

# 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.1

Dated: 24th October, 2025

**ALL MEMBERS OF THE CARPET  
EXPORT PROMOTION COUNCIL.**

**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 Upto 5.00 p.m.
5	Last date of receipt of nominations in the CEPC's office at New Delhi	Friday, November 14, 2025 Upto 5.00 p.m.
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>

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7.b)	Time of Scrutiny	From 11.00 a.m. onwards
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

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Copy of Election Rules together with Circular Nos. 2 & 4 relating to authorization & authorization for Voting in Person alongwith guidelines for web-based Electronic voting system are sent herewith to the members for information and necessary action.

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.*

## **Article 13. SUSPENSION OF PRIVILEGES**

*If a Member (Ordinary or Associate) fails to pay the annual subscription **by the 30<sup>th</sup> 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.*

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**Carpet Export Promotion Council**

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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.

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

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

Dated: 24th October, 2025

### ALL MEMBERS OF THE CARPET EXPORT PROMOTION COUNCIL.

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.

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- (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.

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.

**(TO BE SUBMITTED ON THE LETTER HEAD OF FIRM/CO.)**

**FORM - VI**

**PROFORMA FOR AUTHORISED REPRESENTATIVE OF THE FIRM/CO.**

1.	Name and address of Member Organization	
2.	IEC No.	
3.	Membership/R.C.M.C. No.	
4.	Status of Member Organization	Proprietorship/ Partnership/ H.U.F./ Pvt. Ltd./Public Ltd./ Limited/Co-operative Society
5.	Name of Proprietor/Partners/ Directors etc.	
6.	Name of Authorized Representative	
7.	Designation of Authorized Representative	
8.	Resolution of Board of Directors etc. in case of Pvt. Ltd./Public Ltd./ Limited/ Co-Operative Society.	
9.	Signatures of Authorized Representative	

I/We of M/s .....being Member-Organization of Carpet Export Promotion Council appoint Shri/Smt./Km .....as indicated above as my/our Authorized Representative to represent M/s..... as provided in Article-10 of the Articles of Association of the Carpet Export Promotion Council

Signature: .....

Name : .....

Designation: .....

Dated .....

(SEAL/STAMP OF THE FIRM/CO.)

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

No. CEPC/ELE-2025/Cir.No.4

Dated: 24th October, 2025

ALL MEMBERS OF THE CARPET  
EXPORT PROMOTION COUNCIL.

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 have already been notified vide Election Circular No. CEPC/ELE-2024/Cir.No.1 dated 24<sup>th</sup> October, 2025. Para 3.C.3.a (Explanation) & 3.C.3.b.i of the Election Rules of the Carpet Export Promotion Council provides as under :

**Para 3.C.3.a (Explanation)**

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.

**Para 3.C.3.b.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."

Members are requested to send the Authorization form for Voting in Person through Electronic System in the enclosed Form-A at CEPC's Working Office at 507, COPIA Corporate Suites, Jasola, New Delhi - 110025.

**Authorization/Representation in "Form A" will not be accepted for Voting in Person through Electronic Systems, if received :**

- After 5.00 p.m of 3rd November, 2025** - in case a Member opted for Voting in person on issuance of Election Notification as specified under para **3.C.3.a (Explanation)** of Election Rules of the Council; and
- After 10.00 a.m. of 8 December, 2025** - in case of a Member has not been able to exercise his/her right by Voting through Web-based Electronic System and opted for Voting in Person as specified under Para **3.C.3.b.i** of Election Rules of the Council.

Yours faithfully,

(Dr. Smita Nagarkoti)

Officiating Executive Director-Cum-Secretary

Encl.: As above.

7 Cir-4 - ALL MEMBERS(R)

(On the letterhead of Member (Proprietorship/Partnership/  
Joint Stock Company/ Cooperative Societies/HUF)

FORM A

Authorization Form for voting in person

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

Dear Sir,

We hereby authorize \*Shri \_\_\_\_\_ of M/s \_\_\_\_\_  
IEC \_\_\_\_\_ as the Authorized Person of M/s \_\_\_\_\_ (name  
of member) who is a member of CEPC as a person authorized to vote by Voting in Person.  
The signature of \*Shri \_\_\_\_\_ mentioned above are appended and attested  
below:-

\*Signature of the Authorized Person : \_\_\_\_\_  
Name : \_\_\_\_\_  
Date : \_\_\_\_\_

\*The above signature is attested.

\*\*Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Company Name & Address \_\_\_\_\_  
\_\_\_\_\_  
Seal of Company \_\_\_\_\_  
Date \_\_\_\_\_

- **Sign (in case of partnership firm/HUF/cooperative societies/joint stock company) to be signed by person other than the person so authorized.**

(In case of cooperative societies/association of person/joint stock company, the same shall be accompanied by resolution of the Managing Committee/Board of the Cooperative Societies/ Association /Joint Stock Company authorizing such a person to act as a authorized person under the Election Rules).

\*\* THE ABOVE AUTHORISED PERSON BE AUTHORISED AS PER ARTICLE 10 OF THE ARTICLES OF ASSOCIATION OF CEPC AND AS PER PARAS 3.C.III.a & b(i) OF THE ELECTION RULES OF CEPC AND SIGNATURES ARE ATTESTED AS PER ABOVE PARAS OF ELECTION RULES..

\*\*Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Seal of Bank \_\_\_\_\_  
Date \_\_\_\_\_

(Signature to be attested by Banker, a schedule Bank only/with Seal)

## CARPET EXPORT PROMOTION COUNCIL

### **GUIDELINES FOR WEB-BASED ELECTRONIC VOTING SYSTEM FOR ELECTION OF CHAIRPERSON & VICE CHAIRPERSON OF THE CARPET EXPORT PROMOTION COUNCIL FOR 2025.**

Election for the office of Chairperson & Vice Chairperson of the Carpet Export Promotion Council for 2025 has already been notified vide Notification No. CEPC/ELE-2025/Cir. No. 1 dated 24<sup>th</sup> October, 2025. The Guidelines for Web-based Electronic Voting System was uploaded on the Council's Web-site on the basis of the procedure adopted by the agency for conducting elections through web-based electronic system.

The Carpet Export Promotion Council engaged the **National Securities Depository Limited (NSDL) for conducting Web-based Electronic Voting -ELECTION OF CHAIRPERSON & VICE CHAIRPERSON OF THE CARPET EXPORT PROMOTION COUNCIL**. The procedure for Web-based e-voting system is notified here-in-under. The eligible Ordinary & Associate Members satisfying the conditions laid down under Articles 4.1(b), 11.1, 11.2 & 13 of the Articles of Association of the Council should follow the below-mentioned procedure for casting their votes through web-based electronic system.

#### **1. Remote E-voting**

Pursuant to Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management & Administration) Rules, 2014 substituted by Companies (Management & Administration) Amendment, Rules, 2015, the Carpet Export Promotion Council, New Delhi is pleased to provide the facility for casting the votes by the eligible Ordinary & Associate Members using an electronic voting system from a place other than venue of the Elections ("remote e-voting") will be provided by National Securities Depository Limited (NSDL).

2. The eligible Ordinary & Associate Members can cast their votes on electronic voting system from place other than the venue of the meeting (remote e-voting). **The remote e-voting period will commence on 3<sup>rd</sup> December, 2025 at 10.00 a.m. and will end on 10<sup>th</sup> December, 2025 at 5.00 p.m. Thereafter, the remote e-voting facility shall be disabled by NSDL for voting.** In addition, the facility for Voting in Person through Electronic Means shall also be made available on 11<sup>th</sup> December, 2025 from 10.00 a.m. to 2.00 p.m. at the venue of Election in **Hotel Crowne Plaza Today, New Delhi Okhla** and the eligible Ordinary & Associate Members attending the Elections who could not cast their vote by remote e-voting has to adopt the procedure as defined in Election Rules of the Council. Once the vote is casted by the eligible Ordinary & Associate Members, he/she shall not be allowed to change it subsequently or cast vote again.
3. The Company has appointed **Mr. Pankaj Agarwal, CA** to act as the Scrutinizer for providing facility to the members of the company, to scrutinize the entire voting process in a fair and transparent manner. The eligible Ordinary & Associate Members desiring to vote through remote e-voting are requested to refer to the detailed procedure given hereinafter.
4. Eligible Ordinary & Associate Members whose names are in the list of valid voters as per Article 4.1(b), 11.1, 11.2 & 13 of the Articles of Association of the

