**Calendar of events**

**For visits to the Districts on the basis of criteria of backwardness**

**PURPOSE :** The purpose of these visits is the following.

1. MSMEs located in these districts will have to be made aware of the schemes and programmes of the Ministry of MSME, Government of India and its various offices (Office of DC(MSME), NSIC, KVIC, COIR Board, MGIRI) and their suitability for the districts concerned.
2. Awareness has to be created for the success of the SC/ST Hub launched by Hon’ble Prime Minister of India.
3. Suitable/appropriate cluster development projects, as can be developed on the strength of the local resources available in the concerned districts, may be identified.
4. Awareness has to be created also about the need for technology upgradation and adoption of green technology in all possible cases in the relevant districts.
5. Meetings have to be held with industry association representatives, local bankers located in the relevant districts, preferably under the chairmanship of concerned District Collectors/Magistrates and there would have to be focus on the identification of facilitation/handholding that will be required by the local MSMEs.
6. Awareness needs to be created about our credit guarantee schemes in particular, amongst the bankers.
7. Awareness has to be created also about the PMEGP and local MSMEs would have to be encouraged to generate employment for more people.
8. The marketing needs of the local MSMEs need to be understood and they need to be offered the assistance of NSIC/KVIC/COIR Board outlets and also of the DIs in the concerned States.
9. A draft inventory of projects that could be taken up in the new financial year, on the basis of discussion of the points above, needs to be drawn up.

**DATES**: Dates will be decided upon by the concerned teams in consultation with the concerned State Government Departments as per the availability of District Collectors. However, all such consultations must be done between 14th February and 15th March, 2018.

**VIDEO CONFERENCING**: Video conference under the chairmanship of Secretary (MSME) will be held to sensitize all concerned (the members of the teams likely to visit the districts and District Collectors if possible) about the need for such an intervention and the modalities thereon. Prior to that, a separate video-conference would be chaired by Secretary (MSME) to sensitize all ACSs/Principal Secretaries dealing with the MSMEs in the States.

**TEAMS:** Each team will consist of representatives of all the MSME offices (KVIC/Coir Board/NSIC/MSME-DIs/Tool Rooms) located in the concerned States and one representative of the State, Directorate of Industries/MSMEs as nominated by the concerned State Government. In the cases of the States with number of districts more than one, more than one team will be formed so that the exercise will be parallelly conducted in all the districts during the period as stipulated.

**REPORTS**: Reports of the teams should highlight findings of the teams **on each and every point as mentioned** above for the purpose and must contain (i) an inventory of probable projects to be implemented (ii) support that would be provided by the MSME offices located in the States (with time lines), (iii) likely dates of submission of projects to concerned DIs or MSME headquarters, or with responsibilities assigned to particular officers of the Ministry of MSME in the concerned States. A format of the report is enclosed and the same has to be followed for each District.

 All reports must be filed latest by upto 12.04.2018.

**MONITORING**: The monitoring of this entire exercise will be done by Ministry of MSME directly with the help of the State Governments’ Nodal Officers, and Prabhari Officers as designated by the Government of India/NITI AAYOG. On behalf of the Ministry of MSME, the concerned Nodal officers of the States will be associated with the exercise in their States and each Nodal officer must visit at least one of the States (at least 1-2 districts) under his charge.

**FORMAT OF REPORTS**

 If visit is done by other Officer, Click on Check Box.    

 \*Name of Officer Leading the Visit Team 

 \*Office/Organization                

 \*Designation of Officer

 \*Office Address 

 \*Select State                                  

 \*Select District  

1. State Name :   
2. District Name : 
3. Industry Profile (Not more than 250 words) : 
4. Skill Profile (Not more than 150 words) : 
5. No. (approx.) of MSMEs in the district : 
6. Date of interaction (From Date) : 
7. **Date of interaction (TO Date) :** 
8. Attendees : 
9. Awareness on schemes and programmes : 

(Not more than 150 words)

How has it been achieved and what was the

Level of enthusiasm – a qualitative assessment

1. Suitable/appropriate Clusters identified for development : 

(This section should also mention the basis on which

These clusters were identified)

1. Awareness about Technology upgradation/introduction : 

Of Green Technology.

(This section should also mention the response of the

industry associations in this regard)

1. Facilitation/Handholding as required from the M/o MSME : 

and its offices (Not more than 250 words)

1. Assessment of the Credit-hunger in the district and the

Bankers’ response (Not more than 400 words) : 

(This section should contain specific problems the MSMEs

In the district face in terms of access to credit and bankers’

response to the same, the success or failure of the Credit

Guarantee Scheme in the district, the attitude of bankers

to the MSMEs owned by SC/ST/Women entrepreneurs)

1. Awareness about, and success of, PMEGP in the district

(not more than 250 words, with supporting data/info

as enclosure) : 

Assessment of marketing needs of the MSEs in the district

and handholding that needs to be done in this regard

(Not more than 250 words)

1. Inventory of probable projects in the format below:

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | Name of the Project | How we can help in preparation of the same | Timeline |
| 1 |  |  |  |

1. Remarks, if any : 
2. Name of Officers of the Ministry of MSME : 

who are assigned specific duties in this regard

1. Upload Documents

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