

ACTION PLAN AND TIME SCHEDULE

FOR COMPLETION OF THE ELECTION PROCESS OF 11 PANELS OF CAPEXIL FOR THE YEAR 2023-24 & 2024-25

SL. NO.	PARTICULARS	DATE
1	Issue of Circular in relation to collection of data for finalization of Ordinary Members list as per Annex-I (i) Miscellaneous Products Panel (ii) Glass and Glassware Panel (iii) Paints, Printing Ink & Allied Products Panel (iv) Rubber Products Panel (v) Manufactured products of Carbon Graphite, Explosives & Accessories Panel (vi) Cement, Cement Clinkers & Asbestos Cement Products Panel (vii) Plywood & Allied Products Panel (viii) Ossein and Gelatine Panel (ix) Bulk Minerals & Ores Panel (x) Auto Tyres & Tube Panel (xi) Paper, Paper Board & Products Panel REMINDER CIRCULAR: - Issue of Reminder Circular REMINDER CIRCULAR-II: - Issue of Reminder Circular- II FINAL REMINDER: - Issue of Final Reminder	27-06-2024 (Thu) 29-06-2024 (Sat) 02-07-2024 (Tue) 04-07-2024 (Thu)
2	Last date for receiving Annex-1.	05-07-2024 (Fri)
3	Date of finalization of Ordinary Members List and uploading the same on the CAPEXIL's Website and issue of letter to file objection if any.	12-07-2024 (Fri)
4	Last date for filing objection on Ordinary List, 4 (Four) days from Notification	16-07-2024 (Tue) till 18:00 hrs
5	Disposed of objection raised 2 (Two) days from receipt of objection	18-07-2024 (Thu)
6	Date of finalization of Electoral Roll and uploading the same on the CAPEXIL's Website.	19-07-2024 (Fri)
7	Issue of Circular / Invitation of Nomination by e-mail and Speed Post / Courier to all Ordinary members of the Panels of CAPEXIL for contesting election with the request to submit Original CA Certificate related to Export Turnover for the last three financial years i.e. 2021-22, 2022-23 & 2023-24 and Other Annexures.	23-07-2024 (Tue)
8	Last date of receiving Nomination along with CA Certificate related to Export Turnover details for preceding three years i.e. 2021-22, 2022-23 & 2023-24 and Other Annexures from all the Ordinary Members of Panels of CAPEXIL for the purpose of Election of Panel Representative in the CoA. 15 (Fifteen days).	06-08-2024 (Tue) till 18:00 hrs
9	Date of Finalization of Nominated Members in the Panels who intends to contest.	08-08-2024 (Thu)
10	Uploading of list of Valid and Invalid Nomination on the website of CAPEXIL and issuance of circular to the respective nominees to ascertain their objections, if any.	09-08-2024 (Fri)
11	Last date of filing objection regarding the list of nomination before Election Authority / Returning Officer is 6 (Six) days from the date of display of nominee list	14-08-2024 (Wed) till 18:00 hrs
12	Last date for receiving of withdrawal application. (Nomination can be withdrawn by candidate within 7 (Seven) days from the date of display of nominee list)	16-08-2024 (Fri) till 18:00 hrs
13	Election Authority / Returning Officer will disposed off the objection within 4 (Four) days	20-08-2024 (Tue)
14	Uploading of final list of nominee after scrutiny of objection and withdrawal letter	21-08-2024 (Wed)
15	Election Authority / Returning Officer / Competent Authority shall inform the Voter Members about the electronic voting system and the procedure to be followed for voting by e-mail	22-08-2024 (Thu)
16	Handover of data to CDSL: 1) Ordinary List & 2) Other Details	23-08-2024 (Fri)
17	All voter member shall be entitled to cast their vote online as per prescribed procedures during a period of 3 (Three) days (up to 23:00 hrs on the last day) prescribed in the notice	26-08-2024 (Mon – 9:00 hrs) to 28-08-2024 (Wed 23:00 hrs)
18	Date of Scrutiny and counting of votes for finalization of the e-voting result of the Panels by the Election Authority and Scrutinizing Sub-Committee and uploading of the same on the CAPEXIL's website	30-08-2024 (Fri)

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