

PCI Regulations for National Commissioners

01. The Philatelic Congress of India (PCI), being the national federation member of the International Philatelic Federation (FIP) and the Federation of Inter-Asian Philately (FIAP), has the authority to appoint National Commissioners for the philatelic exhibitions organized under the patronage of FIP and/or FIAP recognized by PCI.

02. The functions, rights and duties of the Commissioner are specified in the General Regulations of the FIP for Exhibitions (GREX) in Section IV "Commissioners" and further expanded in FIP Guidelines for the Duties and Accreditation of National Commissioners. These PCI regulations are additional to the above and specific to India. The National Commissioner must familiarize himself/herself to the rules and guidelines contained in all these documents. The FIP documents are available at the FIP website www.f-i-p.ch

03. The primary responsibility of the National Commissioner is to coordinate between the exhibitors spread over India and the organizers overseas. National Commissioner is also required to comply with procedural requirements and obtain necessary permissions from India Post, Department of Culture, Archaeological Survey of India, Customs and Bank for remittance of Frame fee on behalf of all exhibitors.

04. The PCI appoints National Commissioners in India for a philatelic exhibition being held abroad as per the List/Roster of National Commissioners it maintains. The List is published at its official website www.philateliccongressofindia.com.

05. The additions to the PCI List of National Commissioners are periodically made through candidates who successfully complete their apprenticeships under a National Commissioner. Any name from the List maybe removed or suspended by PCI Governing Council, on a performance review by the Designated Officer of PCI, at any time.

06. To be considered for inclusion as Apprentice National Commissioner, the PCI invites applications in the prescribed form (AC-01) to PCI. The applicant must satisfy the following conditions and prerequisites.

(a) The applicant must be a Life Member of the PCI. The applicant must be easily accessible and equipped with the modern communication facilities of Mobile, Email and valid physical Postal Address.

(b) The applicant must have attended at least one FIP / FIAP Exhibition abroad as an Exhibitor within the last 10 years from the date of submitting the application.

(c) The applicant must have secured at least a Large Silver Medal in any class at a PCI recognized

National Exhibition or a Silver Medal at an FIP / FIAP Exhibition recognized by PCI within the last 10 years prior to the date of submitting the application. Medal achieved at a Virtual Exhibition will not be considered for the purpose.

(d) The applicant must be conversant with FIP Statutes, GREX, GREVs, SREVs and Guidelines.

(e) The applicant must first serve as an Apprentice Commissioner under the National Commissioner. To qualify, he must actively assist the National Commissioner in completing necessary formalities and securing required permissions and if required carrying the exhibits, awards, certificates, catalogues, palmares, special prizes etc.

(f) The applicant must attend the exhibition for entire duration.

- (g) The applicant should not take part or involve himself or through any family member/associate in any commercial or trade activities in any manner in that exhibition during the entire period commencing one day before the opening of the Exhibition to one day after closure of the Exhibition.
 - (h) The applicant should command respect and confidence of the exhibitors in handling their exhibits.
 - (i) The PCI Governing Council (GC) will appoint a Screening Committee, which after scrutinizing the applications will submit its recommendations to the GC. The final decision will be taken in the GC by secret ballot. The selected candidates shall be empaneled on the List of Apprentice National Commissioners.
 - (j) The PCI will appoint Apprentice / Assistant National Commissioner and after the exhibition gets over will take a decision in its Governing Council on the basis of the report of the National Commissioner concerned to either confirm the same as the national commissioner or ask to go through another apprenticeship. Once confirmed, PCI will add the name of such confirmed person to the List of eligible national commissioners.
07. The Apprentice / Assistant Commissioner or the National Commissioner must not hold any official post or act as a representative of any other foreign body or association which is located overseas and/or is not affiliated to PCI. Any such position must be approved by PCI and shall be specifically monitored for any conflict of interest, as decided by PCI.
 08. The National Commissioner must promptly accept or decline the invitation to serve as Commissioner. In case of decline, the PCI will choose another name from the list.
 09. The PCI shall appoint a replacement in case where a Commissioner appointed cannot carry on the duties of the assignment for any reason beyond his/her control. In case a replacement is appointed six months or more before the commencement of the exhibition, it is considered a fresh appointment and turn of the new appointee shall be marked on the list.
 10. PCI may appoint an Additional Commissioner in cases where the volume of accepted exhibits exceeds a certain number of frames. Currently it is 80 frames for FIP and FIAP shows and in some cases the Organizers may lower this threshold. The Additional Commissioner will enjoy same privileges as the National Commissioner subject to confirmation by the Exhibition Authorities.
 11. On being appointed as National Commissioner, one must create maximum interest among prospective exhibitors by publicizing the exhibition as widely as possible on various platforms.
 12. The Apprentice Commissioner or the National Commissioner shall be answerable and responsible to PCI for his conduct and shall at each stage of progress of exhibit application, selection, and number of frames / exhibits to any exhibition, inform to PCI and strictly follow the instructions /guidelines provided by PCI.
 13. The Assistant / Apprentice Commissioner or the National Commissioner clearly understands that he:
 - 13.1 shall not sub delegate or empower any other person to carry out any role, responsibility and duty as entrusted herein, unless prior approval of PCI is given.

13.2 may need to personally travel to New Delhi, for the NOC and TEP and other purposes several times and the cost of his travel for such purpose, excess baggage, boarding and lodging expenses shall not be extravagant as the same is to be shared by the exhibitors.

14. In addition to these guidelines, The Guidelines for Exhibitors 2025 shall be applicable to all exhibitors who desire to take part in any exhibition overseas. It shall be the duty of the Commissioner to study and follow the same and ensure that they are strictly followed by an Exhibitor. In case of any violations, the same should be corrected and reported at the first instance to PCI.
15. National Commissioners are advised to keep track of events with target dates; keep a record of expenses on postage, telephone and fax, stationery and photocopying charges. Set up a database of key names, addresses, telephones and e-mail addresses of persons and organizations associated with the exhibition. The expenses incurred are not reimbursable by the Organizers. Such expenses are to be kept at a minimum and reasonable. Such out of pocket expenses, at actuals maybe apportioned and payable by the Exhibitor.
16. National Commissioner must carefully study the Individual Regulations (IREX) and note particularly the exhibition classes, qualifications, frame fees and last date of sending Entry Forms and any other special regulations.
17. National Commissioner should make an assessment of the participation and advise the Organizers in advance about the expected number of eligible entries from India. PCI may issue certain guidelines regarding the number of exhibits to be carried to an exhibition. The National Commissioner can accept maximum 15 full exhibits (5 or 8 frames) excluding one frame and Literature Class exhibits. In case of a greater number of exhibits, National Commissioner should seek permission from PCI. The Commissioner may submit a plan regarding the mode and manner in which the exhibits are proposed to be carried by him.
18. National Commissioner is required to carefully go through each exhibitor's application submitted and verify the facts stated therein before taking the responsibility of recommending the same to the Organizers. In the current prevailing circumstances Exhibits awarded a Vermeil Medal of a PCI recognized physical National exhibition, should only be forwarded. National Commissioner must get the final approval from PCI before submitting those applications to the Organizers. The Commissioner shall get a declaration from the Exhibitor that his exhibit :

18.1 does not include any banned / restricted item.

18.2 Does or Does NOT contain any item covered under ASI

The Commissioner shall only submit such applications, which is found to be in compliance and/or in order.

The Commissioner and Exhibitors accept and undertake to follow standard rules and procedure as per Law and also published at PCI website www.philaticcongressofindia.com

19. In an exceptional case, an application for a new exhibit is made that hasn't participated in the national exhibition but is believed to be of requisite standard for participation in an international/ world stamp exhibition, the exhibitor will need to apply for an Eligibility Certificate from the President of PCI. The application for Eligibility Certificate must include a request note from the exhibitor with the Introductory Sheet and at least copy of 16 pages of his exhibit, The issue of the Eligibility Certificate is entirely at the discretion of the

President of PCI. The Eligibility Certificate issued by the PCI President shall be attached to the Exhibit Application Form and sent with the recommendation of the National Commissioner to the Organizers.

20. National Commissioner should carefully scrutinize the list of accepted exhibits from the organizers to ensure everything is correct and inform the exhibitors as soon as possible. National Commissioner needs to also inform the applicants whose exhibit is not accepted.
21. National Commissioner from India currently requires a minimum of 7 exhibits or 4 exhibits in General or Specialized exhibitions respectively to be entitled to the privileges from the organizers including free accommodation and per day allowance. The Literature class exhibits are not included for this purpose.
22. National Commissioner must finalize the Special Award from India at an early date and send its image for inclusion in the exhibition catalog. National Commissioners are also advised to carry gifts for other National Commissioners.
23. The practice of preliminary and final application forms is no longer in vogue and the original application form is also the final one. Therefore, the National Commissioner must clearly inform the applicants that upon acceptance paying the fees and submitting the exhibit are mandatory requirements. Relevant FIP rules bar the exhibitors for two years for not submitting the exhibit after acceptance.
24. In case an exhibitor is unable to participate after acceptance for any reason whatsoever, the National Commissioner must immediately inform the organizers and suggest the replacement giving preference to the exhibits applied for but were not accepted in preliminary selection.
25. In case the National Commissioner does not hear anything from the exhibitor within a week after communicating the acceptance of his/her exhibit, it will be considered withdrawn from participation.
26. National Commissioner is required to collect the entry fees from all exhibitors and remit the same to Organizers as per schedule. National Commissioner should also collect from the exhibitors in advance a reasonable amount for insurance, baggage, contribution towards India's special prize to the exhibition, and other permissible expenses. Upon submitting the final account after the return, the excess shall be refunded and/or the shortfall collected.
27. National Commissioner is required to ascertain from the exhibitors regarding 100 or more years old items in their exhibit as these require a Temporary Export Permit (TEP) by the Archaeological Survey of India (ASI), New Delhi.
28. The procedure to obtain the TEP requires an application on the prescribed form, a consolidated statement of antiquities, photocopies of the exhibit pages with the Inventory List. All this is to be filed in triplicate with a covering letter. The application for the TEP to ASI should be submitted at least 60 days in advance. A copy of the complete Application is attached for ready reference. The exhibitor must provide the Scan copies of the exhibit pages which are under ASI before 90 days. The exhibitor should handover the exhibit to the National Commissioner prior to 60 days of ASI appointment.
29. National Commissioner is also required to obtain a No Objection Certificate from the ASI of the Department of Culture, Government of India in this regard.

30. Upon processing the application for TEP, the ASI schedules a meeting of the National Screening and Evaluation Committee that physically examines the items, comparing it also to the photocopies submitted, and issues a statement of the valuation arrived at the meeting. National Commissioner is required to obtain an appropriate insurance policy on the basis of ASI valuation and submit its copy to ASI before ASI issues the TEP. A copy of the Insurance Policy is attached for ready reference.

Insurance Policy can be obtained by exploring the various options available and finalise the best one which will fulfil all the requirements. As of now the policies obtained are defective and not covering the required risk. Need to discuss the proposal with Insurance Companies to finalise the best suitable option.

31. The importance of proper packing cannot be overemphasized. The National Commissioner should take all possible care in transporting the exhibits.
32. National Commissioner must obtain a release from any liabilities for handling the exhibits from each exhibitor. A model Release Letter is attached for ready reference.
33. National Commissioner is required to carry the exhibits as accompanied baggage along with the TEP and get it examined in the Indian Customs both ways.
34. National Commissioner is required to follow the customs procedures as advised by the Organizers at the destination.

National Commissioner must share a room or accommodation provided by the organisers with Apprentice Commissioner in case of additional accommodation is not provided. If the National Commissioner wants to accompany the spouse, then extra room can be booked at his/her own cost.

National Commissioner and Apprentice Commissioner can carry 15Kgs of personal goods rest of the baggage allowance must be utilised for carrying the exhibits. In case of extra personal baggage above 15Kgs, the National Commissioner and Apprentice Commissioner will have to pay extra personal baggage cost from their own pockets.

Flight Booking (Economy Class) as far as possible choose the cheapest flight but should arrive on time. The Commissioner can take a call and finalise. It should be justified. Flight tickets will be reimbursed only to the National Commissioner.

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.

35. National Commissioner delivers the exhibits to BIN room of the exhibition and obtains a signed copy of receipt for the same.
36. National Commissioner is required to be available to the Organizers on all days, attend all Commissioner's Meetings, and sessions.
37. National Commissioner may also be asked by the Expert Committee to be present in case they decide to open frame/s of the exhibit/s from his/her country.
38. National Commissioner should inform the exhibitors of their results upon their being made available.

39. National Commissioner is required to collect and carry back to India the medals, certificates, exhibit catalogues, palmares, and special prizes if any, in addition to the exhibits. While taking delivery of the exhibits the National Commissioner must check each and every sheet and sure everything is in order.
40. It is advisable that the National Commissioners should return to India soon after the exhibition is over and not extend their trip for any purpose as they have the responsibility of holding in their custody very valuable and lifetime collections of several persons.
41. Upon return to India, the National Commissioner is required to inform the ASI of his return and that of the exhibits and requests for scheduling a meeting of National Screening and Evaluation Committee to examine the items that were taken out under TEP.
42. After completing the procedure with ASI, the National Commissioner is required to return the exhibits to the exhibitors along with medal, certificate, exhibition catalogue, palmares, special prize if any, and a statement of account.
43. National Commissioner is required to submit to the PCI a report, and statement of account. And also, any letter/s received from the Expert Committee within one month from the day of the exhibition. In case of non-compliance of the Report and statement of account by the National Commissioner, his or her name will not be considered for future assignments and the name will be deleted from the roster.
44. The National Commissioner is required to follow the specific provisions of applicable Law in respect of Foreign Travel, remittance, ASI, Customs, Insurance etc.
45. Non-compliance and/or violation of these regulations will invite appropriate penal action by the GC of PCI. 01/01/2024