be furnished by the applicant.

**(8)   Original invoice/bills for stall charges/construction, freight charges etc. along with receipt of payment in original should be submitted.**

**(9)    Participants are strictly advised to take the Direct/Shortest route (whichever is cheaper) for to and fro journey). During the journey, claim for travel to other country for any purpose like business meetings, industrial visits, stay even for shorter duration will not be allowed. Similarly, visit to place other than the approved place is also not allowed. Non-compliance of these guidelines could attract forfeiture of the entire claim for re-imbursement. Similarly, non-compliance of the approved schedule of event could also attract forfeiture of claim for reimbursement.**

(10)   The Ministry/CLE reserves the right to ask for any other relevant information/ document, which may be required for settlement of claim.

**The above guidelines/parameters prescribed by the Ministry of MSME, Government of India may be strictly followed/complied, for ensuring reimbursement of sanctioned grant in aid.**

**\*\*\*\*\*\*\*\*\*\*\*\***

**Annexure-III**

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

**Name of MSME Unit & UAN (Udyog Aadhar) No………….-**

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