



Carpet Export Promotion Council

(Set up by Ministry of Textiles, Govt. of India)

CIN : U17222UP1982NPL005557

MEMORANDUM AND ARTICLES OF ASSOCIATION & ELECTION RULES

(As Amended upto 22nd January, 2025)

FORM I.R.

CERTIFICATE OF INCORPORATION

NO. 5557 of 1982

I hereby certify that CARPET EXPORT PROMOTION COUNCIL is this day incorporated under the Companies Act, 1956(No. 1 of 1956) and that the Company is limited.

Given under my hand at KANPUR this 12th day of February One thousand nine hundred and eighty two.

23rd Magha 1902 (S.E).

Sd/-

(V.P. KAPOOR)

Registrar of Companies, U.P.
KANPUR.

ASSOCIATION NOT FOR PROFIT

(Company Limited by Guarantee)

Memorandum of Association of Carpet Export Promotion Council

1. The name of the Council shall be **CARPET EXPORT PROMOTION COUNCIL** hereinafter called as “**CEPC**”.
2. The Registered Office of the Council shall be situated in the State of Uttar Pradesh.
3. The objects for which the Council is established and which shall extend to every country in the world, are:
 - A. Main objects to be pursued by the Company on its incorporation to support, protect, maintain, increase and promote the export of hand knotted carpets, woollen druggets and floor coverings by such methods as may be necessary or expedient.

Objects Ancillary or Incidental to the attainment of Main Objects :-

- (i) To do any or all of these for the attainment of main objects:
 - (a) To undertake market studies in foreign countries regularly as well as on adhoc basis.
 - (b) To send out trade delegations/sales-cum-study teams to foreign countries.
 - (c) To appoint representatives or correspondents in foreign markets for the purpose of continuing and regularly reporting trends in prices, market and preferences and other allied matters.
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- (d) To conduct publicity campaign regularly and continuously so as to keep Indian hand-knotted carpets before the eyes of public overseas and bring home the advantages of buying hand-knotted carpets and other floor coverings from India.
 - (e) To collect statistics and other information regarding the manufacture or trade in hand-made carpets and floor coverings manufactured in various countries.
 - (f) To act as Registering Authority, if so decided by Government.
 - (g) To propagate information useful to the manufacturer, exporter and trader in handmade carpets and floor coverings by seminar lectures, discussions, books, correspondence or otherwise.
 - (h) To lay down standards of quality and packing in respect of hand-made carpets and floor coverings intended for export.
 - (i) To maintain liaison with any organizations which may be set up for inspection in hand-made carpets and floor coverings intended for export, if considered necessary.
 - (j) To depute the officers of the Council to witness the survey of hand-made carpets and floor coverings manufactured, exported or intended for export in foreign countries or in India as a result of any dispute or difference between the parties to a contract for sale and purchase of hand-knotted carpets and floor coverings manufactured.
 - (k) To enquire and investigate into complaints received from foreign importers or Indian exporters in respect of the quality, description or other particulars of handmade carpets and floor coverings manufactured and exported from India or the non-performance or non-observance of the terms and conditions of contract relating to such exports and other connected matters.
 - (l) To make recommendations as may be necessary or expedient to Government and Public Bodies like Chambers of Commerce where the Council on investigation of a complaint received by it, is satisfied about its genuineness and is convinced that it has been caused by the wilful or negligent acts of the manufacturer
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or the exporter of the manufacturers, as the case may be.

- (m) To act as arbitrators or nominate arbitrators or valuers in the settlement of disputes and differences arising out of the transactions relating to the exports of handmade carpets and floor coverings between parties who agree to refer their disputes to the Council; and
 - (n) To communicate with Chambers of Commerce and other Mercantile and Public Bodies throughout India and abroad for the protection and advancement of the export of hand-made carpets and floor coverings.
 - (ii) To enunciate just, equitable principles to govern the trade in hand-made carpet and floor coverings and to set up a code or codes of practices for the general guidance of exporters and manufacturers and further to simplify transactions relating to the export of hand made carpets and floor coverings.
 - (iii) To keep in constant communication with Chambers of Commerce and other Mercantile and Public Bodies throughout the world with a view to taking appropriate and necessary measures for maintaining or increasing the export of hand-made carpets and floor coverings.
 - (iv) To advise or represent to Government, Local Authorities and Public Bodies on the policies adopted by them in relation to their effect on Industry or Commerce and other measures including direct and indirect taxation in so far as such policies or measures have a bearing directly or otherwise on the export of hand-made carpets and floor coverings.
 - (v) To construct, purchase, hire or otherwise acquire and maintain suitable building, apartments, furniture and other fittings in any country for the establishment of show-rooms, export or other agencies for publicity for the purpose of achieving any of the objects for which the Council is established.
 - (vi) To establish and maintain museums, collections, libraries and compilations of literature and to translate, compile, collect, publish, lend, purchase or sell any literature connected with the trade and commerce relating to handmade carpets and floor coverings.
 - (vii) To prepare, edit, print, publish, issue, acquire and circulate books, papers, periodicals, gazette, circulars and other literature treating or bearing upon the industry, trade or commerce pertaining to hand-made carpets and floors coverings.
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- (viii) To acquire, purchase, or take on lease land, building or other moveable or immoveable property which the Council may from time to time deem it necessary to acquire, purchase or take on lease.
- (ix) To sell, manage, develop, exchange, loan, sub-let, mortgage, dispose off, turn to account or otherwise deal with all or any part of the property of the Council, except that purchased with the Government grants which will be disposed off according to Government instructions.
- x) To enter into contracts.
- (xi) To draw make accept, endorse, discount and execute negotiable instruments.
- (xii) To invest the moneys of the Council in any bank approved in this behalf by Government.
- (xiii) To subscribe or become a member of and co-operate with any other Council whether incorporated or not.
- (xiv) To do all such other acts as may be conducive for the maintenance and increase of the export and trade and commerce in hand-made carpets and floor coverings or incidental to the attainment of the above objects or any of them. Provided that the Council shall not support or impose any regulations or restrictions on any objects of Council which would make it a trade union.
- (xv) To obtain from members of the Council and to prepare for the Council as a whole, action plan for promotion of exports, development of export markets, generation of production for exports, setting of export targets generally and in relation of specific countries and commodities on an annual basis and for such medium and longer terms as may be considered desirable and to ensure/undertake execution of such plans.

Other Objects

Nil

- 4. The Objects of the Council would extend to the whole of India and the entire world subject to Government policy in force from time to time.
- 5. 1. The income and property of the (Company) Council, where-so-ever derived, shall be applied solely for the promotion of its objects as set forth in this Memorandum.

2. No portion of the income or property aforesaid shall be paid or transferred directly, by way of dividend, bonus or otherwise by way of profit, to persons who, at any time are, or have been members of the Company or to any one or more of them or to any persons claiming through any one or more of them.
3. Except with the previous approval of the Central Government, no remuneration or other benefit in money or money's worth shall be given by the Council (Company) to any of its members, whether officers or servants of the Council (Company) or not, except payment of out-of-pocket expenses, reasonable and proper interest on money lent, or reasonable and proper rent on premises let to the Council (Company).
4. Except with the previous approval of the Central Government, no member shall be appointed to any office under the Company which is remuneration by salary, fees or any other manner not accepted by sub-clause (3).
5. Nothing in this clause shall prevent the payment by the Company in good faith of reasonable remuneration to any of its officers or servants (not being members) or to any other person (not being a member), in return for any service actually rendered to the Company.
6. Any addition, alteration, modification or removal of any clause in these Memorandum of Association and Rules and Regulations or dissolution of the Council shall not be made except by the Council in General Meeting and shall become operative only if and after the Government of India in the Ministry of Commerce/Textiles and the Regional Director, Company Law Board, approve the same in writing.
7. The liability of the member is limited.
8. Each member undertakes to contribute to the assets of the Company in the event of its being wound-up while he is a member or within one year afterwards for payment of the debts or liabilities of the Council contracted before he ceases to be a member and of the costs, charges and expenses of winding-up and for adjustment of the right of the contributories among themselves such amount as may be required not exceeding a sum of Rs. 100/-(Rupees one hundred) only.

9. True account shall be kept of all sums of money received and expended by the Company and the matters in respect of which such receipt and expenditure take place and of the property credits and liabilities of the Council (Company); and subject to any reasonable restrictions as to the time and manner of inspecting the same that may be imposed in accordance with the regulations of the Council (Company) for the time being in force, the accounts shall be opened to the inspection of the members. Once at least in every year, the accounts of the Company shall be examined and the correctness of the Balance Sheet and the Income and Expenditure Account ascertained by one or more properly qualified Auditor or Auditors.
10. If upon winding-up or dissolution of the Company, there remains, after the satisfaction of all the debts and liabilities, any property whatsoever, the same shall not be distributed amongst the members of the Company having object similar to the objects of this Company, to be determined by the members of the Company at or before the time of dissolution or in default thereof, by the High Court of Judicature that has or may acquire jurisdiction in the matter.

ASSOCIATION NOT FOR PROFIT

(Company Limited by Guarantee)

Articles of Association of

Carpet Export Promotion Council

1. DEFINITIONS AND INTERPRETATION

1.1 Definitions:

In these Articles, unless the context otherwise requires:

- (a) **"Act"** means the Companies Act, 2013 including¹ the rules and regulations, subsequent amendment, modification or re-enactment;
- (b) **"Article"** means an article forming part of these Articles;
- (c) **"Auditors"** means persons appointed, as such, for the time-being, by the Council;
- (d) **"Chairperson"** means the Chairperson of the Council;
- (e) **"Committee of Administration"** (COA) means the Committee of Administration of the Council, constituted, as such, under these Articles and henceforth referred to as the "Committee";
- (f) **"Council"** means the Carpet Export Promotion Council (CEPC);
- (g) **"Export Promotion Council"** means organizations of exporters, set up with the objective to promote and develop

1. The definition also includes guidelines, notifications and exceptions issued by the relevant ministry/department from time to time.

Indian exports. Each Council is responsible for promotion of a particular group of products/ projects/services as given in Appendix 2T of ANF;

- (h) **“Executive Director cum Secretary”** means the Executive Director cum Secretary (EDS) of the Council and includes any officer of the Council performing secretarial functions;
- (i) **“Extraordinary General Meeting”** means an Extra -Ordinary General Meeting of the members of the Council other than its Annual General Meeting (AGM) referred to in Article 29.2;
- (j) **“General Meeting”** means a General Meeting of the members of the Council;
- (k) **“Member”** means a Member of the Council;
- (l) **“MSME”** means Micro, Small and Medium Enterprise as defined in the Micro, Small and Medium Enterprises Development Act, 2006 including its subsequent amendment, modification, re-enactment, or successor;
- (m) **“Office”** means the registered Office for the time being, of the Council;
- (n) **“Prescribed”** means prescribed by the Committee; by virtue of a power conferred by these Articles;
- (o) **“Product”** means Handmade Carpets, and/or other Floor Coverings;
- (p) **“Rules”** means the Rules of the Council for the time being in force, made under these Articles or under any enactment for the time being in force;
- (q) **“Startup”** means an entity as defined under G.S.R 127(E) issued by the Ministry of Commerce and Industry (Department of Promotion of Industry and Internal Trade) or its subsequent amendment, modification, re-enactment or successor(s) policies;

- (r) **“Vice-Chairperson”** means Vice-Chairperson of the Council.

1.2 Applicability

These byelaws shall be applicable as model guidelines for all EPCs and the FIEO.

1.3 Certificate

For the purpose of determining whether an industry is a Micro, Small or Medium Enterprises, the MSME certificate issued by the Ministry of Micro Small and Medium Enterprises shall be conclusive. For a Startup, the Certificate issued by the Department for Promotion of Industry and Internal Trade (DPIIT) shall be conclusive.

1.4 Words Defined in the Companies Act, 2013

Words and expressions used and not defined in these Articles, but defined in the Act have the meanings respectively assigned to them in the Act.

1.5 General Clauses Act to Apply

The General Clauses Act, 1897 applies for the interpretation of these Articles as it applies for the interpretation of an Act of Parliament.

1.6 Repugnancy

Where, in relation to a Council to which an Act applies, there is a repugnancy between the provisions of these Articles and the provisions of that Act, the provisions of that Act shall to the extent of the repugnancy overrule the provisions of these Articles.

2. ARTICLES SUBJECT TO FOREIGN TRADE POLICY

The provisions of these Articles shall be subject to those of the Foreign Trade Policy under ITC(HS) Classification/Central Product Classification (CPC)

and Handbook of Procedures, as notified by the Central Government from time to time.

3. CATEGORIES OF MEMBERS AND ELIGIBILITY OF MEMBERSHIP

3.1 Categories of Members of the Council

The Council shall have the following categories of members, namely:

- (a) Associate Members;
- (b) Ordinary Members.

3.2 Eligibility for Associate Membership

A person shall be eligible for admission to the Council as an Associate Member on receiving the Importer - Exporter Code (IEC) from the Directorate General of Foreign Trade (DGFT), Government of India, in respect of the product with which the Council is concerned.

3.3 Eligibility for Ordinary Membership

A person shall be eligible for admission to the Council as an Ordinary Member of the Council, on meeting the following requirements, namely:

- (a) The person or the entity represented by the person, must have been an Associate Member of the Council for at least two years; and
- (b) The person or the entity represented by the person must have to its credit during the two immediately preceding financial years average exports in respect of the product of not less than the amount mentioned below:
 - (i) Micro, Small, Medium Enterprises (MSMEs): Rs. 25

Lakh - Rs. 1 Crore (Micro Enterprises- Rs. 25 Lakhs, Small Enterprises -Rs. 50 lakh and Medium Enterprises- Rs. 1 crore)

(ii) Others: Above Rs.1 Crore

Note: In order to obviate the necessity of updation / revision of the eligibility criteria, the export criteria as prescribed above shall be automatically enhanced by 10% after every 5 years.

3.4 Conversion to Associate Membership

If the average exports of a product by an Ordinary Member is below the pecuniary limits mentioned in clause(b) of Article 3.3, during the immediately preceding two financial years, the Committee may, after giving the Member reasonable opportunity of being heard, convert the Ordinary Membership to an Associate Membership, unless specifically exempted.

4. ELIGIBILITY FOR ELECTIONS

4.1 Right to Vote

- (a) Ordinary Members shall have the right to vote.
- (b) Associate Members having completed 3 continuous years, and not fulfilling the eligibility criteria for Ordinary Member, however, having average exports of Rs. 2.5 Lakhs to their credit during the preceding three financial years, shall also have the right to vote.

4.2 Eligibility to Contest in Elections

- (a) Only an Ordinary Member shall be eligible as a candidate for elections to various positions in the Council.
- (b) The person or the entity represented by the person must have to its credit during the two financial years immediately

preceding the election, the average exports of the products of not less than the amount mentioned below:

- (i) Micro, Small, Medium Enterprises (MSMEs): Rs.50 Lakh - Rs.2.5 Crore (Micro Enterprises- Rs. 50 Lakhs, Small Enterprises -Rs. 1 crore and Medium Enterprises- Rs. 2.5 crore)
- (ii) Others: Above Rs.2.5 Crore.
- (c) Where a COA member is contesting for election as Chairperson or Vice-Chairperson, the person or the entity represented by the person must have minimum average exports of Rs. 2.5 crores of the product, or such higher limit as may be prescribed by the Council, to its credit during the two financial years immediately preceding the election. For manufacturers of the Product, the eligibility criterion for minimum average exports of Rs. 1.25 Crores of the product to its credit during the two financial years immediately preceding the election.
- (d) A certificate issued by a Chartered Accountant shall be required for the purposes of paragraph (b), (c) and (d) of this Article.

5. APPLICATION FOR MEMBERSHIP

5.1 Form of Application

Online Application for Membership of the Council as a Member shall be made to the Council in the prescribed application form on a common digital platform of DGFT (URL: <https://www.dgft.gov.in/CP/?opt=e-rcmc>).

5.2 Accompaniments

The application for membership shall be sent to the Council, along with requisite documents which may include the following:

- (a) a copy of the active IEC number by the applicant;

- (b) a certificate of financial soundness from the applicant's bankers;
- (c) proof of payment of the prescribed fee which, along with any other payments to the Council, shall be through online mode only, as per Income tax Rules, 1962; and
- (d) name and contact details of person representing the organisation.

5.3 Decision on the Application

- (a) The Committee or any authority designated by the Committee shall take a decision on the application for membership within 45 days from the receipt of a properly completed application, and the Committee's decision shall be final.
- (b) In case, a decision is taken by a designated authority, the same shall be ratified by the Committee in its first subsequent meeting.
- (c) The decision of the Committee whether of acceptance or rejection of the application, shall be communicated to the applicant along with reasons, in writing.

5.4 Commencement of Membership

Where the application for membership is accepted by the Committee, the membership of the applicant shall commence from the beginning of the financial year during which the application is accepted.

6. FEES FOR MEMBERSHIP

- (a) All Members (other than nominated, co-opted and institutional members), will have to pay an Entrance fee of Rs. 2000/- plus applicable GST and Annual fee of Rs 6000/- plus applicable GST.
- (b) The Council may grant a concession in entrance / annual fee for members such as women entrepreneurs, startups, young

entrepreneurs (less than 40 years of age as on 31st March of the year of election), or North Eastern/Hill Regions.

- (c) Until otherwise determined by the Committee the annual subscription of all members shall be payable at the beginning of the year i.e., on or before 30th of June in each and every year irrespective of the month in which the individual members were first admitted to membership. The members, however, can remit the subscription upto 30th September on payment of Rs. 500.00 as late fee.

7. RESIGNATION BY MEMBERS

- (a) A Member of the Council may resign by giving to the ED/Secretary a notice in writing of their intention to do so and shall thereupon cease to be a member either immediately or from such date as may be mentioned in the notice in this regard.
- (b) A Member who has resigned shall nevertheless continue to be liable to the Council for all amounts due from that member to the Council and for any other liability, which the member might have incurred towards the Council.
- (c) Entrance fee/Annual fee once paid shall not be refunded on resignation.

8. DISQUALIFICATION OF MEMBERSHIP OF COUNCIL

8.1 Disqualification

- (a) A person shall be disqualified for being, or for continuing as a member of the Council, if:
 - I. found to be of unsound mind by a competent court;
 - II. adjudicated as, or applies to be adjudicated as, an insolvent;
 - III. convicted by a court of an offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than six months;

- IV. they or any firm in which they are a partner or any company of which they are a Director, commits a violation of relevant sections of the Act;
 - V. they become disqualified by an order of the court or tribunal under relevant sections of the Act;
 - VI. they cease to be a member of the entity which they represent, or such entity ceases to be a member of the Council;
 - VII. their name is removed from the Register of Members under Article 8.2; or
 - VIII. convicted of the offence dealing with related party transactions under the relevant sections of the Act; at any time during the last preceding five years.
- (b) A person shall be disqualified from reapplying for membership, if:
- (i) a period of five years has not elapsed from the date of expiry of the sentence;
 - (ii) they have been convicted of any offence and have served a period of seven years or more.

8.2 Removal by the Committee

The Committee or any other Committees designated by the Council may, after giving a member reasonable opportunity of being heard, remove the name of that member from the Register of Members, either for a specified period or indefinitely, if the Member:

- (a) has violated any condition for membership; or
- (b) has been in arrears in regard to the payment of membership fee or of any other amounts due from the member to the Council for more than six months; or

- (c) has been found guilty of disorderly conduct at meetings of the Council or of the Committee; or
- (d) has been found guilty of conduct unbecoming of a member; or
- (e) has become disqualified under Article 8.1.

9. CONDUCT OF ELECTIONS

9.1 Method of conducting election:

In order to make the Council participative in nature and for better governance and transparency, the Council, as Registering Authority, shall adhere to the following criteria for conducting elections:

- (a) Election of the Committee and also for the post of Vice-Chairperson/Chairperson of the Committee shall be conducted through e-voting, as provided for in the relevant Act or the Foreign Trade Policy.

The election of Chairperson of the Council shall be via Vice-Chairperson route.

- (b) A reputed agency may be appointed by the Council to conduct the election in a free and fair manner.²
- (c) Observer(s) for the election(s) for the post of Committee of Administration and for Vice-Chairperson/Chairperson will be deputed by the Government from the Department of Commerce, DGFT or any other Ministry/ Department/ Organisation as may be decided by the Government.
- (d) The COA shall appoint one or more scrutiniser, who may be Chartered Accountant in practice, Cost Accountant in practice, or Company Secretary in practice or an Advocate, or any other person who is not in employment of the Council and is a person of repute who, in the opinion of the COA members can scrutinise the voting and remote e-voting process in a fair and transparent manner.

² For the purposes of this paragraph 'agency' means the National Securities Depository Limited, the Central Depository Services (India) Limited or any other entity approved by the Ministry of Corporate Affairs

- (e) The provisions under this article shall be subject to the provisions of the relevant Act, Rules, Regulations, Foreign Trade Policy (FTP) and instructions, guidelines, advisories issued by Government of India from time to time.

9.2 Duty of Council

- (a) It shall be the responsibility of the Council to ensure that elections to various posts in the Councils are held timely in a free and fair manner and as prescribed under Article 9.
- (b) Elected members shall automatically retire on completion of their tenure.

9.3 Failure to hold elections

If a Council fails to ensure timely elections as provided in Article 9, the Central Government may after giving it a reasonable opportunity of being heard, direct the Committee to hold a fresh election and may make such interim arrangements as may be necessary for that purpose.

9.4 Mode of conducting elections

The following matters shall be provided for by rules to be made by the Council namely:

- a) The tenure of members elected to various posts in the Council except as otherwise provided in these Articles;
- b) Mode of conducting elections except as otherwise provided in these Articles.

10. REPRESENTATION OF FIRMS

- (a) Any firm, which is a member of this Council, shall by consent of all partners authorize any one of its partners to act as its representative at any meeting of the Council or of the Committee.

- (b) In the absence of any such authority in the case of any firm, any one partner whose name has been registered in the records of the Council shall be entitled to act as a representative of the firm at any meeting of the Council or of the Committee.
- (c) Any Company or Co-operative Society or other Corporation which is a member of the Council shall, by a resolution of its Directors (or of any persons in the position of Directors) authorize any of its Directors or any person in the position of Directors to act as its representative at any meeting of the Council or of the Committee.
- (d) A sole proprietary firm or Hindu Undivided Family firm shall be represented by its Proprietor or Karta as the case may be.
- (e) A person authorized to represent an entity by or under clause (a), (b) (c) or (d) of this Article shall thereupon be entitled to exercise the same rights and powers on behalf of the member whom the person represents, as if it were an individual member of the Council, of the same class as the firm, company, society, or other corporation, as the case may be.
- (f) Any authority granted under clause (a) or (c) of this article shall be effective, only on expiry of seven days from the date on which it is lodged with the Council.

11. PRIVILEGES OF MEMBERS

11.1 Ordinary Members

Without prejudice to any other rights conferred on Ordinary Members by the Memorandum of Association of the Council, but subject to the other provisions of these Articles, Ordinary Members shall have the following rights and privileges, namely:

- (a) right to stand as a candidate, and to vote at the election of the members of the Committee and the right to vote on all matters brought before a meeting of the Council, provided there are no arrears of subscription or other dues or charges payable by them to the Council on 30th June in the year of voting;
- (b) right to requisition a meeting as provided for in these Articles;

- (c) right to receive the annual reports of the Committee, on payment of the prescribed fee;
- (d) right to receive publications of the Council, on the conditions prescribed by the respective Councils; and
- (e) right to use all such facilities as may be made available to such members by the Council from time to time on the conditions prescribed by the respective Councils.

11.2 Associate Members

Without prejudice to any other rights conferred on Associate Members by the Memorandum of Association of the Council, such Associate Members shall have the following rights and privileges namely:

- (a) right to receive the Annual Reports of the Committee on payment of the prescribed fee;
- (b) right to receive the publications of the Council on conditions prescribed by the respective Councils;
- (c) right to use all such facilities as may be made available from time to time by the Committee on the conditions prescribed by the respective Councils;
- (d) shall have the right to vote at the election of the members of the Committee and also on all matters brought before the General meetings of the Council, provided that Associate Members satisfy the conditions laid down under Article 4.1(b) and provided that there are no arrears of subscription or other dues or charges payable by them to the Council on 30th June in the year of voting.

11.3 Nominated, Co-opted and Institutional Members

A Nominated/Co-opted/ Institutional Member shall have no right to vote.

12. VOTING

12.1 Persons Who Can Vote

- (a) Ordinary Members and Associate Members (satisfying the conditions laid down under Article 4.1(b)), or their authorized representatives, shall alone be entitled to vote at General Meetings, including Annual General Meetings and Extra-ordinary General Meetings, of the Council.
- (b) Every such Member shall have only one vote.
- (c) The Chairperson shall have, in addition, a casting vote.

12.2 Validity of Vote(s)

- (a) No objection shall be taken to the validity of any vote cast at a meeting, except at the meeting at which such vote was tendered and every vote not disallowed at such meeting shall be deemed to be valid for all the purposes of such meeting.
- (b) The Chairperson of a meeting shall be the sole judge of the validity of every vote tendered at such meeting.

13. SUSPENSION OF PRIVILEGES

If a Member (Ordinary or Associate) fails to pay the annual subscription by the 30th June of every year for which it has become due then:

- a) the member shall not be entitled to exercise any right or privilege as such Member and
- b) the Committee may suspend the membership, and such suspension shall remain operative until the member pays the arrears and the Committee accepts in writing such arrears and restores the membership after revoking the suspension.

14. CHANGE IN INTERNAL CONSTITUTION TO BE REPORTED

Where there is a change in the constitution of an entity which is a member of the Council or a change in its authorized business activities, the change should be reported by the entity to the Committee within three months.

15. REGISTER OF MEMBERS

The Council shall keep a Register of Members (Ordinary, Associate, Co-opted, Nominated and Institutional) which will contain the following particulars of its members, namely:

- (a) the name, email address, postal address and occupation of the member;
- (b) registered office address, contact details, IEC/PAN/GST/TIN/CIN/DIN of the member applying, as applicable;
- (c) the class of membership of such member, if any;
- (d) the date on which each member was entered in the register; and
- (e) the date on which the person ceases to be a member.

16. COMMITTEE OF ADMINISTRATION (COA)

- a) The Council shall have a Committee of Administration to perform the functions assigned to it by these Articles.
- b) The composition of the Committee shall be as provided in Article 22.

17. DISQUALIFICATIONS FOR MEMBERSHIP OF THE COMMITTEE

- a) A person shall be disqualified for being, or for continuing as, a Member of the Committee, if they become subject to any of the disqualification enumerated in Article 8.1 in regard to the membership of the Council.
 - b) Before declaring a Member to be disqualified, the Committee shall give them a reasonable opportunity of being heard and shall follow such procedure as may be prescribed.
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18. VACANCIES

18.1 Casual Vacancies

- (a) If there arises a casual vacancy in the office of any Member of the Committee (other than members who are nominated or co-opted) it shall be filled up by the Committee and shall be subject to approval by Members in the next General Meeting. Provided that when the vacancy is for a period not exceeding two months, the Committee may decide not to fill up the vacancy, so long as the number of vacancies so left unfilled does not exceed three.
- (b) A person appointed to fill up a casual vacancy shall hold office only for the remainder of the term of the original member.

18.2 Overseas Visits

If the Chairperson or Vice-Chairperson desires to go out of India, they shall intimate to the ED/ Secretary the date of their expected return to India.

19. FUNCTIONS OF THE COMMITTEE OF ADMINISTRATION

19.1 The Functions of the COA

Functions of the COA shall be as follows:

- (a) to administer the general affairs of the Council;
- (b) to determine what work shall be undertaken by the Council and to arrange for the conduct of such work;
- (c) to receive and deal with reports and recommendations of various Sub Committee(s) (where such Committee(s) has/ have been constituted);

- (d) to arrange for the publication of reports and other documents issued by the Council;
- (e) to collaborate in related activities with other Export Promotion Councils in India and similar bodies in foreign countries and with international organization working in the field;
- (f) to control the finances of the Council;
- (g) to control the staff of the Council;
- (h) to take steps to conduct timely elections to various posts contemplated by these rules;
- (i) to make rules from time to time for the proper conduct and management of the affairs of the Council including matters which are to be prescribed under these Articles;
- (j) to do all such other lawful acts as would be conducive to the interests of the Council.

20. PANELS

- (a) The Committee may from time to time constitute panels to perform such functions as the Committee may lay down.
- (b) The composition of the Panel may be decided by the Committee.

21. SEAL

- (a) The Council shall have a Seal and shall provide for its safe custody;
- (b) The Seal of the Council shall not be affixed to any document except under the general or specific authority of the Committee and shall also not be affixed to any instrument except in the presence of two members of the Committee or such other persons as the Committee may authorize for the purpose. The two members or other persons as authorized by the committee shall sign every legal instrument to which the seal of the Council is so affixed in their presence.

22. COMPOSITION OF THE COMMITTEE

22.1 Chairperson and Vice Chairperson of the Committee

- (a) The Chairperson shall be elevated from the position of vice chairperson on being endorsed by the committee. The Chairperson:
 - i. shall hold office for a period of two years and shall retire accordingly;
 - ii. shall not be eligible for re-election at the next election in the Council;
 - iii. shall be eligible for re-election as Vice-Chairperson /Chairperson as the case may be, in the Council, only after a cooling off period of not less than four years from the date of demitting/vacating office as the Chairperson;³
 - iv. can be removed by a “No Confidence Vote”. Such resolution shall be passed by not less than two third of the Members of the Committee. The resolution regarding No Confidence will be put to vote on the same pattern of direct elections as enumerated in Article 9.1.
- (b) The Vice-Chairperson of the Committee shall be elected by the Council and shall hold office for a term of two years and;
 - i. on completion of the term of two years, the Vice-Chairperson shall be endorsed by the Committee to succeed the Chairperson on completion of the Chairperson’s term, unless the Vice-Chairperson is unwilling to accept Chairpersonship or the Vice-Chairperson has incurred any of the disqualifications enumerated in Article 8.1 regarding membership of the Council;

3. For example, if the term of Chairperson expires on 31st March 2024, he/she shall be eligible for contesting for election for the post of Chairperson/Vice Chairperson not before 1st April, 2028.

- ii. in the event of the post of Vice-Chairperson falling vacant due to any of the circumstances, the post shall be filled up as per the procedure laid down;
- iii. shall be eligible for re-election as Vice-Chairperson in the same Council, only after the gap of four years from the date from which the Vice-Chairperson has last held office as a Chairperson or Vice-Chairperson, whichever is later;
- iv. can be removed by a No Confidence Vote. Such resolution shall be passed by not less than two third of the Members of the Committee. The resolution regarding No Confidence, shall be put to vote on the same pattern of direct elections as enumerated in Article 9.1.

Notwithstanding the provision mentioned at 22.1(b)(i) above, the Council may also consider direct elections for the post of Chairperson by adopting a resolution with 2/3 majority of the Committee of Administration.

22.2 Composition of the Committee

- a) The Committee of Administration shall be elected by the Council. The COA members shall have a maximum of two consecutive terms of three years each followed by a cooling off period of two years.
- b) The Committee of Administration shall be composed of the following:
 - i. Chairperson : 1
 - ii. Vice-Chairperson : 1
 - iii. Nominated members : 3
[from the prescribed categories as per Article 22.3(c)]
 - iv. Elected members : 18
(including Chairperson, Vice-Chairperson & Nominated Members)

- c) Subject to paragraph (a), the number of members of the Committee shall be in accordance with the rules made by the Committee.
- d) More than one member from any firm/entity shall not be eligible to be an elected member in the same COA in any capacity.

22.3 Reservation

- a) **At least 14 seats** for the elected members of the Committee shall be reserved for representatives of **MSMEs**. The elected MSMEs members of the Committee of Administration will be elected by all Council Members from amongst the Council Members belonging to the respective Categories. The number of MSMEs members to be elected from each category is shown against each:

Category (i) Council Members whose principal place of business/manufacturing, etc. is in the State of Uttar Pradesh.....9

Category (ii) : Council Members whose principal place of business/manufacturing, etc. is in the State of J&K.....2

Category (iii) Council Members whose principal place of business /manufacturing, etc. is in the States other than Uttar Pradesh and Jammu & Kashmir.....3

- b) In addition, **1 seats** for elected members of the Committee shall be reserved for exporters who fall within the category of **Export Houses, Trading Houses, Star-Trading Houses** and entities granted similar status for the purpose of the Foreign Trade Policy that is in force at the time.
- c) At least **3 seats** (for COA with a size up to 18 elected members), shall be reserved for categories of **Women Entrepreneurs** (minimum one), **Startups, Young Entrepreneurs** (less than 40 years of age as on 31st March of the year of election) (minimum one), **North**

Eastern/Hill Regions (minimum one) to ensure their suitable representation in the Committee.

- d) For the purposes of reservation as stated in paragraph(c), at least one seat shall be reserved for a Woman Entrepreneur.
- e) if the categories mentioned in (a), (b) and (c) are represented/elected through either of the above or overlapping categories, this will be sufficient for meeting the requirements mentioned under these provisions.
- f) Where any seat reserved under clause (c) of this Article cannot be filled up by candidates of that reserved category through election process, the Department of Commerce, in consultation with the respective Councils, shall nominate suitable representatives of the respective categories.
- g) The Council shall send a report to the Department of Commerce within 45 days after conclusion of election process.

22.4 Co-opted Members

- a) The Committee may co-opt such members, as it considers necessary from Central Government/State Government/Banking Institutions/Star Houses etc. for the efficient conduct of its business in relation to specific types of activities.

22.5 Other Provisions for Nominated / Co-opted Members

- (a) The term of office of members of the Committee who are nominated by the Central Government shall be co-terminus with the term of the Committee. Provided that, if a member is nominated during the term of the Committee, its term of office shall be such as the Central Government may specify.
- (b) The Central Government may, at any time, require such a nominee to relinquish its office and may appoint another person in its place.

22.6 Retirement of Elected Members

- a) One third of the elected members shall retire annually, but shall be eligible for re-election, as per laid down procedure.
- b) For the purpose of para (a), the names of the members who shall retire, shall be determined by lot/in accordance with the seniority (long serving members of COA will retire first).
- c) Election process of the retiring members may be started three months before the AGM of that year.
- d) There shall be a “cooling off” period of two years after two consecutive terms of the elected member of COA.
- e) If a Member gets elected to Vice-Chairperson in their second term of COA and eligible to succeed the post of Chairperson on completion of their Term, they shall be deemed member of the COA during the Member’s period as Chairperson of the Council.

Note: The provision under 22.6(d) shall be effective from 01.04.2025 to give sufficient time to the Councils for implementing the revised guidelines.

22.7 Elections of the Committee and Returning Officer

- (a) Elections to the Committee (in respect of seats of elected members falling vacant) shall be conducted annually, well before the expiry of the term of the retiring members.
- (b) The Committee shall appoint a returning officer for conducting elections.

22.8 Rules

The Committee shall make provisions regarding the elections to the offices of the Chairperson and Vice-Chairperson on matters not provided for, in these Articles/byelaws.

23. CHAIRPERSON OF THE COMMITTEE

The Chairperson of the COA shall ordinarily be the Chairperson of the Council and shall be responsible for the proper functioning of the Council.

24. VICE-CHAIRPERSON OF THE COMMITTEE

- (a) The Vice-Chairperson shall, in the absence of the Chairperson, have the power to perform the duties of the Chairperson.
- (b) The Vice-Chairperson shall also perform any other functions that may be entrusted to them by the Chairperson.

25. REMUNERATION

Members of the Committee shall not be entitled to any remuneration for attending its meetings or for any other function performed by them as such members.

26. POWERS OF THE COMMITTEE

- (a) The COA shall be the Managing Body of the Council and in addition to the powers and authorities conferred by statute or by these Articles, may exercise all such powers and do all such acts and things as shall, by statute or by these Articles be directed or authorized to be done by the Council in a general meeting.
- (b) Such acts of the Committee as are not regulated by statute or by these Articles, shall be subject to such regulations or directions as may from time to time be decided upon or given at any Annual or Extra-Ordinary General Meeting of the Council.

Provided that no such regulation or direction shall invalidate any prior act of the Committee which would have been valid, if the regulation or direction had not been made or given.

27. RESOLUTION BY CIRCULATION

- (a) Any business which may be necessary for the Committee to transact may, if the Chairperson so directs, be carried out by circulation of papers through electronic and / or physical means among all its members and any resolution so circulated and approved by the majority of such members shall be effectual and binding as the resolution passed at a meeting of the Committee, provided that at least the number of members who constitute the quorum of the Committee have recorded their views on the resolution.
- (b) When any business is so referred by circulation to the members of the Committee, a period of not less than five working days shall be allowed for the receipt of replies from such members, such period being reckoned from the date on which the notice of the business is issued.
- (c) If a resolution is circulated, the result of the circulation shall be communicated through electronic and / or physical means to all the members of the Committee and shall be recorded in the minutes of the next meeting of the Committee.
- (d) All such resolutions / important documents shall be immediately uploaded on the website of the Council.
- (e) Notwithstanding paragraph (d), nothing in this article shall be construed to require the Council to disclose any information which is confidential in nature.

28. EXECUTIVE DIRECTOR CUM SECRETARY (EDS), SECRETARY, OFFICERS AND OTHER EMPLOYEES

28.1 Executive Director cum Secretary

- (a) There shall be a Executive Director cum Secretary (EDS) of the Council, who shall be under the control and direction of the Committee.
 - (b) They shall be the overall in-charge of the administration of the
-

Council and shall supervise the work of all officers of the Council.

- (c) If required, the Council may have a Secretary who shall work under the administrative control of the Executive Director.

28.2 Secretary, if appointed

- (a) The Secretary shall have charge of all correspondence and shall keep an account of the funds of the Council and of funds connected with, or in any way controlled by, the Council.
- (b) The Secretary shall keep the approved minutes of all the meetings of the Council and of the Committee.
- (c) The Secretary shall issue the notice of all meetings of the Council and of the Committee.
- (d) The Secretary shall duly notify members of their appointment, countersign all cheques signed by the Chairperson or by any member or members of the Committee duly authorized in this behalf and shall collect all moneys due to the Council.
- (e) The Secretary shall prepare an Annual Report of the Council.
- (f) The Secretary shall generally perform all such functions as are incidental to their office or as may be assigned to them by the Committee or Executive Director, from time to time.

28.3 Officers

The officers of the Council including the Secretary (if appointed) shall devote themselves entirely to such business and affairs of the Council as may be assigned to them by the competent authority.

28.4 Rules regarding Employees

The Committee may, in respect of all employees of the Council, make rules to regulate the following matters namely;

- (a) conditions of service;
- (b) appointment, promotion and dismissal;
- (c) grant of pay, leave, allowances, pensions, gratuities and compassionate allowances; provided that the grant of leave and allowances to Government Servants whose services have been lent or transferred to the Council shall be decided with the prior approval of the competent authority to sanction their transfer to the Council;
- (d) payment of travelling allowances; and
- (e) the establishment and maintenance of a Provident Fund and other funds for the welfare of the employees.

28.5 Internal resources

At least 50 percent of the internal resources of the Council, except those derived from Government grants, shall be utilized for development and export promotion activities including market studies, dissemination of trade information, buyer seller meets, participation in trade fairs in India and outside India.

29. GENERAL MEETINGS

29.1 General Meetings of the Council

- (a) A general meeting of the Council shall be held within eighteen months of the incorporation of the Council and thereafter at least once in every calendar year on such date, (not being more than fifteen months after the preceding general meeting) and at such places as the COA may consider convenient for the dispatch of business.
- (b) At the general meeting, a report of the activities of the Committee for the year under review and the yearly audited accounts including a statement of income and expenditure and

a Balance Sheet made until the date not earlier than the date of the meeting by more than six months shall be submitted.

- (c) Such meeting shall be called an Annual General Meeting (AGM) and all other general meetings of the Council shall be called Extra-ordinary General Meetings (EGM).
- (d) The COA may, whenever it deems fit, call an Extra-ordinary General Meeting under sub-section (1) on requisition from not less than one-fifth of the total number of members with voting rights on the said date.
- (e) Such meetings shall be held in the same manner in which the AGM is called and held by the COA.

29.2 Annual General Meeting

- (a) The Council shall hold an Annual General Meeting in accordance with the provisions of the Act.
- (b) The Annual General Meeting shall be held at any time during business hours on a day (not being a public holiday) decided by the Committee.
- (c) The notice calling the meeting shall specify it as the Annual General Meeting.

29.3 Business for the Annual General Meetings (AGM)

The business to be transacted at an AGM of the Council shall be:

- a) to receive and consider the accounts and the report of the Committee and the auditors;
- b) to present output and outcome of the activities of the Council for the preceding year (including a report of the total exports of the product under their basket for the preceding year and targets and objectives of the Council for the subsequent year(s));

- c) to place on record the names of the Committee members; and
- (d) to appoint and fix the remuneration of the auditors.

29.4 Notice of the AGM

- (a) With regard to every AGM of the Council, not less than fourteen clear days' notice to the members, specifying the place, date and time of meeting, shall be given. Agenda of the meeting shall be circulated sufficiently in advance of the meeting.
- (b) A notice may be given to members through electronic and / or physical mode at the registered email / postal address.
- (c) Where a notice is sent by post, the service shall be deemed to have been affected at the expiry of 48 hours after it is posted.
- (d) The non-receipt of any notice of meeting by any member, shall not invalidate any proceedings of any meeting or any resolution passed at any meeting, subject to the condition that such notice was sent / received at the registered postal/email address.

29.5 Requisition for Extra-ordinary General Meeting

- (a) The Committee shall call a meeting if so, requested by the members.
- (b) The request referred to in paragraph (a) shall:
 - i. be in writing;
 - ii. set forth the reasons for the meeting; and
 - iii. be signed by one-fifth of all the members having voting rights.
- (c) The Committee shall call for a meeting, by sending a notice, within 21 days of the receipt of the request mentioned in paragraph (a).

- (d) The Committee shall have the liberty to determine the date and time for the meeting.

29.6 No Right to Remuneration

Members of the Council shall not be entitled to any remuneration for attending its meeting or for performing any other functions as such members.

30. PROCEDURE OF MEETINGS OF THE COUNCIL

30.1 Quorum

- (a) No business shall be transacted at any general meeting, unless the requisite quorum is present at the commencement of the business.
- (b) The quorum for a general meeting shall be as per relevant section of the Companies Act, 2013.
- (c) The members of the quorum include Ordinary and eligible Associate members of the Council.

30.2 Venue and Mode of Meeting

- (a) Every Annual General Meeting of the Council shall be held in the city in which the registered office of the Council is situated or at any such place as may be decided by the Committee.
- (b) The Council can also hold a meeting through hybrid means or video conferencing or other audio-visual means, if permissible under the relevant Act, which are capable of recording and recognizing the participation of the members and of recording and storing the proceedings of such meetings along with date and time.

30.3 Dismissal and Adjournment of a Meeting

- (a) If after the expiration of half an hour from the time appointed for holding an Annual General Meeting of the Council, the quorum is not present then:
 - (i) If the meeting is convened by or upon the requisition of the members it shall stand dissolved;
 - (ii) In any other case the meeting shall stand adjourned to the same day after one week (if that day is not a public holiday) at the same time and place or to such other day, time and place (in the same city) as the Committee may determine.
- (b) If, in any such adjourned meeting quorum is not present at the expiration of half an hour from the time appointed for holding the meeting then the members present shall constitute the quorum and may transact the business for which the meeting was called.

30.4 Chairperson

- a) Chairperson of the Council shall be entitled to take the chair at every General Meeting of the Council.
 - b) if there is no Chairperson or if they are not present within 15 minutes from the time appointed for holding such meeting or if they are unwilling to act then the Vice-Chairperson of the Council, who is present and willing, shall preside.
 - c) If the Vice-Chairperson is not present and willing, the members of the Committee who are present may, choose one of the members of the Committee present in the meeting, to preside over the meeting.
 - d) If no Member of the Committee is willing to take the chair, the eligible Members of the Council who are present shall elect one of the Ordinary Members to be the Chairperson of the meeting of the Council.
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30.5 Voting on Resolution

- (a) At any General Meeting, a resolution put to vote at the meeting shall be decided on a show of hands unless a poll by secret ballot is ordered under clause (b) of this Article.
- (b) A poll by secret ballot (before or on the declaration of the result of voting on any resolution by show of hands);
 - i. May be ordered to be taken by the Chairperson of the meeting, by their own notion;
 - ii. Shall be ordered by the Chairperson, if it is demanded by at least five members having the right to vote on the resolution and present in person or by their authorized representative.

30.6 Voting by Show of Hands

At any General Meeting, a resolution put to the vote at the meeting shall be decided by a show of hands, unless a poll (before or on the declaration of the result of the show of hands) is demanded by the Chairperson or such members as provided in the relevant section of the Act, and unless a poll is so demanded, a declaration by the Chairperson that the resolution has, on a show of hands, been carried unanimously or by a particular majority, or lost, shall be conclusive and an entry, to that effect, in the books of the proceedings of the meetings of the Council and signed by the Chairperson shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favor or against that resolution.

30.7 Minutes of the Meeting

An entry in the Minute Book of the Council in regard to any resolution moved at a meeting shall be conclusive evidence of the fact that the resolution was:

- (a) passed unanimously; or
- (b) adopted by majority; or
- (c) defeated, as the case may be

31. PROCEEDINGS AT MEETINGS OF THE COUNCIL

31.1 Business and Quorum

No business shall be transacted at any meeting of the Council, unless the quorum laid down in Article 30.1 is present at the commencement of the business and if no such quorum is present within half an hour of the meeting, then the provisions of Article 30.3 shall apply.

31.2 Conduct of meeting: who to preside

The provisions of article 30.4 shall apply regarding presiding over the meetings of the Council.

31.3 Authority to Adjourn

- a) The Chairperson of a meeting of the Council may, with the consent of the members present in the meeting, adjourn the meeting, from time to time; but no business shall be transacted at any such adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- b) No notice of the adjourned meeting shall be necessary, unless the meeting is adjourned for more than ten days.

32. PROCEDURE OF THE MEETING OF THE COMMITTEE

- (a) The Chairperson of the Council shall, when present, preside over all the meetings of the Committee;
- (b) If the Chairperson is not present at any meeting of the Committee, the Vice-Chairperson shall preside over the meeting;
- (c) In the absence of the Chairperson and Vice-Chairperson, the members of the Committee present at the meeting shall elect one from amongst themselves to be the Chairperson of that particular meeting;

- (d) At least four meetings of the Committee shall be held every year;
- (e) The Chairperson may themselves require the Secretary to call a meeting of the Committee at any time;
- (f) If a requisition in writing is made to the Chairperson by not less than one- fifth of the members of Committee having voting rights on the date of requisition but with a minimum of three, the Chairperson shall require the Secretary to call a meeting of the Committee within a reasonable time, which shall not exceed 15 days;
- (g) Not less than seven clear days' notice of every meeting of the Committee shall be given to each member of the Committee;
- (h) At any meeting of the Committee, "either eight or twenty five percent of its total strength whichever is less" of the total strength of the Committee (as then constituted) shall be the quorum;
- (i) Each member of the Committee, including the Chairperson shall have one vote and in-case of tie the Chairperson shall, in addition to their own vote, have a casting vote.
- (j) There shall be no proxy at meetings of the Committee.
- (k) The Committee shall meet at such times, as may be considered advisable, and may make such rules, as are considered necessary, as to the summoning and holding, of the meetings of the Committee, and for the transaction of business at such meetings.
- (l) The records of the proceedings of the Committee shall be open for examination by the members of the Committee.

33. VOTING

- a) At any meeting of the Council, every eligible member present shall be entitled to one vote. In the event of an equality votes, the Chairperson shall have a casting vote in addition to the their own.
- b) No person other than an eligible member shall be entitled to vote at the meeting of the Council and no member shall nominate any other

person to vote on their behalf except as otherwise provided in these Articles.

34. MINUTES OF THE MEETINGS OF THE COUNCIL

Minutes of the meetings of the Council shall be maintained in the manner prescribed in the relevant Act.

35. BOOKS AND DOCUMENTS

35.1 Books of Accounts

- a) The Committee shall maintain proper Books of Accounts with respect to:
 - i. all sums of money received and expended by the Council and the matters in respect of which the receipt and expenditure took place;
 - ii. all sales and purchases of goods by the Council; and
 - iii. the assets and liabilities of the Council.
- b) The Books of Accounts shall be kept at the Registered Office of the Council or at such other place(s) as may be decided by the Committee.

35.2 Inspection of Accounts

- a) The Books of Accounts shall be opened inspection by the members of the Committee during the office hours.
- b) The Committee shall, from time to time frame rules to determine the conditions under which the accounts and books of the Council shall be opened for inspection by the members of the Council.
- c) Notwithstanding para (b), no Member of the Council shall have any right to inspect any account or book or document of the Council, except as provided by law or authorized by the

Committee or by a resolution of the Council in a general meeting.

- d) The accounts and books of the Council shall be opened for inspection by an officer duly authorized by the Central Government for ascertaining or verifying the income and expenditure of the Council or for such purposes as may, by agreement between the Council and the Central Government, be specified in this regard.

35.3 Balance Sheet and Report

A printed copy of the audited Income and Expenditure Account and Balance Sheet of the Council, together with the report of the Auditor and of the Committee, shall be:

- a) circulated through electronic and / or physical mode at the registered email / postal address of every member, at least fourteen days prior to the AGM of the Council;
- b) kept at the registered office of the Council for the inspection of members during a period of at least fourteen days before the AGM; and
- c) after the Balance Sheet and Income and Expenditure Account have been laid before the members in the AGM, three copies of the Balance Sheet signed by the Executive Director or Secretary, shall (in the case of a Council incorporated under the Act) be filed with the competent authority as required by the Act.

36. AUDITORS

- (a) Auditors shall be appointed at the AGM of the Council.
- (b) The rights and duties of the auditors shall be regulated in accordance with the provisions of the Act.
- (c) Any casual vacancy in the office of the Auditor may be filled by the Committee.

37. BUDGET

- (a) The Committee shall annually prepare a Budget for the ensuing year and shall submit it to the Council on or before such date as may be determined by the Committee.
- (b) No expenditure shall be incurred until the Budget is sanctioned by the Committee.
- (c) The budget shall be in such form as the Committee may direct from time to time.
- (d) Supplementary estimates of expenditure shall be submitted for the sanction of the Committee on the date as may be specified by the Committee.

38. EXPENDITURE

- (a) Subject to the provisions of these Articles and the rules framed there under, the Committee may:
 - i. incur such expenditure as it may deem fit and write off any sums.
 - ii. delegate to the Chairperson or Executive Director or other officer(s) of the Council, such financial powers as it may consider expedient.
- (b) The Committee may, subject to control of the Council, and the Council may, subject to the provisions of these Articles, incur expenditure outside India, subject to the provisions of any law for the time being in force.

39. CUSTODY AND DISBURSEMENT OF FUNDS

- (a) The Committee shall make rules for the custody and disbursement of funds of the Council;
- (b) The Accounts of the Council shall be opened in a Scheduled Bank, and all funds at the disposal of the Council, with the exception of petty cash and imprest, shall be paid into such Account.

40. INVESTMENT OF FUNDS

The funds of the Council, which are not required for current expenditure may be placed in fixed deposit with any scheduled bank or may be invested in any security in which trust property may lawfully be invested under Section 20 of the Indian Trusts Act, 1882, subject to such instructions as may be issued from time to time by the Department of Public Enterprises, Government of India, with reference to investments.

41. HEAD OFFICE / REGIONAL OFFICE(S)

41.1. Head Office: The Council shall have a Head Office.

41.2. The Regional Office(s): - The Council may have one or more Regional Office(s) as per the requirement.

41.3. Official Website:

- a) Council shall have an official website which shall be regularly updated/ maintained. The Council shall endeavour to make available its Mission and Vision document and all the important developments on the website.
- b) The Council shall have an official email ID which will be widely circulated to the members. The Council shall endeavour to circulate the information/ documents with its Members electronically in terms of e-governance policy of the Government of India.

42. ROLE AND FUNCTIONS OF COUNCIL

42.1 Basic Role

Council shall work in association with the Government to facilitate country's exports through diversification of products and markets, adhering to standards and quality.

42.2 Duties of Council

- (a) The Council shall, from time to time, obtain from its members, proposals for export and then prepare an integrated action plan for:
 - i. the promotion of exports,
 - ii. the generation of production for exports,
 - iii. the setting of exports targets generally and also in relation to specific countries and commodities,
 - iv. the signing of MoUs/ agreements, foreign collaborations with partner agencies,
 - v. imparting export-oriented training programme to the member exporters, and
 - vi. giving wide publicity for creating awareness among exporters about trade developments, Government policies and opportunities available.
- (b) Such plans shall be prepared for every financial year or such longer or shorter period, as may be considered desirable in the circumstances by the Council.
- (c) The Council shall make all possible efforts to secure prompt execution of such plans.

43. POWERS OF THE CENTRAL GOVERNMENT

43.1 Power to give directions

- (a) The Central Government shall have the power to give directions to the Council(s) as to the performance of its function, where that Government considers such directions to be necessary:

- i. in the interests of national security, or
 - ii. in the interests of the national economy; or
 - iii. otherwise in the public interest.
- (b) The Central Government shall also have power to call for such reports, returns and other information with respect to the property and affairs of the Council, the conduct of its business and other matters connected with the performance of its functions, as the Central Government may consider necessary.
- (c) The Council shall be bound to comply with all directions issued by the Central Government under paragraph (a) or (b) of Article 42.1 and all provisions contained in the Export-Import Policy of the Central Government for the time being in force.
- (d) The Council(s) not following the provisions contained in para 2.78 of the Handbook of Procedures 2023 and other guidelines of Foreign Trade Policy shall be ineligible to issue Registration-Cum-Membership Certificate (RCMC) and also shall be ineligible to get grants under Market Access Initiative (MAI) Scheme or any other benefits from the Government of India.

43.2. General power to modify:

The Central Government may at any time direct, by an order in writing, that the provisions of these Articles shall stand modified in such manner as the Central Government may direct as in relation to Councils in general or in relation to a group of Councils or a particular Council where such a direction appears to be necessary in public interest.

43.3 Foreign Collaboration

All agreements between the Council and any foreign collaborator shall require prior approval of the Central Government.

44. ALTERATION OF ARTICLES

No addition to, modification or deletion of, any of these Articles shall be made without the prior approval of the Central Government. However, the Councils may carry out any alteration, extension or abridgement in their bye-laws which are consistent with the provisions of these Articles.

45. MODIFICATION DURING THE TRANSITIONAL PERIOD

To promote a smooth transition from the position prevailing before the adoption of these Articles, to the position resulting from the application of these Articles, the Committee may make such additions to, or modification in these Articles, subject to prior approval of the Central Government. But no such power shall be exercised after the expiry of two years from such adoption.



कालीन निर्यात संवर्धन परिषद्
CARPET EXPORT PROMOTION COUNCIL
(Set up by Ministry of Textiles, Govt. of India)

ELECTION RULES

(As Amended upto 22nd January, 2025)





कालीन निर्यात संवर्धन परिषद्
CARPET EXPORT PROMOTION COUNCIL
(Set up by Ministry of Textiles, Govt. of India)

Working Office :-
507, COPIA Corporate Suites,
Jasola, New Delhi - 110025

Registered Office :-
NOIDA
Distt. Gautam Buddh Nagar, (U.P.)



कालीन निर्यात संवर्धन परिषद्
CARPET EXPORT PROMOTION COUNCIL
(Set up by Ministry of Textiles, Govt. of India)

ELECTION RULES

(As Amended upto 22th January, 2025)

**RULES FOR ELECTION OF CHAIRPERSON, VICE-CHAIRPERSON AND MEMBERS
OF THE COMMITTEE OF ADMINISTRATION**

1. **Name :-** These rules shall be called "Election Rules of the Carpet Export Promotion Council" hereinafter called as **"Election Rules"**.
2. In these rules unless there-be something in the subject or context inconsistent therewith :-

"Council" means the Council called **"Carpet Export Promotion Council."**

"Member" means **Member of the Council** for the time being.

"Chairperson" means the **Chairperson of the Council** for the time being.

"Committee" means the **Committee of Administration of the Council** for the time being constituted under the Articles of Association of the Council .

"Annual General Meeting" means a **General Meeting of the Members of the Council** held in accordance with the Articles of Association of the Council or adjourned meeting thereof.

"General Body Meeting" or **"Extra Ordinary General Body Meeting"** means a **General Body Meeting of Members of the Council** duly called and constituted as per Articles of Association of Council and any adjourned meeting thereof.

"Month" means the **Calendar Month**.

"Office" means the **Registered Office of the Council** for the time being.

"Secretary" means the **Executive Director-cum-Secretary of the Council** for the time being and includes any person acting as such or appointed to perform the duties of the Executive Director-cum-Secretary temporarily.

"Government" means the **Union or State Government** as the case may be.

"Year" means **Financial Year** from April 1st to March 31st.

"Election" means **Election of the Offices of the Chairperson, Vice-Chairperson and Members of the Committee of Administration.**

"Election Committee" means a **Committee of Three Members of the Council**, including Govt. Nominees, appointed by the Committee beforehand to supervise/conduct elections, who have opted out not to contest elections to any of the post of the Committee of Administration.

"Returning Officer" means **an officer appointed by the Committee of Administration for conducting elections.**

"Scrutinizer" means officer appointed by Secretary of the Council or an officer appointed by the Central Government in the Ministry of Textiles shall function as a scrutinizer.

"Presiding Officer" means the **Officer Appointed by the Central Government** in the Ministry of Textiles as Presiding Officer incharge of the polling booth.

"Polling Officer" means an **Officer Appointed by the Central Government** in the Ministry of Textiles to assist the Presiding Officer at the time of poll and to perform such duties as may be assigned.

"Authorised Representative" means the **Persons Duly Authorised** under Article-10 of the Articles of Association of the Carpet Export Promotion Council.

3. ELECTION :

A. Categories and Eligibility:

1) COMPOSITION OF THE COMMITTEE

a. Chairperson and Vice Chairperson of the Committee

- i.** The Chairperson shall be elevated from the position of vice chairperson on being endorsed by the committee. The Chairperson:

- 1.** shall hold office for a period of two years and

shall retire accordingly;

2. shall not be eligible for re-election at the next election in the Council;
3. shall be eligible for re-election as Vice-Chairperson/ Chairperson as the case may be, in the Council, only after a cooling off period of not less than four years from the date of demitting/vacating office as the Chairperson;⁴
4. can be removed by a “No Confidence Vote”. Such resolution shall be passed by not less than two third of the Members of the Committee. The resolution regarding No Confidence will be put to vote on the same pattern of direct elections as enumerated in Article 9.1 of AOA.

ii. The Vice-Chairperson of the Committee shall be elected by the Council and shall hold office for a term of two years and;

1. on completion of the term of two years, the Vice-Chairperson shall be endorsed by the Committee to succeed the Chairperson on completion of the Chairperson’s term, unless the Vice-Chairperson is unwilling to accept Chairpersonship or the Vice-Chairperson has incurred any of the disqualifications enumerated in Article 8.1 of AOA regarding membership of the Council;
2. in the event of the post of Vice-Chairperson falling vacant due to any of the circumstances, the post shall be filled up as per the procedure laid down;
3. shall be eligible for re-election as Vice-Chairperson in the same Council, only after the gap of four years from the date from which the Vice-Chairperson has last held office as a Chairperson or Vice-Chairperson, whichever is later;
4. can be removed by a No Confidence Vote. Such resolution

4. For example, if the term of Chairperson expires on 31st March 2024, he/she shall be eligible for contesting for election for the post of Chairperson/Vice Chairperson not before 1st April, 2028

shall be passed by not less than two third of the Members of the Committee. The resolution regarding No Confidence, shall be put to vote on the same pattern of direct elections as enumerated in Article 9.1 of AOA.

Notwithstanding the provision mentioned at Article 22.1(b)(I) of AOA, the Council may also consider direct elections for the post of Chairperson by adopting a resolution with 2/3 majority of the Committee of Administration.

2) COMPOSITION OF THE COMMITTEE

- a. The Committee of Administration shall be elected by the Council. The COA members shall have a maximum of two consecutive terms of three years each followed by a cooling off period of two years.
- b. The Committee of Administration shall be composed of the following:
 - I. Chairperson: 1
 - II. Vice-Chairperson: 1
 - III. Nominated Members: 3 [from the prescribed categories as per Article 22.3© of AOA]
 - IV. Elected members : 18 (including Chairperson, Vice-Chairperson & Nominated Members)
- c. Subject to paragraph (a), the number of members of the Committee shall be in accordance with the rules made by the Committee.
- d. More than one member from any firm/entity shall not be eligible to be an elected member in the same COA in any capacity.

3) RESERVATION

- a. At least **14 seats** for the elected members of the Committee shall be reserved for representatives of **MSMEs**. The elected MSMEs members of the Committee of Administration will be elected by all Council Members from amongst the Council Members belonging to the respective Categories. The number of MSMEs members to be

elected from each category is shown against each:

Category (I): Council Members whose principal place of business/manufacturing, etc. is in the State of Uttar Pradesh9

Category (ii) : Council Members whose principal place of business/manufacturing, etc. is in the State of J&K.....2

Category (iii) : Council Members whose principal place of business /manufacturing, etc. is in the States other than Uttar Pradesh and Jammu & Kashmir3

- b. In addition, **1 seat** for elected members of the Committee shall be reserved for exporters who fall within the category of **export houses, trading houses, star-trading houses** and entities granted similar status for the purpose of the Foreign Trade Policy that is in force at the time.
- c. At least **3 seats** (for COA with a size up to 18 elected members), shall be reserved for categories of **women entrepreneurs** (minimum one), **startups, young entrepreneurs** (less than 40 years of age as on 31st March of the year of election) (minimum one), **North Eastern/Hill Regions** (minimum one) to ensure their suitable representation in the Committee.
- d. For the purposes of reservation as stated in paragraph ©, at least **one seat** shall be reserved for a **woman entrepreneur**.
- e. if the categories mentioned in (a), (b) and (c) are represented/elected through either of the above or overlapping categories, this will be sufficient for meeting the requirements mentioned under these provisions.
- f. Where any seat reserved under clause (c) of this Article cannot be filled up by candidates of that reserved category through election process, the Department of Commerce, in consultation with the respective Councils, shall nominate suitable representatives of the

respective categories.

- g. The Council shall send a report to the Department of Commerce within 45 days after conclusion of election process.

4) RETIREMENT OF ELECTED MEMBERS

- a. One third of the elected members shall retire annually, but shall be eligible for re-election, as per laid down procedure.
- b. For the purpose of para (a), the names of the members who shall retire, shall be determined by lot/in accordance with the seniority (long serving members of COA will retire first).
- c. Election process of the retiring members may be started three months before the AGM of that year.
- d. There shall be a “cooling off” period of two years after two consecutive terms of the elected member of COA.
- e. If a Member gets elected to Vice-Chairperson in their second term of COA and eligible to succeed the post of Chairperson on completion of their Term, they shall be deemed member of the COA during the Member’s period as Chairperson of the Council.

Note: The provision under 22.6(d) shall be effective from 01.04.2025 to give sufficient time to the Councils for implementing the revised guidelines.

5) ELECTIONS OF THE COMMITTEE AND RETURNING OFFICER

- a. Elections to the Committee (in respect of seats of elected members falling vacant) shall be conducted annually, well before the expiry of the term of the retiring members.
- b. The Committee shall appoint a returning officer for conducting elections.

6) ELIGIBILITY FOR ELECTIONS

a. Right to Vote

- i. Ordinary members shall have the right to vote.
- ii. Associate members having completed 3 continuous years, and not fulfilling the eligibility criteria for Ordinary Member, however, having average exports of Rs. 2.5 Lakhs to their credit during the preceding three financial years, shall also have the right to vote.

b. Eligibility to Contest in Elections

- i. Only an Ordinary Member shall be eligible as a candidate for elections to various positions in the Council.
- ii. The person or the entity represented by the person must have to its credit during the two financial years immediately preceding the election, the average exports of the products of not less than the amount mentioned below:
 - a Micro, Small, Medium Enterprises (MSMEs): Rs.50 Lakh - Rs.2.5 Crore (Micro Enterprises- Rs. 50 Lakhs, Small Enterprises -Rs. 1 crore and Medium Enterprises- Rs. 2.5 crore)
 - b Others: Above Rs.2.5 Crore.
- iii. Where a COA member is contesting for election as Chairperson or Vice-Chairperson, the person or the entity represented by the person must have minimum average exports of Rs. 2.5 crores of the product, or such higher limit as may be prescribed by the Council, to its credit during the two financial years immediately preceding the election. For manufacturers of the Product, the eligibility criterion for minimum average exports of Rs. 1.25 Crores of the product to its credit during the two financial years immediately preceding the election.
- iv. A certificate issued by a Chartered Accountant shall be

required for the purposes of paragraph (b), (c) and (d) of this Article.

7) REPRESENTATION OF FIRMS

- a. Any firm, which is a member of this Council, shall by consent of all partners authorize any one of its partners to act as its representative at any meeting of the Council or of the Committee.
- b. In the absence of any such authority in the case of any firm, any one partner whose name has been registered in the records of the Council shall be entitled to act as a representative of the firm at any meeting of the Council or of the Committee.
- c. Any Company or Co-operative Society or other Corporation which is a member of the Council shall, by a resolution of its Directors (or of any persons in the position of Directors) authorize any of its Directors or any person in the position of Directors to act as its representative at any meeting of the Council or of the Committee.
- d. A sole proprietary firm or Hindu Undivided Family firm shall be represented by its proprietor or Karta as the case may be.
- e. A person authorized to represent an entity by or under clause (a), (b) (c) or (d) of this Article shall thereupon be entitled to exercise the same rights and powers on behalf of the member whom the person represents, as if it were an individual member of the Council, of the same class as the firm, company, society, or other corporation, as the case may be.
- f. Any authority granted under clause (a) or (c) of this article shall be effective, only on expiry of seven days from the date on which it is lodged with the Council.

(B) PROCEDURE:

(a) Method of conducting election:

In order to make the Council participative in nature and for better governance and transparency, the Council, as registering authority,

shall adhere to the following criteria for conducting elections:

1. Election of the Committee and also for the post of Vice-Chairperson/Chairperson of the Committee shall be conducted through e-voting, as provided for in the relevant Act or the Foreign Trade Policy. **The election of Chairperson of the Council shall be via Vice-Chairperson route.**
2. A reputed agency may be appointed by the Council to conduct the election in a free and fair manner.⁵
3. Observer(s) for the election(s) for the post of Committee of Administration and for Vice-Chairperson/Chairperson will be deputed by the Government from the Department of Commerce, DGFT or any other Ministry/ Department/ Organisation as may be decided by the Government.
4. The COA shall appoint one or more scrutiniser, who may be Chartered Accountant in practice, Cost Accountant in practice, or Company Secretary in practice or an Advocate, or any other person who is not in employment of the Council and is a person of repute who, in the opinion of the COA members can scrutinise the voting and remote e-voting process in a fair and transparent manner.
5. The provisions under this Rules shall be subject to the provisions of the relevant Act, Rules, Regulations, Foreign Trade Policy (FTP) and instructions, guidelines, advisories issued by Government of India from time to time.

(b) Duty of Council

- a. It shall be the responsibility of the Council to ensure that elections to various posts in the Councils are held timely in a free and fair manner and as prescribed under Article 9 of AOA.
- b. Elected members shall automatically retire on completion of their tenure.

5. For the purposes of this paragraph 'agency' means the National Securities Depository Limited, the Central Depository Services (India) Limited or any other entity approved by the Ministry of Corporate Affairs

(c) **Failure to hold elections**

If a Council fails to ensure timely elections as provided in Article 9, of AOA the Central Government may after giving it a reasonable opportunity of being heard, direct the Committee to hold a fresh election and may make such interim arrangements as may be necessary for that purpose.

(d) **Mode of conducting elections** : The following matters shall be provided for by rules to be made by the Council namely:

- a. The tenure of members elected to various posts in the Council except as otherwise provided in these Articles;
- b. Mode of conducting elections except as otherwise provided in these Articles.

(e) **The Committee shall also fix, place, date and time of the election.**

(f) **In case Committee of Administration fails to appoint an Election Committee or to fix date and schedule of Election, the Office of the Development Commissioner (Handicrafts) shall have the powers to appoint the Election Committee and to give directives and schedule for conducting Elections.**

(g) The Central Government in the Ministry of Textiles shall be requested to nominate one Presiding Officer not below the rank of Group-B (Gazetted) and two Polling Officers of Group-C categories or equivalent.

(h) The elections to the offices of Vice-Chairperson and Members of the Committee of Administration shall take place on the date, place, time and schedule to be previously notified by the Secretary as the case may be.

(i) After the date, time and place of the General Body Meeting for election and/or Annual General Meeting in which elections are to be held, have been fixed, the Secretary shall issue a notice (Form I) to all the members alongwith the nomination papers (Form II) inviting

nominations in respect of vacant offices of Vice-Chairperson and Members of the Committee of Administration as the case may be, after the Election Committee is formed and place, date and time fixed and the Returning Officer and the Scrutinizers are appointed. The Secretary shall notify the names of other election personnel at a date not later than a week before the date of Poll.

- (j) The appointment of the election personnel shall be binding and not subject to question.
- (k) Separate nomination papers on the prescribed form of the candidature for any or all the offices for which elections are intended to be contested, duly complete in all respects should reach the Secretary within 21 days from the date of issue of notice which will be the date on which the notice has been dispatched as per records of the Office of the Council.
- (l) Nomination paper not filed by a candidate with proposer and seconder along with declaration of acceptance and other required details as prescribed shall be rejected. Nomination received after the prescribed date and time shall also stand rejected.
- (m) All nominations received within prescribed date and time shall be entered into a register maintained for the purpose in the office of the Council.
- (n) A candidate nominated can withdraw his name within 5 days from the last date for receipt of nomination in Form-III either through the Registered Post or in person so as to reach the Council's Office in time.
- (o) The Secretary on a date and time fixed and notified in advance shall scrutinize all nomination papers received and prepare lists of valid nominations and notify on the notice board of the Council's Office. In case the work is not completed on the 1st day, it would be continued on the following days till the work is over.
- (p) Within a week of the completion of the scrutiny of nomination papers, the Secretary shall notify (Form-IV) to the members the valid nominations for each vacancy received by the Council. If the number

of valid nomination for a vacancy or category received are equal to number of available seats, the candidates so nominated shall stand elected but the result shall be declared by the Returning Officer who will be provided with all details by the Secretary on the date fixed for announcement of results.

- (q) In the event of elections taking place, Web-based Ballot Paper shall be issued to the members and be made available on the electronic mails as procedure defined thereof.

(C) VOTING:

1. Persons Who Can Vote

- a. Ordinary Members and Associate Members [satisfying the conditions laid down under Article 4.1(b) of AOA], or their authorized representatives, shall alone be entitled to vote at general meetings, including annual general meetings and extra-ordinary general meetings, of the Council.
- b. Every such member shall have only one vote.
- c. The Chairperson shall have, in addition, a casting vote.

2. Validity of Vote(s)

- a. No objection shall be taken to the validity of any vote cast at a meeting, except at the meeting at which such vote was tendered and every vote not disallowed at such meeting shall be deemed to be valid for all the purposes of such meeting.
- b. The Chairperson of a meeting shall be the sole judge of the validity of every vote tendered at such meeting.

3. Voting by Web-based remote Electronic means.

- (a) Voting by Web-based remote Electronic means shall be available to those members whose Electronic Mail ID have been declared in the Electoral Roll and notified for the purpose

along with the other details of the organization. Such E-mail IDs are deemed to be considered as registered E-mail ID with CEPC.

One Time Password will be issued through the SMS gateway on the registered mobile number of the voter.

It is further clarified that only one E-mail ID (In case of two E-mail IDs, the first ID in sequence of address will be considered for Electronic means only) of a Voter organization shall be considered.

Explanation : Those eligible member Voters who opt for exercising their right in person shall be excluded from the electronic process. No Paper Ballot shall be issued to any Members in any circumstances and the voting in Person shall also be done through Electronic means, only.

Only Electronic Ballot Paper shall be issued to the members and be made available on the electronic mails as per procedure defined thereof. The voter while casting vote electronically is deemed to have read the declaration, terms and conditions available on the system and thereafter shall become eligible to cast vote and consequent upon confirmation of the declaration, terms and conditions, the electronic process will further be operative. A member may also be asked to provide his/her Membership/Registration number or any such additional details which bonafide his/her right of exercising the vote through Electronic means.

The entire procedure and related information will be available on the CEPC website under the Column "ELECTION PROCESS". The member may first look into the instructions and thereafter may cast their vote through relevant Web-based remote Electronic Voting System as per the procedure.

A member shall be responsible for security/safety as provided in the instructions, to ensure that voting is done through electronics means only by a authorized person and shall not

hold the Council or agency involved in the voting by electronic means responsible for any misuse thereof.

A member can cast his vote by electronic means any time, any day within 7 (Seven) days from the date of commencement of remote Electronic voting to eligible Members or as notified in the Election and immediately thereafter the process to cast vote through remote electronic means shall be closed. In case a member is unable to access to this process, he/she can exercise his/her right to vote through voting in person by electronic means, as per procedure.

On completion of the process of voting by remote Electronic means, the Electronic Processing Agency shall hold the data captured in the system without declaration to the members. Such data will be finalized and handed over to Returning Officer for announcement along with counting of votes by other system of voting such as Voting in Person through electronic means.

Impersonation or any other offence shall attract the related provision of the enactment of the Cyber Law and other related provisions of Court of Law on the subject.

In case Member opts for Voting in person through electronic means, the member shall give his option in writing by the date as specified in the Election Notice, i.e. **within 10 days from the date of issue of Election Notice**, alongwith his attested signatures from their Bankers in the prescribed format under these Rules.

The procedure for Voting in Person shall be as provided under Para 3.C.3 of the Election Rules. Accordingly, 72 hours shall be given to the eligible Member Voter opted for Voting in Person from the date and time of closing of Electronic Voting Process.

(b) VOTING IN PERSON:

- (i) In case a member in the list of voters by way of electronic voting has not been able to exercise his/her right by voting through electronic means due to any reason, the member can represent in writing to the Returning Officer with full fact and details and the reason of his inability to exercise his vote through electronic means. Such representations should **reach at least 72 hours prior to the date and time notified for Voting in Person. Such representation shall have to be accompanied** with the attested signature from their Bankers in the prescribed format of the authorised person exercising such right to vote in a manner as prescribed in the Rules for authorization.
- (ii) The polling hours shall be from 10.00 A.M. to 2.00 P.M. without break
- (iii) When the poll will be nearing closure, all remaining voters present at the booth shall report to the Presiding Officer/Polling Officer within 15 minutes of the close of the poll and they will be provided with chits signed by the Presiding Officer, allowed to stand in Queue for their turn to cast votes. All such voters shall be allowed to exercise the voting rights even beyond the hour fixed for close of the poll.
- (iv) No Voter shall be allowed to enter the polling booth after 2.00 P.M. except as provided and his request to be allowed to cast vote shall be entertained.

- 4. The candidate or his authorised representative shall be allowed to watch his interest during the poll and counting, but only one of them can remain during the poll or the counting at a time.
- 5. After the voting is over the Ballot Boxes shall be sealed immediately in presence of the candidates or their authorised agents and taken to the premises of counting if the premises are different from the place of poll. Normally, the premises for the poll and counting should be the same.

6. The Presiding Officer shall work under control and supervision of Returning Officer and Polling Officers shall likewise be controlled and supervised by the Presiding Officer.

D. COUNTING, TABULATION OF VOTE AND DECLARATION OF RESULT :

- I. The counting of electronic votes will be held electronically as per system.
- II. The Counting of votes shall start after 2.00 P.M. in the presence of the Election Committee and under supervision and control of the Returning Officer, who will be assisted by the Scrutinizers and other staff provided by the Executive Director-Cum-Secretary, Carpet Export Promotion Council.
- III. In case there is no objection to the counting the result based on the principle of person getting the largest number of votes to be declared elected, shall be announced and such candidate declared elected (Form VIII).
- IV. Before announcing the result on the basis of counting, the results of candidates automatically elected under Para-3.B.(p) above shall also be announced (Form-VIII).
- V. After results have been announced, the members of each category and office shall be given certificates of being so elected by the Secretary in Form-IX.

E. THE VOTES TREATED TO BE INVALID:

- I. If secrecy have not been maintained, i.e. the voter has made any such mark on the Ballot Paper so that he/she could be identified.
 - II. If there are names of more candidates marked than required to be marked on the Ballot Paper.
 - III. If there is no marking in the Ballot Paper at all.
 - IV. If the marking is such that it cannot be decided as to in whose favour the marking has been done.
 - V. If there is marking in the blank area.
 - VI. If the marking is outside the marking area.
 - VII. If the Ballot Paper is torn or mutilated.
 - VIII. If the Postal Ballot is received beyond the closing time of the day.
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F. COUNTING GENERAL:

- I. There will not be more marks than the number of candidates of the Members of the Committee of Administration of one category while there will be only one mark to be put in the Ballot in respect of Vice-Chairperson.
- II. In case of mark in common areas of two candidates, the intention of the voter will be judged by the Returning Officer and the votes shall be counted in favour of one candidate accordingly.
- III. In case of a tie, lots shall be drawn and the candidate winning the lot shall be declared elected.
- IV. The Returning Officer shall be the final authority to declare a vote, valid or invalid i.e. to accept or reject vote. His decision shall be final and not questionable.
- V. The votes shall be tabulated against the names of each candidate getting largest number of votes for a particular office shall be declared elected.
- VI. All election records shall be sealed immediately after all the results have been announced and signed by the Returning Officer and the Secretary.

G. GENERAL

- I. The record of the elections shall be kept in the office of the Carpet Export Promotion Council duly sealed for six months after the election and then destroyed.
- II. The dates of sending and receiving Nomination Papers, Withdrawal, all Notices and Papers etc. shall be taken to be authentic and final as per records of the Office of the Carpet Export Promotion Council and by the address relevant to such paper or documents. In case of any doubt or dispute, the decision of the Secretary, Carpet Export Promotion Council shall be final in this regard.
- III. In case of any petition to be filed within 30 days from the declaration of results against the decisions in disputes on any of the matters above, decision of the Development Commissioner (Handicrafts), Ministry of Textiles, Govt. of India, shall be final and binding.
- IV. All legal matters shall be subject to jurisdiction of Delhi Courts only.



कालीन निर्यात संवर्धन परिषद्
CARPET EXPORT PROMOTION COUNCIL
(Set up by Ministry of Textiles, Govt. of India)

Working Office :-
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