

No. CEPC/ELE-2025/Cir.No.1

Dated: 24th October, 2025

ALL MEMBERS OF THE COMMITTEE OF ADMINISTRATION

ELECTION FOR THE OFFICE OF CHAIRPERSON & VICE CHAIRPERSON OF  
THE CARPET EXPORT PROMOTION COUNCIL FOR 2025.

Dear Members,

In pursuant to the letter No. DCH/CPT/5(1)/2020-21/CEPC-Part (1)/20 dated 01.08.2025 from O/o. the DC(Handicrafts), Ministry of Textiles, Govt. of India and decision taken by the Committee of Administration in its 205th meeting held on 30th June, 2025 and 206th meeting held on 29th August, 2025 to notify the **Election for the Office of Chairperson & Vice Chairperson of the Carpet Export Promotion Council for 2025**. The undersigned is hereby notifying the Elections as per the below schedule :

1	Date of Election	Thursday, December 11, 2025
2	Place of Election	<b>Hotel Crowne Plaza Today, New Delhi Okhla</b>
3	Date of issue of Election Notification and Nomination Papers for election	Friday, October 24, 2025
4	Last date of option for Voting in Person through electronic means as specified in the CEPC's Election Rule Para 3.C.III.a.	Monday, November 3, 2025 <b>Upto 5.00 p.m.</b>
5	Last date of receipt of nominations in the CEPC's office at New Delhi	Friday, November 14, 2025 <b>Upto 5.00 p.m.</b>
6	Date of Scrutiny of nominations	Tuesday, November 18, 2025
7.a)	Place of Scrutiny of Nomination Papers.	<b>Hotel Crowne Plaza Today, New Delhi Okhla</b>
7.b)	Time of Scrutiny	<b>From 11.00 a.m. onwards</b>

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8	Last date of withdrawal of nominations & display of list of Valid Nominations on the Notice Board of CEPC.	Wednesday, November 19, 2025 Upto 5.00 p.m.
9	Date of issue of list of valid nominations through E-mail and display of the same on CEPC's Web-site.	Tuesday, November 25, 2025
10	Date & time for start of process for Electronic Voting System	Wednesday, December 3, 2025 10.00 a.m.
11	Date & time for closing of Voting by Electronic System	Wednesday, December 10, 2025 5.00 p.m.
12	Date and time for submission of representations to the Returning Officer by those Members who could not Vote through Web-based Electronic System, as specified in the CEPC's Election Rules Para 3.C.3.b.(i)	Monday, December 8, 2025 Upto 10.00 a.m.
13	Date of Polling – Voting in Person through Electronic Means	Thursday, December 11, 2025 10.00 a.m. to 2.00 p.m.
14	Date of Counting of votes.	Thursday, December 11, 2025
15	Date of declaration of results	Thursday, December 11, 2025

The COA appointed the undersigned as Returning Officer to conduct the Election for the Office of Chairperson under Article 22.1 & Vice Chairperson of the Carpet Export Promotion Council for 2025. Accordingly, the vacant positions for which elections are to be conducted shall be as under :

Election for the office of /Post	No. of Vacancy(ies)
Chairperson	1
Vice-Chairperson	1

A set of Nomination Paper, Withdrawal Form, a copy of Election Rules together with Circular Nos. 2, 3 & 4 relating to authorization, minimum export requirements & authorization for Voting in Person alongwith guidelines for web-based Electronic voting system are sent herewith to the members for information and necessary action.

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Article 4.2.C provides as under :

*“Whereas 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.”*

As such COA Members interested in contesting the Election for the office of Chairperson & Vice Chairperson of the Carpet Export Promotion Council for 2025 should submit their Nomination in the prescribed proforma (enclosed) within the stipulated date for filing the Nomination as indicated in the Election Schedule. Please also note that Nomination Papers are to be submitted in original in CEPC's Working Office at 507, Copia Corporate Suites, Jasola, New Delhi – 110025 within the stipulated dates and time as specified in the Election Schedule.

Article 11.1 provides that Ordinary Members shall have the following rights and privileges, namely –

*“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 30<sup>th</sup> June in the year of voting”*

#### **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:

*(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 30<sup>th</sup> June in the year of voting.*

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## **Article 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.*

**It may be mentioned that O/o. the DCH vide letter No. DCH/CPT/5(1)2020-21/CEPC-Part(1)/29 dated 22.09.2025 approved for extending the privileges to the Members under Article 11.1, 11.2 and 13 upto 30<sup>th</sup> Sept., 2025 for the financial year 2025-26 only.**

Ordinary Members and Associate Members Satisfying the conditions laid down under Articles 11.1 , 11.2, 13 and 4.1(b) shall have right to vote.

Yours faithfully,

**(Dr. Smita Nagarkoti)  
Officiating Executive Director-Cum-Secretary**

Encl.: As above.

**CARPET EXPORT PROMOTION COUNCIL**  
(Set up by Ministry of Textiles, Govt. of India)

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**Registered Office**

NOIDA  
Distt: Gautam Buddh Nagar (U.P)

**Working Office**

507, COPIA Corporate Suites,  
Jasola,  
New Delhi – 110 025

**FORM – II**

**NOMINATION PAPER**

**ELECTION FOR THE OFFICE OF CHAIRPERSON OF THE CARPET EXPORT PROMOTION COUNCIL FOR 2025.**

To,  
The Executive Director-cum-Secretary  
Carpet Export Promotion Council,  
507, COPIA Corporate Suites,  
Jasola,  
New Delhi - 110025.

Photograph  
of  
Contestant

Dear Sir,

We .....the Authorised Representative  
(Proposer)

of M/s. ....

IEC No..... and ..... Authorised  
Representative of M/s.....  
(Secunder)

IEC No..... do hereby propose and second the name of

Shri .....  
(Candidate)

the Authorised Representative of M/s.....

IEC No..... who is the member of the **Committee of Administration of the Carpet Export Promotion Council** (hereinafter referred as COA CEPC) for the Office of the **Chairperson of the Council for 2025.**

We also hereby, solemnly declare that we are the duly Authorized Representatives of the members mentioned above from whom no money is due to the Council on any account as per Article 11.1, 11.2 & 13 of the Memorandum and Articles of Association of the Council or we have not been disqualified as per Article 8 from the membership. We further declare that our authorization still subsists.

Signature of Proposer:.....  
Name .....

Signature of Secunder:.....  
Name .....

(Seal of the Coy/Firm/Orgn.)

(Seal of the Coy/Firm/Orgn.)

I hereby agree to be a candidate for the office of **Chairperson of the Carpet Export Promotion Council for 2025.**

**Details of my Earlier 2 Elections in CEPC :**

Sl. No.	Election for the Office of Chairperson/ Vice-Chairperson	Date of Election	Date of Retirement

Please specify the following –

1. Membership Status –

Associate Member	Ordinary Member

2. Registration Category :

Merchant Exporter	Manufacturer Exporter/ Merchant-cum-Manufacturer Exporter

3. Exports of Handmade Carpets and other floor coverings :

(Value in Rupees)	
For the Financial Year 2023-24	For the Financial Year 2024-25

I hereby certify that as per Article 4.2, 11 and 22 of the Memorandum and Articles of Association of the Council I am eligible for contesting the Elections for the office of Chairperson/Vice Chairperson of the Council and further certified that I am not disqualified as per Article 8 of the Memorandum and Articles of Association of the Council.

Place : .....

Signature of Candidate :.....

Date: .....

Name .....

(Seal of the Coy/Firm/Orgn.)

(Note : Strike out whichever is not applicable to avoid rejection)

**CARPET EXPORT PROMOTION COUNCIL**  
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**Registered Office**  
NOIDA  
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**Working Office**  
507, COPIA Corporate Suites,  
Jasola,  
New Delhi – 110 025

**FORM – II**

**NOMINATION PAPER**

**ELECTION FOR THE OFFICE OF VICE-CHAIRPERSON OF THE CARPET EXPORT PROMOTION COUNCIL FOR 2025.**

To,  
The Executive Director-cum-Secretary  
Carpet Export Promotion Council,  
507, COPIA Corporate Suites,  
Jasola,  
New Delhi - 110025.

Photograph of Contestant
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Dear Sir,

We .....the Authorised Representative  
(Proposer)

of M/s. ....

IEC No..... and ..... Authorised  
Representative of M/s.....  
(Seconder)

IEC No..... do hereby propose and second the name of

Shri .....  
(Candidate)

the Authorised Representative of M/s.....

IEC No..... who is the member of the **Committee of Administration of the Carpet Export Promotion Council** (hereinafter referred as COA CEPC) for the Office of the **Vice-Chairperson of the Council for 2025.**

We also hereby, solemnly declare that we are the duly Authorized Representatives of the members mentioned above from whom no money is due to the Council on any account as per Article 11.1, 11.2 & 13 of the Memorandum and Articles of Association of the Council or we have not been disqualified as per Article 8 from the membership. We further declare that our authorization still subsists.

Signature of Proposer:.....  
Name .....

Signature of Seconder:.....  
Name .....

(Seal of the Coy/Firm/Orgn.)

(Seal of the Coy/Firm/Orgn.)

I hereby agree to be a candidate for the office of Vice-Chairperson of the Carpet Export Promotion Council for 2025.

Details of my Earlier 2 Elections in CEPC :

Sl. No.	Election for the Office of Chairperson/ Vice-Chairperson	Date of Election	Date of Retirement

Please specify the following –

1. Membership Status –

Associate Member	Ordinary Member

2. Registration Category :

Merchant Exporter	Manufacturer Exporter/ Merchant-cum-Manufacturer Exporter

3. Exports of Handmade Carpets and other floor coverings :

(Value in Rupees)

For the Financial Year 2023-24	For the Financial Year 2024-25

I hereby certify that as per Article 4.2, 11 and 22 of the Memorandum and Articles of Association of the Council I am eligible for contesting the Elections for the office of Chairperson/Vice Chairperson of the Council and further certified that I am not disqualified as per Article 8 of the Memorandum and Articles of Association of the Council.

Place : .....

Signature of Candidate : .....

Name .....

Date: .....

(Seal of the Coy/Firm/Orgn.)

(Note : Strike out whichever is not applicable to avoid rejection)

**CARPET EXPORT PROMOTION COUNCIL**  
(Set up by Ministry of Textiles, Govt. of India)

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

**Working Office**  
507, COPIA Corporate Suites,  
Jasola,  
New Delhi – 110 025

**FORM – III**

**ELECTION OF CHAIRPERSON OF  
THE CARPET EXPORT PROMOTION COUNCIL**

**WITHDRAWAL FORM FOR THE CANDIDATURE TO THE POST OF  
CHAIRPERSON OF THE COUNCIL.**

To,

The Executive Director-cum-Secretary  
Carpet Export Promotion Council,  
507, COPIA Corporate Suites,  
Jasola,  
New Delhi - 110025.

Dear Sir,

With reference to my candidature for the office of **Chairperson of the Council** I am to say that I hereby withdraw my candidature from the election to this office.

I hereby declare and affirm that my above withdrawal is final and irrevocable and I fully own responsibility for the same.

Signature : .....

Name : .....

Name of Coy/Firm/Orgn. Representing)

(SEAL)

Remarks of the Officiating Executive Director-cum-Secretary, Carpet Export Promotion Council

Date :.....

Officiating Executive Director-cum-Secretary  
(SEAL)

**Note: Please strike out whichever is not applicable**

**CARPET EXPORT PROMOTION COUNCIL**  
(Set up by Ministry of Textiles, Govt. of India)

**Registered Office**

NOIDA  
Distt: Gautam Buddh Nagar (U.P)

**Working Office**

507, COPIA Corporate Suites,  
Jasola,  
New Delhi – 110 025

**FORM – III**

**ELECTION OF VICE-CHAIRPERSON OF  
THE CARPET EXPORT PROMOTION COUNCIL**

**WITHDRAWAL FORM FOR THE CANDIDATURE TO THE POST OF  
VICE CHAIRPERSON OF THE COUNCIL.**

To,

The Executive Director-cum-Secretary  
Carpet Export Promotion Council,  
507, COPIA Corporate Suites,  
Jasola,  
New Delhi - 110025.

Dear Sir,

With reference to my candidature for the office of **Vice Chairperson of the Council** I am to say that I hereby withdraw my candidature from the election to this office.

I hereby declare and affirm that my above withdrawal is final and irrevocable and I fully own responsibility for the same.

Signature : .....

Name : .....

Name of Coy/Firm/Orgn. Representing)

(SEAL)

Remarks of the Officiating Executive Director-cum-Secretary, Carpet Export Promotion Council

Date : .....

Officiating Executive Director-cum-Secretary  
(SEAL)

**Note: Please strike out whichever is not applicable**

# 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

CIN : U17222UP1982NPL0005557, GST : 07AACCC1685Q1Z6

Phone : 011-45089420, E-mail : info@cepc.co.in, Website : www.cepc.co.in

Regd. Office : Shreejee Complex, Shop No. T-3, Sharma Market, Harola, Noida (UP)

Website of Ministry of Textiles : www.texmin.nic.in

No. CEPC/ELE-2025/Cir.No.2

Dated: 24th October, 2025

### ALL MEMBERS OF THE COMMITTEE OF ADMINISTRATION

ELECTION FOR THE OFFICE OF CHAIRPERSON & VICE CHAIRPERSON OF THE CARPET EXPORT PROMOTION COUNCIL FOR 2025.

Dear Members,

**Election for the office of Chairperson & Vice Chairperson of the Carpet Export Promotion Council for 2025** has already been notified vide Circular No. CEPC/ELE-2025/Cir.No.1 dated 24th October, 2025. **The last date for receipt of nomination** in the prescribed proforma in CEPC's Working Office at 507, COPIA Corporate Suites, Jasola, New Delhi – 110025 is **up to 5.00 p.m. on 14 November, 2025 (Friday)** and the scrutiny of nomination papers for Council's Elections for the Office of **Chairperson & Vice Chairperson for 2025** will be held on **18th November, 2025**. In the Council's Election, only an Authorized Representative of the member-firm can participate i.e. for proposing, seconding, contesting, or voting in person in the election. Article-10 of the Memorandum & Articles of Association of the Carpet Export Promotion Council defines Authorized Representatives as under:-

#### Article-10

- (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.

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- (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.

A proforma for submission of signatures of the **Authorised Representative** is enclosed which may kindly be returned duly typed and signed on the LETTER-HEAD of the Company/ firm so as to reach this Council's office latest **7th November, 2025 up to 5.00 p.m.** since Article-10(f) of the Article of Association provides that " 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 ", in case not already filed.

Yours faithfully,

(Dr. Smita Nagarkoti)

Officiating Executive Director-Cum-Secretary

Encl.: As above.

