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— VISION 2047 —

VIKSIT BHARAT • SASHAKT MSME • SAMRIDDH BHARAT

MSME PROMOTION COUNCIL INDIA (MSMEPCI)

Circular No.: MPC/ADMIN/DISCIPLINE/0977/011/CIRC/2026

Date: 27/08/2026

National Office – New Delhi OFFICIAL

CIRCULAR Discipline, Code of Conduct & Organisational Working Guidelines

Subject: Mandatory Discipline, Code of Conduct and Working Guidelines for All Office Bearers, Members and Representatives

To maintain the dignity, credibility, transparency and professional functioning of MSME Promotion Council India, the following rules and guidelines are hereby issued for strict compliance by all office bearers, members, coordinators, representatives and associated personnel of the organisation.

1. Organisational Discipline All members and office bearers shall follow the constitution, rules, policies, authorised instructions and established working procedures of the organisation.

Every member shall maintain discipline, integrity and professionalism while representing the organisation.

2. Respect for Organisational Hierarchy All members shall maintain proper respect and communication with authorised senior office bearers and coordinators at National, State, Regional, District and other levels.

Any disagreement or grievance shall be addressed through the prescribed internal communication and grievance mechanism.

3. No Misrepresentation of Authority No member shall represent himself/herself as:

A Government Officer or Government Employee

An officer of any Ministry or Government Department

A Government-appointed authority

A Loan Sanctioning Authority

An authorised Government representative

unless separately authorised by the competent government authority.

Membership or designation in MSME Promotion Council India shall not be represented as a Government appointment or Government post.

4. Government Schemes and Programmes Members may create awareness regarding MSME-related government schemes and programmes, but shall provide only accurate and verified information.

No member shall guarantee or promise the sanction of any loan, subsidy, grant or government benefit.

5. Collection of Money No member shall collect money in the name of the organisation through a personal bank account, personal UPI ID or any unauthorised payment method.

All membership fees, programme fees and other authorised payments must be deposited through the officially approved payment channels of the organisation.

6. Membership Fee Structure

The approved membership fees are:

1 Year Membership – ₹2,100

3 Years Membership – ₹5,100

Lifetime Membership – ₹11,000

No member shall alter the prescribed membership fee, offer unauthorised discounts or collect any additional amount without prior written approval.

7. Incentive / Performance-Based Earnings Any incentive payable to a member shall be governed strictly by the organisation's approved incentive policy.

No member shall independently decide, promise or negotiate commissions or incentives on behalf of the organisation.

8. Use of Logo, ID Card and Official Documents The organisation's logo, letterhead, identity card, certificate, seal, designation and other official materials shall be used strictly for authorised organisational purposes.

No member shall issue or create any document in the name of the organisation without proper authority.

9. Social Media Conduct Members shall maintain professionalism while using the name, logo or designation of MSME Promotion Council India on social media.

No member shall issue unauthorised:

Official statements

Policy announcements

Appointment orders

Government-related claims

Financial commitments

Public notices

on behalf of the organisation.

10. Confidentiality Internal meetings, member databases, financial information, confidential documents, organisational strategies and internal communications shall not be disclosed or circulated publicly without authorisation.

11. Reporting and Performance Members entrusted with organisational responsibilities shall submit periodic reports as prescribed, including:

Membership Reports

Field Activity Reports

Training/Programme Reports

Business Development Reports

Event Reports

12. Inactive Members Where a member or office bearer repeatedly fails to perform assigned responsibilities, the organisation may review the person's role and responsibilities.

Organisational designation or responsibility may be withdrawn in accordance with applicable organisational rules.

13. Prohibition of Misuse No member shall use the name, designation, identity card, logo or authority of MSME Promotion Council India for:

Personal influence

Fraudulent activities

Unauthorised financial transactions

Threats or coercion

Misrepresentation

Any unlawful or unethical purpose

14. Complaints and Grievances Members having any complaint against another member, office bearer or organisational decision shall submit the matter through the prescribed internal grievance mechanism.

Members should avoid public disputes or defamatory statements on social media.

15. Disciplinary Action Depending upon the nature and seriousness of the violation, the organisation may take appropriate action in accordance with its applicable rules and due process, including:

Warning → Written Warning → Suspension of Responsibility → Suspension of Membership/Designation → Termination of Membership

16. Protection of Organisational Reputation

Every member shall act in a manner that protects the reputation, credibility, dignity and objectives of MSME Promotion Council India.

All members are expected to demonstrate Integrity, Discipline, Transparency, Accountability and Professional Conduct.

MANDATORY MEMBER

DECLARATION

"I hereby undertake to follow the rules, policies and disciplinary guidelines of MSME Promotion Council India. I shall perform my responsibilities with honesty, integrity, discipline and professionalism and shall not misuse the name, designation, identity, logo or authority of the organisation for any unauthorised or personal purpose."

BY ORDER

A circular blue ink stamp from the MSME Promotion Council India. The text 'MSME PROMOTION COUNCIL INDIA' is written around the perimeter. In the center, there is a handwritten signature in blue ink and the date '29/08/2026' written below it. The word 'Admin' is also visible in the center of the stamp.

Admin

MSME Promotion Council India

New Delhi

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