



Standard Operating Procedure (SOP) for Undertaking Manufacturing / Provide Services Post Lock Down

Name of the Sector: **GEMS & JEWELLERY [EXPORTS]**

Sub – Sector (For different sub – sector please fill different forms): **JEWELLERY [EXPORTS] INDUSTRY**

Suggested SOP

S. no.	Area of SOP	Suggested SOP (in bullet points)	Concerned Govt. Agency (ies) (if applicable)	Kind of Support Required (Fiscal / Non-Fiscal)
1	Supply of Raw Material	<ul style="list-style-type: none"> • IMPORT OF PRECIOUS & SEMI PRECIOUS STONE FROM HONKONG & BANGKOK, IMPORT OF PRECIOUS METAL • DELIVERY OF IMPORT GOODS FROM AIRPORT TO OUR ZONE & VICE VERSA 	<ul style="list-style-type: none"> • CUSTOMS • DEVELOPMENT COMMISSIONER, SEZ 	NON FISCAL
2	Labour/ Employee	<ul style="list-style-type: none"> • ATLEAST 50% OF LABOUR TO BE ALLOWED TILL LOCKDOWN • PASS FOR THE LABOUR SO ATLEAST THEY CAN REACH FACTORY • THE GOVERNMENT SHOULD GRANT A 	<ul style="list-style-type: none"> • RIICO • CUSTOMS, • DEVELOPMENT COMMISSIONER, SEZ 	NON FISCAL NON FISCAL FISCAL

		FINANCIAL PACKAGE FOR CONTRIBUTING TO THE 50% WAGES OF THE WORKERS AT LEAST FOR THE LOCK DOWN PERIOD.	<ul style="list-style-type: none"> STATE ADMINISTRATIONS 	
3.	Manufacturing (Not Applicable for Service Sector)	<ul style="list-style-type: none"> NEED TO FINISH THE SEMI FINISHED PRODUCT LEFT DUE TO IMMEDIATE LOCK DOWN. AS WE CAN TRY TO SEND TO BUYER ON TIME OR ELSE THEY CAN CANCEL THE RUNNING ORDERS, WHICH WILL BLOCK THE CAPITAL. CAN MAKE NEW SAMPLES FOR NEXT SEASON. FEW AUTOMATIC MACHINES REQUIRED DAILY RUNNING OR ELSE THEY WILL GET OFF PERMANENTLY. 	<ul style="list-style-type: none"> CUSTOMS DEVELOPMENT COMMISSIONER, SEZ 	NON FISCAL
4.	Office Set up	CAN MANAGED FROM HOME	NA	NA
5.	Interstate Movement of Goods	<ul style="list-style-type: none"> EXPORT PARCEL FROM JAIPUR TO DELHI PORT TRANSFER OF CARRIER VAN ON HIGHWAY 	<ul style="list-style-type: none"> CUSTOMS DEVELOPMENT COMMISSIONER, SEZ STATE ADMINISTRATIONS 	NON FISCAL
6.	Dealing with Vendors	<ul style="list-style-type: none"> ALLOWING TOOLS, PACKAGING, GROCERY VENDORS, CUSTODIAN FOR CARRYING EXPORT PARCELS ALLOW THEM TO SUPPLY ONCE A WEEK & EXPORT TWICE A WEEK 	<ul style="list-style-type: none"> CUSTOMS DEVELOPMENT COMMISSIONER, SEZ STATE ADMINISTRATIONS 	NON FISCAL
7.	Dealing with Suppliers	<ul style="list-style-type: none"> PRECIOUS & SEMI PRECIOUS STONES AS WELL SILVER & GOLD METAL SUPPLIER 	<ul style="list-style-type: none"> CUSTOMS DEVELOPMENT 	NON FISCAL

		<ul style="list-style-type: none"> • ALLOW THEM TO EXAMINE AND TAKE INSIDE TWICE A WEEK 	<p>COMMISSIONER, SEZ STATE ADMINISTRATIONS</p> <ul style="list-style-type: none"> • CBIC • RBI 	
8.	Sales & Marketing	<ul style="list-style-type: none"> • SINCE OUR EXPORT PAYMENTS ARE DELAYED AND NOW BEEN RELAXED BY THE GOVERNMENT BY EXTENDING THE PERIOD TO REALISE THE PROCEEDS BY 6 MONTHS FROM THE DATE OF EXPORTS, A SIMILAR RELAXATION SHALL BE GRANTED FOR MAKING THE IMPORT PAYMENTS IF THE BUYER IS READY TO GRANT SUPPLIERS CREDIT. • THE SHIPMENTS WHICH WERE EXPORTED ON SALE BASIS ON OR AFTER 1ST JULY 2019 TILL 31ST MARCH 2020 SHALL BE ALLOWED TO BE RE-IMPORTED TILL 30TH SEPTEMBER 2020 WITHOUT ANY IMPLICATION OF CUSTOMS DUTY. THIS CAN BE ALLOWED ONLY IN THE CASES WHERE THE EXPORT PROCEEDS IS YET TO BE REALISED. THIS CAN BE ALLOWED TO BE REIMPORTED IN FULL AND/OR PART. AS THERE MAY BE MANY BUYERS WHO MAY NOT BE IN A CONDITION TO PAY FOR THE SHIPMENT ALREADY SHIPPED TO THEM WHICH MAY OR MAY NOT BE CLEARED IN THE DESTINATION (BUYER'S) COUNTRY, THIS WOULD FACILITATE THE EXPORTER TO ALLOW THEIR BUYERS TO RETURN THE GOODS TO THEM. 		FISCAL
9.	Dealing with	<ul style="list-style-type: none"> • ECOMMERCE POLICY TO BE NOTIFIED 	<ul style="list-style-type: none"> • CUSTOMS 	NON FISCAL

	customers	<ul style="list-style-type: none"> • IMMEDIATELY FOR FACILITATING FAST TRACK CLEARANCE OF SMALL VALUE GEMS AND JEWELLERY SHIPMENTS. THIS WILL ENSURE EASE IN REACHING OUT TO THE OVERSEAS CUSTOMERS. 	<ul style="list-style-type: none"> • RBI • GST • DPIIT 	
10.	Dealing with Bank/ Financial Institutions	<ul style="list-style-type: none"> • AN ADDITIONAL 3% INTEREST SUBVENTION TO BE GIVEN ON ALL PRE AND POST SHIPMENT EXPORT FINANCE AVAILED BY AN EXPORTER. THIS SHALL BE ALLOWED FOR AT LEAST A PERIOD OF 2 YEARS SO THAT THE INDUSTRY CAN WITH STAND THE CHALLENGES POSED BY COVID PANDEMIC. 	<ul style="list-style-type: none"> • Ministry of MSME 	FISCAL
11.	Dealing with Government for License/ Approvals	<ul style="list-style-type: none"> • CAN ALLOW ONLINE SUPPORT 		NA
12.	Infrastructure for Safety of Staff/ Labour	<ul style="list-style-type: none"> • HYGIENE, SANITIZER DAILY, DISTANCE AMONG LABOUR, FOOD INSIDE FACTORY, HAND WASH CONTINUOUSLY AS REQUIRED, DAILY TEMPERATURE CHECK, DOCTOR WEEKLY CHECK UP FOR SAFETY REASONS, 		NA
13.	Others (plsspecify)	<ul style="list-style-type: none"> • AS IN EXPORT OUR CLIENT DO ADVANCE PLANNING FOR WINTERS SEASON SAMPLE IN SUMMERS AS NOW CHINA START PRODUCTION ON FULL SWING BY WHICH SEPTEMBER TO DECEMBER DELIVERY ORDER WILL SHIFT TO CHINA. BY WHICH WE WILL NOT ABLE TO WORK WHOLE YEAR. 		NA