

Guidelines of the Scheme of International Cooperation

1. Introduction

Technology infusion and/or upgradation of Indian small scale industries (SSI)/small enterprises (SE), their modernisation and promotion of their exports are the principal objectives of assistance under the Scheme of International Cooperation. The Scheme covers the following activities:

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

2. Eligible Organisations

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

- (a) State/Central Government Organisations;
- (b) Industry/Enterprise Associations; and
- (c) Registered Societies/Trusts associated with the SSI/SE.

3. Eligibility Conditions

The eligibility conditions financial assistance under the Scheme are:

- (a) The organisation 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 SSI/SE.
- (b) The organisation must be engaged in such activities for at least last 3 years and have a good track record.
- (c) The 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) For the same event, not more than one organisation will normally be sponsored.
- (c) All publicity material/banners relating to the event should indicate the support of the Ministry.
- (d) Wherever appropriate, the Ministry may be represented in the delegation.

5. **Quantum of Financial Assistance**

5.1 **Budget Estimate**

The applicant organisation will submit an application for assistance in the prescribed format ([Annexure IA](#) and [Annexure IB](#)) along with a budget estimate of the expenditure on the proposed event in the prescribed format ([Annexure II](#)), giving full details of all sources/items of funds 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.

5.2 **Scales of Assistance for Eligible Items of Expenditure**

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

5.2.1 **Exhibitions/Fairs/Buyer Seller Meets/Business Delegations**

Sr. No.	Eligible Items	Scales of Assistance
1 (a)	Space rent	Actuals, subject to maximum of prevalent ITPO rates.
1 (b)	Interior decoration	Actuals, subject to maximum of 10% of space rental.
2	Advertisement/publicity in local media	Upto 50% of the actual expenditure on advertisement/publicity in local media.
3	Printing of common catalogue	Upto 50% of the actual cost incurred on printing of common catalogue.
4	Travel & Miscellaneous Charges	
	(i) SSI /SE entrepreneurs	50% of the air fare (Economy Class) or 50% of train fare, actually paid.
	(ii) Women	100% of the air fare (Economy Class) or train

Sr. No.	Eligible Items	Scales of Assistance
	entrepreneurs and North East Region entrepreneurs	fare, actually paid.
	(iii) Office bearers of applicant organisation	100% of the air fare (Economy Class) or train fare, actually paid, for a maximum of 2 office bearers.
	(iv) Government official	100% of the air fare or train fare, actually paid, as per entitlement.
(e)	Daily allowance	For maximum two office bearers of the Industry Association or organiser, actuals limited to the entitlement of officer of the rank of Director to the Government of India. For Government officials, as per their entitlement.
(f)	Hotel charges	For maximum two office bearers of the applicant Organisation, as per rates prescribed by the Ministry of External Affairs, subject to actuals. For Government Officials, as per rates prescribed by the Ministry of External Affairs.
(g) (i)	Local transport for the goods transported for the event	Actuals, subject to maximum of Rs. 5000/- per day for local transport.
(g) (ii)	Freight and insurance charges for the goods transported for the event	Actuals, subject to maximum of Rs. 1 lakh.
(h) (i)	Fee for common interpreter	Actuals, subject to a maximum of US \$ 50 per day.
(h) (ii)	Secretarial service charges, including internet, fax, phone etc.	Actuals, subject to a maximum of US\$ 50 per day for other secretarial services, including internet, fax, phone, etc.

5.2.2 Conferences/Seminars

Sr. No.	Eligible Items	Scales of Assistance
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Sr. No.	Eligible Items	Scales of Assistance
1	<p>Venue Charges</p> <p>(i) Hiring/rent charges</p> <p>(ii) Audio visual equipment and other equipment hire charges</p> <p>(iii) Interior Decoration, including banners, etc.</p> <p>(iv) Food & beverage charges</p> <p>(v) Hotel charges</p> <p>(vi) Secretarial assistance, interpreter charges, etc.</p> <p>(vii) Communication expenses</p>	Actuals, subject to a maximum of Rs. 3.5 lakh.
2	<p>Transportation</p> <p>(i) Travel expenses</p> <p>(ii) Transport expenses & vehicle hire charges</p>	Actuals, subject to a maximum of Rs. 1.5 lakh.
3	<p>Publicity/Advertisement/Catalogues, etc.</p> <p>(i) Advertisement/publicity expenses</p> <p>(ii) Catalogue printing charges</p>	Actuals, subject to maximum of Rs. 1 lakh.
4	<p>Resource Persons</p> <p>(i) Fee</p> <p>(ii) Travel & transport expenses</p> <p>(iii) Boarding & lodging charges</p>	Actuals, subject to a maximum of Rs. 50,000/- per Resource Person from abroad and Rs. 25,000/- per Resource Person from India, subject to overall ceiling of Rs. 3 lakh.
5	<p>Independent Evaluator</p> <p>(i) Remuneration</p> <p>(ii) Other expenses on evaluation process, including preparation and printing of evaluation report.</p>	Actuals, subject to a maximum of Rs. 1 lakh

5.2.3.1 The quantum of financial assistance 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 in respect of international and domestic events:

- (i) International Events: Rs. 15 lakh per event
- (ii) Domestic Events: Rs. 10 lakh per event

5.2.3.2 For Global summits or events of similar importance or scale, relaxation in the above-mentioned limits of financial assistance may be made with prior approval of Secretary (SSI).

6. **Screening Committee**

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

- (i) Joint Secretary in the Ministry of Small Scale Industries (SSI) – Chairman;
- (ii) Joint Development Commissioner from Office of Development Commissioner (SSI) – Member;
- (iii) Director (Integrated Finance Wing) – Member;
- (iv) Director (Finance), National Small Industries Corporation – Member;
- (v) Director (International Cooperation), Ministry of SSI – Member Secretary

7. **Application Form**

Applications for financial assistance may be sent in the prescribed format ([Annexure IA](#)) to the Director(International Cooperation), Ministry of SSI, Room No. 268, Udyog Bhavan, New Delhi. The applications should be accompanied by documents specified in [Annexure IB](#). This should be accompanied by budget estimate in form as at [Annexure II](#).

8. **Event Evaluation**

8.1 **Exhibitions/Fairs/Business Delegations/Buyer Seller Meets**

Two feedback reports in the format prescribed at [Annexure III](#) shall be submitted by the applicant organisation/association. The first report accompanied by photographs and literature/brochures collected from the event venue, will be submitted immediately after the event, along with other documents necessary for claiming the grant. The second report would be submitted after six months to give an update on the achievements of the event till that time.

8.2 **Conferences/Seminars**

For conferences/seminars, an independent evaluator shall be engaged, whose report in the format at [Annexure III](#), will be submitted along with other documents while claiming the grant. The report format can be suitably amplified to capture all important characteristics of the event.

9. **Release of Grant**

Grants under the Scheme will normally be released after the event is over, on submission of the following details/documents:

- (i) Details of actual expenditure and revenue as per the ‘Bill for Payment cum Pre-receipt’ and working of actually admissible amount in the format enclosed at [Annexure IV](#), duly certified by a Chartered Accountant.

- (ii) Utilisation Certificate in the format enclosed at [Annexure V](#).
- (iii) Detailed report on the event - besides reporting activities of its own delegation, the organisation may also submit brochures/literature/photographs of important technologies exhibited by other participants.
- (iv) First feedback report in the format at [Annexure III](#) in respect of exhibitions/business delegations/buyer - seller meets or the report of the independent evaluator along with the report in the format at [Annexure III](#) in respect of seminars/conferences, as the case may be.

9.1 If at any stage it is found that the grant has been claimed on the basis of false information/documents, etc., the Government would be entitled to recover the entire grant amount and also blacklist the organisation for future.

9.2 The important and relevant information captured by the participating organisation, including the details of new and appropriate technologies relevant for the SMEs in India, would be disseminated further through the various sector specific industry associations and would also be posted on the website of the Ministry, viz., <http://ssi.gov.in/> or <http://ssi.nic.in/>

Application Form

1. Name & address of the organisation with e-mail address, telephone no. and fax no. _____

2. Name & designation of the contact person along with contact details _____

3. Details of the office bearers of the organisation _____

4. Registration no. of the organisation with date of registration _____
5. Membership number of FIEO/EPC, etc., if registered _____

6. Number of members registered with the organisation _____
(i) Individual members _____
(ii) Institutional members _____
7. Past performance _____
(i) Details of events conducted during the last 3 years (attach separate sheet, if necessary) including those for which financial assistance has been availed of under this Scheme. _____

- (ii) Whether all reports in respect of events sponsored by the Ministry under this Scheme (including the second evaluation report mentioned in paragraph 8.1 or 8.2) have been submitted to the Ministry. If not, give reasons _____
8. Details of event proposed to be conducted/participated in _____
(i) Place _____
(ii) Date(s) _____
(iii) Particulars of event, including details of international component _____
9. Details of visit abroad, indicating date of proposed departure, date of anticipated arrival and countries to be visited _____

- 10. Whether assistance from any other source has been applied for/availed of for this or similar other activities
- 11. Brief note on the objective(s) of the event and likely outcomes/benefits arising out of the proposed participation in the event

Date:

Signature of the authorised official

Encl:

Name & Designation

Documents to be submitted with the Application Form

- (1) Copy of Registration Certificate of the organisation
- (2) Copy of Membership Certificate of FIEO/EPC or other organisations, if applicable.
- (3) Copies of Audited Balance Sheet, Profit & Loss A/c or Income & Expenditure A/c of the Organisation for the last 3 years.
- (4) Budget Estimate for the proposed event in prescribed format at Annexure II.
- (5) Documents/correspondence/brochures/invitation letters for the proposed event.
- (6) Resolution from the Association/Organisation authorising its officials to apply/deal with the Ministry of SSI under this Scheme, to be furnished as per format at [Annexure VI](#).

Budget Estimate

Expenditure (Rs.)			Income/Source of Fund (Rs.)	
Items	Amount	Amount admissible as per para 5.2	Source	Amount
1.			1.	
2.			2.	
3.			3.	
Total			Total	

Format of Feedback Report for Exhibitions/Fairs/Business Delegations/Buyer - Seller Meets

Event name _____ Place _____ Duration _____

Objective(s) of the event: _____

Outcome(s) of the event (including items exhibited and volume of sales):

S.No.	Items								
1.	List of participants with address, telephone, fax no., email address								
2.	Number of visitors								
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 SMEs in India: <table border="1"><thead><tr><th>Country</th><th>Field/ Sector</th><th>Description of Technology</th><th>Contact details (emails etc.) and brochures</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td><td> </td></tr></tbody></table>	Country	Field/ Sector	Description of Technology	Contact details (emails etc.) and brochures				
Country	Field/ Sector	Description of Technology	Contact details (emails etc.) and brochures						

Format of Feedback Report for Conferences/Seminars

Event name _____ Place _____ Duration _____

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)
3.	List of resource persons (name, address, contact details)
4.	Soft copy (CD, etc.) and hard copy of 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

Bill for Payment

Name of the Organisation: _____
Address: _____

Government's Approval Letter No. _____ Date _____

Event particulars: Event name _____ Place _____ Duration _____

Statement of Account

Expenditure (Rs.)					Income (Rs.)			
S.No.	Items	Amount in the Budget Estimate	Actual Expenditure*	Amount admissible in accordance with para 5.2	S.No.	Source	Amount in the Budget Estimate	Actual Income*
1.					1.			
2.					2.			
3.					3.			
TOTAL		A	B	C	TOTAL		D	E

* In case there is substantial variation (> 25%) between estimated expenditure/income and actual expenditure/income, detailed explanatory note along with relevant documents should be provided.

Grant claimed = C subject to a maximum of (B – E), further limited to ceilings in para 5.2.3
Rupees in words _____

Undertaking of Applicant

I hereby certify that the above information is correct and is based on the actual expenditure incurred in organising the event. It is also certified that all the income/revenue collected for the event has been duly and correctly shown above and nothing has been concealed.

Date

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.

Stamp

Signature of Chartered Accountant

Membership No.

Pre-Receipt

Received cheque no. _____ dated _____ for Rs. _____ (Rupees _____ only) from the Ministry of SSI, on account of International Cooperation Scheme sanctioned under Ministry of SSI letter no. _____ dated _____.

Revenue Stamp

Authorised Signatory

(Name & Designation)

(Stamp of the Association/Organisation)

Place:

Date:

Note: The above to be submitted on Letter Head of Association/Organisation, in triplicate.

FORM GFR 19-A
Utilisation Certificate Form

Letter No. & Date	Amount (Rs.)	Certified that out of Rs..... of grant-in-aid sanctioned during the year in favour of(name of the organisation) under this Ministry/Department letter No. given in the margin and Rs. on account of unspent balance of the previous year, a sum of Rs. has been utilised for the purpose of for which it was sanctioned and that the balance of Rs. remaining un-utilised at the end of the year has been surrendered to the Government (vide no. dated)/will be adjusted towards the grant-in-aid payable during the next year
Total		

Certified that I have satisfied myself that the conditions on which the grants- in-aid was sanctioned have been duly fulfilled/are being 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.

Date:

Signature

Name & Designation

Specimen of Resolution to be passed by the Association/Organisation

Resolved that the (name of Association/Organisation) would apply for assistance from the Ministry of Small Scale Industries (SSI) under its International Cooperation Scheme and for that purpose, (name of Association/Organisation) do hereby authorise Mr/Mrs..... s/o, d/o Mr/Mrs., a Director/Trustee/Member of the Company/Society/Association/Organisation to apply to the Ministry of SSI, on behalf and in the name of the Company/ Society/Association/Organisation and also to execute, sign such agreement, certificate, statement, undertaking, declaration, receipt, deeds, instruments, and other writings whatsoever on behalf of the Company/ Society/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 and Designation

Seal of the Organisation