

K-15011/2/2018-EP-CAP-DoC
Government of India
Department of Commerce
EP (CAP) Section

Udyog Bhawan, New Delhi
Dated: 06 April, 2018

To,

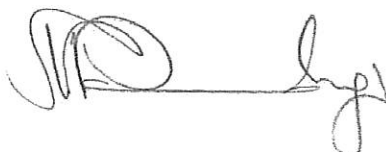
The Chairman of CAPEXIL/CHEMEXCIL/ PLEXCONCIL & SHEFEXIL

Sub:- Directives to be followed by all EPCs – reg.

Please refer to the subject mentioned above and in this regard, all the EPCs under the domain of this Division are directed to follow the following directives and strictly adhere to the prescribed timelines for their implementation:

- i. All EPCs should have a HR policy within a period of three months and seek the approval of DoC for its implementation.
- ii. Panel Chairman should form a group of 4 to 5 members and hold Quarterly meeting with their members and should submit the minutes of such meeting to CoA/DoC. All EPCs should have interaction with other trade bodies on monthly basis and should ensure at least 25% increase in their membership strength quarterly.
- iii. Minutes of the CoA should be circulated within 15 days and one week time should be given to the participants for providing their inputs/comments on the same. By the end of the fourth week, minutes of the CoA meeting need to be finalised and while finalising the minutes, Chairman should ensure that all the issues discussed during the meeting should need to be reflected so that transparency could be maintained.
- iv. EPCs should formulate a Citizen's Charter specifying the timelines for executing tasks/activities. Website of the EPCs should contain all the relevant information and must be regularly updated. The schedule of the CoA meetings should be planned well in advance and agenda papers to be circulated at least 15 days before the meeting. Also, a criteria needs to be framed for selection of exhibitors as well as officials for participation in the Trade Events.
- v. EPCs should develop in house expertise in market analysis and should organise workshops, skill development programmes and should involve Indian missions abroad in their export promotion activities.
- vi. EPCs should focus on training and capacity building of their members, by collaborating with some reputable institutes. An annual work plan should be prepared by the EPCs in this regard.

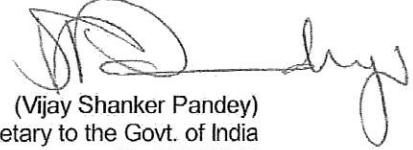
2. It is mentioned that if any CoA member including the Chairman and the ED fails to perform his duties or fails to act on the directives of this Department, then appropriate action shall be taken by this Department against the concerned. Further, in addition to the directives mentioned above, the EPCs are directed to furnish action taken report within a week in respect of the action taken on the directives issued to them vide letter no.- 1/10/2014-EP(CAP) (pt.1) dated 11.01.2018 (copy enclosed). It is requested to kindly acknowledge receipt of this communication.



Contd 2/ -

3. This has the approval of the Competent Authority.

Encl: as above



(Vijay Shanker Pandey)
Under Secretary to the Govt. of India
Ph: 23062044
E-mail: vshanker.pandey@gov.in

Copy to:- ED, CAPEXIL/CHEMEXCIL/ PLEXCONCIL & SHEFEXIL....for compliance.

9/10/2017-EP(CAP)
Government of India
Department of Commerce
EP (CAP) Section

Udyog Bhawan, New Delhi

Dated: 5 April, 2018

To,

The Chairman of CAPEXIL/CHEMEXCIL & PLEXCONCIL

Sub:- Compliance of directives issued by Department of Commerce regarding implementation of Para 2.92 of the Handbook of Procedure (HBP) of FTP 2015-20.

I am directed to say that after examining the Compliance Report submitted by your EPCs, it has been observed that Capexil, Chemexcil & Plexconcil have not implemented this Department's directives circulated to all the EPCs vide letter no.- 12/2/2013-E&MDA dated 07.12.2015 including the provisions of Para 2.92 of the HBP of FTP 2015-20. Only Shefexil EPC has reported full compliance to the above directives.

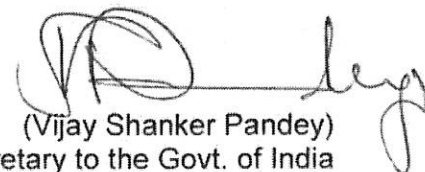
2. In view of the above, Chairman of concerned EPCs are requested to furnish a written explanation for not implementing this Department's directives and also furnish reasons why this Department should not de-recognize the CoA which was formed after the announcement of FTP without following the Para 2.92.

3. Also, the EPCs are hereby directed to:-

i) Incorporate Para 2.92 in their AoAs and then only go ahead with the election of all the posts of the Council. The EPCs must ensure completion of this whole process by the next AGM of the Councils i.e. before 30.09.2018 and then go for election once in two years so that elected head will have only two years of tenure.

ii) Chairman, Capexil should also explain reasons as to why the Draft Reply submitted in respect of the W.P. No.-9259 of 2017 to this Department for seeking the approval and the actually filed Affidavit before the Hon'ble High Court of Delhi is different. Also, the reasons and circumstances for amending the draft on its own and whether Chairman is competent for doing so without seeking the approval of this Department needs to be explained.

4. This has the approval of the Competent Authority.



(Vijay Shanker Pandey)

Under Secretary to the Govt. of India

Ph: 23062044

E-mail: vshanker.pandey@gov.in

Copy to:-

- i. US(E&MDA).....along with a copy of the note approved by the CS with a request to take appropriate action for implementing uniformly in the guidelines issued by this Department to all EPCs vide letter dated 7.12.2015.
- ii. ED, CAPEXIL/CHEMEXCIL & PLEXCONCIL....for compliance.
- iii. ED, SHEFEXIL....for information only since it is understood that the Council has reported full compliance to this Department's directives.