

ACTION PLAN AND TIME SCHEDULE		
FOR COMPLETION OF THE ELECTION PROCESS OF VICE CHAIRPERSON 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 Electoral Roll as per Annex-1 for All Members	24-01-2025 (Fri)
	Issue of REMINDER CIRCULAR :-	27-01-2025 (Mon)
	Issue of REMINDER CIRCULAR-II :-	29-01-2025 (Wed)
	Issue of REMINDER CIRCULAR-III :-	31-01-2025 (Fri)
	Issue of FINAL REMINDER CIRCULAR	01-02-2025 (Sat)
2	Last date for receiving Annex-1.	02-02-2025 (Sun)
3	Issue of Circular with Extended date till 28-02-2025 in relation to collection of data for finalization of Electoral Roll as per Annex-1 for All Members	04-02-2025 (Tue)
	Issue of REMINDER CIRCULAR :-	10-02-2025 (Mon)
	Issue of REMINDER CIRCULAR-II :-	17-02-2025 (Mon)
	Issue of REMINDER CIRCULAR-III :-	24-02-2025 (Mon)
	Issue of FINAL REMINDER CIRCULAR	26-02-2025 (Wed)
	Sending Circular through Registered Post	11&12-02-2025 (Tue & Wed)
4	Date of finalization of Electoral Roll and uploading the same on the CAPEXIL's Website and issue of letter to file objection if any.	03-03-2025 (Mon)
5	Last date for filing objection on Electoral Roll, 4 (Four) days from Notification	06-03-2025 (Thu)
6	Disposed of objection raised 2 (Two) days from receipt of objection	07-03-2025 (Fri)
7	Date of finalization of Electoral Roll and uploading the same on the CAPEXIL's Website.	07-03-2025 (Fri)
8	Issue of Circular / Invitation of Nomination by e-mail and Speed Post / Courier to all CoA members of CAPEXIL for contesting election with the request to submit Original CA Certificate related to Export Turnover for the last two financial years i.e. 2022-23 & 2023-24 and Other Annexures.	07-03-2025 (Fri)
9	Last date of receiving Nomination along with CA Certificate related to Export Turnover details for preceding two Financial Years i.e. 2022-23 & 2023-24 and Other Annexures from all the CoA Members of CAPEXIL for the purpose of Election of Vice Chairperson. 8 (Eight days) from the date of the Notice inviting Nomination.	17-03-2025 (Mon)
10	Date of Finalization of Nominated Members who intends to contest for the post of Vice Chairperson.	18-03-2025 (Tue)
11	Uploading the 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.	18-03-2025 (Tue)
12	Last date of filing objection regarding the list of nomination before Election Authority / Returning Officer is 2 (Two) days from the date of display of nominee list	20-03-2025 (Thu)
13	Election Authority / Returning Officer will disposed off the objection within 2 (Two) days	21-03-2025 (Fri)

DRAFT ACTION PLAN AND TIME SCHEDULE		
FOR COMPLETION OF THE ELECTION PROCESS OF VICE CHAIRPERSON OF CAPEXIL FOR THE YEAR 2023-24 & 2024-25		
SL. NO.	PARTICULARS	DATE
14	Last date for receiving withdrawal of application. (Nomination can be withdrawn by the candidate within 6 (Six) days from the date of display of nominee list) till 5:00 pm 24-03-2025 (Mon)	24-03-2025 (Mon) till 5:00 pm
15	Uploading of final list of nominee after scrutiny of objection and withdrawal letter	24-03-2025 (Mon)
16	Handover of data to CDSL : 1) Electoral Roll & 2) Other Details	24-03-2025 (Mon)
17	CDSL / 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	25-03-2025 (Tue)
18	All voter member shall be entitled to cast their vote online as per prescribed procedures during a period of 3 (Three) days (up to 5 p.m. on the last day as decided by the Competent Authority) prescribed in the notice	26-03-2025 (Wed 9:00 am) to 28-03-2025 (Fri 05:00 pm)
19	Date of Scrutiny and counting of votes for finalization of the e-voting result for the post of Vice Chairperson by the Election Authority and Scrutinizing Sub-Committee and uploading of the same on the CAPEXIL's website	01-04-2025 (Tue)