

National Commissioners Check List

- 1) PCI will appoint the National Commissioner / Assistant Commissioner / Apprentice Commissioner.

Personal Information of the National Commissioner / Assistant Commissioner / Apprentice Commissioner required Name / Address / Contact Numbers / Email / Photo

Exhibition Details required

Name of the exhibition / Venue / Date / Organiser details / Commissioner General name /

Exhibition IREX / Exhibition Classes

- 2) Letter to DOP will be sent by PCI for the appointment of the National Commissioner.
- 3) DOP will send the approval letter to PCI, and will mark a copy to the National Commissioner and Apprentice Commissioner.
- 4) IREX details the Commissioners should know

Application form for General & Literature Class
Exhibition Classes

Frame Fees

Competitive class / One Frame / Literature Class / Youth Class fees

Any special rules and regulations

Last date of application

Last date of frame fees to be paid

- 5) Promotion of the exhibition
Phone / Email / WhatsApp / Information on the PCI website / Personal Contact

- 6) Email Application form to the prospective exhibitors also inform the respective frame fees and frame carrying cost. Insurance cost will depend on the number of ASI pages and will be charged at actuals. All email communication should be marked to Apprentice Commissioner and PCI concerned person.

- 7) Duly filled forms to be collected from the exhibitors.

Check Eligibility of the exhibitor as per IREX

Confirm that the Exhibit does not contain/include any items which are not permitted/banned for display as per DOP / Government of India guidelines, as published from time to time and provided on official website of PCI

Confirm whether the exhibit contains any item covered under ASI and that the exhibit shall be made available in time.

Withdraw those exhibit (s) which do not conform as per Law / rules.

Prepare an excel sheet class wise with all the details of the exhibitors applied for the participation, which should include the following details
Name / Address / Mobile / Email / Title of the exhibit / Class / Number of frames / Previous awards / Plan Page or Synopsys / First Time Entry / DOB in case of Youth / Recommendation Letter

Mark accepted and rejected exhibits accordingly.

- 8) Email the details along with application form to PCI concerned person for the discussion and approval. National Commissioner can carry maximum 15 full exhibits (5 or 8 frames) excluding One frame and Literature Class exhibits.
- 9) Once approved send the same to the Commissioner General of the exhibition.
- 10) Follow-up with the Commissioner General for the allotment of the exhibits.
- 11) Once the allotment is received inform the exhibitors.
Send an invoice to the exhibitors informing them about the allotment of number of frames and the total amount to be paid including frame fees and frame carrying cost. Also mention the last date for payment and bank details. Insurance amount will be at actuals.
- 12) Follow-up with the exhibitors for the payment.
Send payment acknowledgment to the exhibitors.
Inform PCI in case of non-cooperation or delay from the exhibitor.
- 13) Prepare the documents required by the bank for remittance of the frame fees.
Ensure remittance of the frame fees is done as per the instructions and before the last date.
- 14) Ask for the scans of the ASI pages of the exhibit from the exhibitors for the ASI purpose.
Exhibit Scans should be submitted 75 days prior to the ASI appointment.
- 15) Prepare the ASI document / application and submit the same.
- 16) Follow-up with ASI for an appointment.
- 17) Ask the exhibitors to send the exhibits for ASI inspection.
Exhibit should be submitted 10 days prior to the ASI appointment.
- 18) Prepare the documents required for ASI inspection.
Prepare two copies of color xerox of A4 size of the pages of the exhibit which are under ASI (100 Years old items). Arrange the pages class wise. Make two spiral binding copies of the same.
Arrange the exhibits as per the order of the xerox.

- 19) Visit the ASI office and get the inspection done. Keep the contact number and email of ASI and Culture handy.

Collect the letter from ASI mentioning the valuation of the exhibits for insurance purposes.
Get the file number form ASI. Ensure that the file is sent to the Culture department for NOC.

- 20) As per the insurance value get the insurance policy from the insurance company.
- 21) Follow-up with the Culture department for moving the file and sending the NOC to ASI.
- 22) Submit the insurance policy to ASI and get the TEP from ASI along with one copy of the color xerox duly signed and stamped.
- 23) Inform the insurance cost to the exhibitor and collect the same.
- 24) Send the Literature class exhibits as per the last date of submission.
- 25) Carry the TEP copy and Xerox of the ASI pages while travelling along with the exhibits to the exhibition.
- 26) Carry the Special Prize decided by PCI.
- 27) While booking the flight check the instructions given by the Commissioner General, in case of mentioning about the customs clearance on a particular airport. Book a flight which will land at the mentioned airport.
- 28) Get the customs clearance done as per the instructions.
- 29) Reach the venue for mounting as per the instructions and schedule given by the organizing committee. Carry the inventory sheets along with the exhibits.
- 30) Mount all the exhibits and ensure all the frames are locked.
- 31) Attend the Commissioner meetings on time as per the schedule.
- 32) Dress Code: Formal Dress code is compulsory for Commissioners photo and palmares.
- 33) Carry small gifts for all the commissioners. i.e. Stamps, MS, Post Cards etc.
- 34) Attend the Expert Committee as per the instructions.
- 35) Be present at all the functions and palmares as per the schedule.
- 36) Inform the results to all the participants when announced.

- 37) Attend the Jury Critique and note the jury points for each exhibitor.
- 38) Collect the medals, certificate and palmares of all the participants.
- 39) Dismount the exhibits and inform the organisers and get the clearance if any.
- 40) While returning get the customs clearance done as per the instructions from the organisers.
- 41) Once reached send a communication to ASI asking for an appointment to check the exhibits and get the clearance.
- 42) Get the ASI clearance and send the exhibits, medals, and certificates to the exhibitors.
- 43) Inform the detailed marking and jury points to all the exhibitors.
- 44) Prepare the final accounts and report.
- 45) Send the accounts and report to PCI within three weeks from the date of clearance from the ASI.
- 46) Submission of Accounts and Report is compulsory. If fail to do so then the Commissioners name will not be considered for future assignments.

Expenses

- **Frame fees**
- **Other expenses**

- 1) US\$ Conversion, Bank charges, document charges for remittance of fees.
- 2) Scanning, Color Xerox, Binding charges.
- 3) This should be calculated 2 times both for TEP clearance and exhibits return clearance for ASI.
Flight charges for ASI visit to Delhi (Economy Class).
Extra baggage charges to Delhi & return. Prepaid baggage can be purchased. Local Transportation charges.
- 4) International Flight Booking (Economy Class) As far as possible choose the cheapest flight but should arrive on time, minimum baggage handling and safety to be ensured. The Commissioner can take a call and finalise. It should be justified.

Generally, the Commissioner and Apprentice Commissioner should take the same flight to carry and distribute the weight. If that is not possible then Apprentice Commissioner can carry non- ASI exhibits to distribute the weight. But this can be decided at the earliest so that the exhibitor will send the exhibit to the respective commissioner to avoid the extra movement of the exhibits. A flight should be decided and booked at the earliest to save the cost. High value exhibits should be hand carried.

- 5) International Extra baggage charges. Prepaid baggage can be purchased.

Generally, a 5-frame exhibit weight is around 4Kg. Keep in mind that while returning 10 to 15 Kg weight may increase due to medals, certificates and palmares catalog.

- 6) Postage charges for sending back the exhibits, medals & certificates to the exhibitors.

Considering other expenses frame carrying cost can be decided.

- 7) Insurance charges will be at actuals.