

**ENGINEERING EXPORT PROMOTION COUNCIL**  
**KOLKATA**

**RULES FOR ELECTION OF THE REGIONAL COMMITTEE (2008-10)**

1. Election of the Regional Committee shall be started within fifteen days from the date of announcement of result of the Working Committee election.
2. Membership of the Regional Committee shall consists of :
  - (a) All members of the Working Committee from the region ;
  - (b) Three persons to be nominated by the Government ; and
  - (c) Members elected by the Ordinary Members of the region, on the basis of single voting, the number of such elected members, being determined on the basis of one member for every 50 Ordinary and Associate Members of the region.
3. Every Ordinary Member of the region concerned having minimum of Rs. 40 lakhs worth of physical exports of engineering goods/services in each of the three previous years of the Election or Rs. 80 lakhs worth of physical exports/services in the previous year shall alone have the right to contest the election as a member of the Regional Committee provided, such member is a Voter Member. For the purpose of this clause previous year will mean the year prior to the immediate preceding year of the Election i.e. 2006-07 and the three previous years for this purpose will mean 2004-05, 2005-06 and 2006-07 respectively.
4. List of Voters shall consist of only those who continue to be members and have paid annual membership subscription of the Council, upto (2007-08) in full by the 30<sup>th</sup> June, 2007 and is not being otherwise represented on the Working Committee. Amount payable by way of membership subscription will be determined on the basis of Chartered Accountant's Certificate, submitted by members on or before 31<sup>st</sup> December, 2007, indicating value of physical export of engineering goods/services during the year 2005-06.
5. Voters' List shall be available for inspection at the Head Office/Regional and Sub-Regional Offices of the Council. This will also be displayed in the Council's "website" for the convenience of the members.
- 6(i). Members should lodge their objection, if any, about the Voters List within 45 days from the date of circular to members for verification of their inclusion in the Voters' List and enclose authentic proof of payment of annual subscription and CA Certificate as aforesaid.

- ii) Objection will have to be lodged to the Secretary of the Council, who will dispose off the same within seven days from the last date for filing the same.
  - (iii) After objections have been lodged and disposed off as above, the voters' list will be final and no changes will be made thereafter in the same except where a member has shifted its registered office from one region to another region. In case of such shifting, such member will feature in the voters' list of relevant region. Only change, if any, of name and/ or of address of members will be entertained provided intimation of such change is received by the Regional Director of the Council before the same is handed over to the Election Authority.
7. Election of the Regional Committee will be conducted by a firm of Solicitors or Advocates to be appointed for each Region by the Working Committee as Election Authority for election of Regional Committee of the Council. Working Committee may even approve the appointment of Election Authority on post-facto basis.
- 8(a) Election Authority shall send Notice inviting nominations for election of the members to the Regional Committee from amongst the Ordinary Members of the Region, who have paid membership subscription of the Council upto (2007-08) by 30<sup>th</sup> June, 2007. Nominations have to be filed in the enclosed Nomination Form and the same should reach the Election Authority within three weeks from the date of Notice inviting such Nomination.
- (b). After issue of Notice by Election Authority inviting nomination, if it is found by the Council that name(s) of any eligible member to contest election has been omitted through oversight, Election Authority, at the request of the Council, will send notice to such eligible member (s) calling upon them to send nomination within a period of 21 days from the date of such notice.
- (c). The Notice inviting nominations will be sent **by Speed Post with Acknowledgement Dues** to all Voter Members by the Election Authority in the Standard Form being **Annexure 'A'** hereto. Ordinary Members can nominate their representative for election only from such region in which their name appears in the voters' list. The representative to be nominated by a member shall be Chairman, Managing Director, Director/Executive Director, President, Vice-President, Chief Executive, General Manager (Exports) or equivalent thereto, Partner, Proprietor, provided that the President, the Vice-President, the Chief Executive, the General Manager (Exports) or the person, equivalent thereto, is in full time employment of the member firm concerned for atleast two years prior to the date of nomination.

An undertaking will be given (a) in case of Public Limited/ Private Limited Company, by its Chairman, Managing Director or Director, (b) in case of Partnership firm, by one of its Partner and ( c ) in case of Proprietorship firm, by

the Proprietor, on the Nomination Form itself, that its employee being nominated is in its whole time employment for atleast two years.

- (d). The signature of the person, as per rule 8 ( c ) above, signing the nomination form will be attested by the banker of the voting member concerned, on the original Nomination Form itself alongwith the name and designation of the officer of the bank and the rubber stamp impression of the bank .
  - (e) Omission of service of notice to eligible members shall not invalidate election proceedings.
9. Nomination sent by Telex/Fax/Telegram/E-mail will be treated as invalid. No nomination shall be considered valid unless following conditions are complied with :-
- a) Nomination is filed in the Nomination Form enclosed with the Notice inviting nomination, which shall be duly signed and stamped by the Chairman/Managing Director/Director/Partner/Proprietor, as the case may be;
  - b) An undertaking is given (a) in case of Public Limited/Private Limited Company, by Chairman/Managing Director or Director, (b) in case of Partnership firm, by a Partner and ( c ) in case of Proprietorship firm, by the Proprietor, on the nomination form itself, that the employee being nominated is in full time employment of the member-firm concerned for atleast two years prior to the date of nomination ;
  - c) Signature of the eligible person signing the Nomination Form will be attested by the banker of voting member concerned, on the original Nomination Form itself alongwith the name and designation of the officer of the bank and rubber stamp impression of the bank ;
  - d) A certificate from a Chartered Accountant **in Original**, who should also be Statutory Auditor of the member firm concerned, certifying the value of the physical export of engineering goods/services made by the member firm concerned in each of the three previous years or in the previous year, as the case may be, giving value of such export performance in Indian Rupees, rounded off to the nearest lakh. Format of CA certificate is enclosed.

10. In the event of the Election Authority having reasons to doubt the veracity of any of the particulars/information contained in any Nomination Form received by him/it, the Election Authority may call for particulars/information from the Secretary of the Council. He will also be liberty to call for export performance of the member concerned as per the record of the Council from the Secretary.
- 11(a). A member, if already otherwise represented on the Regional Committee, shall not be entitled to contest.
- ( b ). The Election Authority shall, within seven days from the expiry of the period of three weeks, mentioned in Rule 8 (a) hereinbefore, shall enter the names of the nominees in a Register and, after due scrutiny, prepare a list of valid nominations received and display the same at the Notice Board of the Election Authority. The Election Authority shall also display a list of invalid nominations citing the relevant rule/reason for rejecting the same. The Election Authority shall also send copies, thereof, to the concerned Regional Director of the Council for similar display.
- (c). Nomination can be withdrawn by the candidates or the member concerned within ten days from the date of aforesaid display of the list of valid nominations by the Election Authority. Withdrawal of nominations by Telex/Fax/Telegram/E-mail will not be accepted by the Election Authority. Nomination once withdrawn shall be final, and no request, for rescinding letter of withdrawal of nomination, shall be entertained by the Election Authority.
12. Election Authority shall, within seven days from the last date of withdrawal of nomination, despatch pre-printed voting papers bearing serial numbers and the stamp and signature of the Election Authority in the Standard Form being **Annexure 'B'** by Speed Post with Acknowledgement Due. **No duplicate voting paper shall be issued by the Election Authority, under any circumstances, whatsoever.** No voting paper shall be issued to the members if the total number of valid nominations received does not exceed the number as specified in Rule 2 (c ) hereinbefore.
13. Members shall return the original voting paper issued by Election Authority, duly filled up and signed by any of the persons having a designation mentioned in Rule 9 (a) hereinbefore, to the Election Authority, within the time and date specified in the voting paper. This period shall be three weeks from the date of issue of voting paper. Voting paper shall be returned back to the Election Authority in a sealed envelope marked "**Voting Paper**".

The Election Authority will have the final authority to decide upon the genuineness or otherwise, of votes and will accept only original voting paper and

reject such voting papers (s) which is considered as duplicate or otherwise not in order. Election Authority's decision in the respect shall be final and binding.

14. The Election Authority shall maintain one Ballot Box in his/ their / its office. All voting papers received by post or otherwise shall be dropped in the Ballot Box.

After expiry of the time mentioned in the voting paper, the Election Authority shall seal the Ballot box, so that further voting papers can not be put in the Ballot Box. The Election Authority shall maintain the secrecy of the Voting Papers received. The candidate or his/her representative shall be allowed by the Election Authority to observe the process of scrutiny or counting of Voting Papers.

15. Within seven days from the last date of receipt of the voting papers, the Election Authority shall scrutinise the voting papers and declare the result, stating the name of the elected candidates from the region.

The persons receiving the highest number of votes will be declared as elected from the region. In case of a tie, the result will be determined by drawing of lots by the Election Authority, whose decision in the matter will be final and binding on all concerned .

16. The Election results will be put up on the Notice Board maintained at the office of the Election Authority and shall also be communicated to the concerned Regional Director of the Council. The Election Authority shall declare the results in the following manner :-

- (a) Total number of voting papers received ;
- (b) Number of voting papers rejected ;
- (c) Number of votes secured by the contesting candidates ;
- (d) The name of the candidate securing the highest number of votes, who will be declared elected.

17. Concerned Regional Director of the Council shall, on receipt of the result of the Election, arrange to put up the same on the Notice Board of the Regional and Sub-Regional Office/s of the relevant region and also send the same to the Head Office of the Council.

**SPEED POST with Acknowledgement Due**

ENGINEERING EXPORT PROMOTION COUNCIL  
REGIONAL COMMITTEE ELECTION (2008-10)

MEMBERS

( ..... Region)

Serial No.....

 .....  
 Stamp and signature of  
 Election Authority  
 .....
**NOMINATION FORM**

(Please fill in all the columns. Do not leave any column blank)

1. Name of the Firm/Company :
2. Address :
3. Particulars of the representative being nominated :
  - i) Name & Designation :
  - ii) Father's Name :
  - iii) Residential Address including telephone number :
4. FOB value of physical export of engg. : Year Year  
Year goods/services made by the member firm. 2004-05 2005-06 2006-07  
 (3<sup>rd</sup> Party and Deemed Exports not included)  
 (Please enclose original CA Certificate)

I declare that the above information is true to the best of my knowledge and belief.

Signature of Candidate :

Name :

Designation :

7  
(Official Seal)

I declare that Mr. ....nominated for  
Regional Committee Election from.....Region of the Council  
is in full time employment of our Company / Firm for at least two years  
prior to the date of Nomination.

Signature :

Name :

Designation :

(Official Rubber

Stamp)

Attestation of the signature of the person signing the Nomination Form by the banker of  
the

member-organisation concerned.

Signature :

Name :  
(Bank Official)

Designation :

( Bank's Rubber Stamp )





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.....	
.....	
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.....	

**Please mention here the Name and** **Please put your stamp and signature**  
**here**

Address of the Voting Member  
Company/Firm

Date :

Issued by.....(Election Authority, Engineering Export Promotion Council  
Regional Committee)

**ENGINEERING EXPORT PROMOTION COUNCIL**  
**KOLKATA**

**RULES FOR ELECTION OF THE REGIONAL CHAIRMAN & TWO DEPUTY  
REGIONAL CHAIRMEN (2008-10)**

1. Election of the Regional Chairman and two Deputy Regional Chairmen shall be started in each region immediately after the election of the members of the Regional Committee.
2. Election Authority appointed by the Working Committee to conduct the election of the Regional Committee will also conduct the election of the Regional Chairman and two Deputy Regional Chairmen.
3. Regional Committee in each region from amongst its elected and nominated members and those elected and nominated to the Working Committee from the region shall elect one Regional Chairman and two Deputy Regional Chairmen. The nominated members shall mean nominated members of the Working Committee other than those nominated by organizations under Article 11(a)(i) of the Articles of Association of the Council.
4. Each eligible member of the Regional Committee will have the right to nominate himself as a candidate for only one post, viz. Regional Chairman or Deputy Regional Chairman. The Election Authority concerned shall issue a 'NOTICE' by Speed Post with Proof of Delivery (PoD) to each of the members of the Regional Committee to send his/her nomination in respect of any one of the posts, viz. Regional Chairman or Deputy Regional Chairman. Nominations have to be filed in the enclosed Nomination Form and the same should reach the Election Authority within fifteen days from the date of Notice inviting such nominations. In case a member of the Regional Committee is out of India, the member of the Council, who had nominated him/her, may send the nomination of their representative for election to any one of the posts. Nomination sent by Telex / Fax / E-mail / Telegram will be treated as invalid.
- 5a. The Election Authority, upon receiving nominations, shall enter the names of the nominees in a Register and after due scrutiny prepare a list of valid nominations received and display the same at the Notice Board of the Election Authority. The Election Authority shall also send copies, thereof, to the concerned Regional Office of the Council for similar display.
- 5b. Nomination can be withdrawn by the candidate or the member concerned, provided the candidate is out of India, within seven days from the last date fixed for receiving the nomination. Withdrawal of nomination by Telex/Fax/E-Mail / Telegram will not be accepted by the Election Authority. Nomination once withdrawn shall be final and no request for rescinding letter of withdrawal of nomination shall be entertained by the Election Authority.

6. Election Authority, within four days from the last date of withdrawal of nominations, shall issue voting papers cyclostyled on pre-printed stationery duly signed and numbered to the eligible members of the Regional Committee by Speed Post with Proof of Delivery (Pod). No duplicate voting paper shall be issued by the Election Authority under any circumstances whatsoever. No voting paper will be issued for any post unless the number of nominations received exceeds the number of posts, i.e., one nomination in the case of Regional Chairman and two nominations in the case of Deputy Regional Chairmen.
  
7. Members of the Regional Committee shall return the original voting papers, issued by the Election Authority, duly completed to the Election Authority within the time and date specified in the voting paper. This period shall be 15 days from the date of issue of the voting paper. Voting Papers shall be sent in sealed envelope marked "Voting Paper". The Election Authority will have the absolute right to decide genuineness of votes and will accept only original voting paper and reject such voting paper which they consider as duplicate or otherwise not in order. Election Authority's decision in this respect shall be final and binding.
  
8. The Election Authority shall maintain one Ballot Box in their office. All voting papers received in the office of the Election Authority either by post or by hand shall be handled by the Election Authority and immediately on receipt of the voting papers the same will be placed in the Ballot Box. No receipt will be granted for voting paper delivered by hand. Immediately after expiry of the time mentioned in the voting paper, the Election Authority shall seal the Ballot Box so that further voting papers can not be put in the Ballot Box after expiry of the prescribed time.
  
9. Within 2 days from the last date of the receipt of the voting papers, the Election Authority shall scrutinize the voting papers and declare the result in the following manner :-
  - ( a ) Total number of voting papers received ;
  - (b) Number of Voting Papers rejected ;
  - ( c ) Number of votes secured by the contesting candidates ;
  - (d) Names of the persons who will be declared elected for each post.

10. The result will be put up on the Notice Board maintained at the office of the Election Authority and shall also be communicated to the concerned Regional Director of the Council.
11. The person receiving the largest number of votes for each post will be declared elected. In the case of a tie, the result will be determined by the drawing of lots by the Election Authority.
12. The Regional Director of the Council, on receipt of the result of the election, shall arrange to put up the same on the Notice Board of the Regional office and shall also send the same to the Head Office of the Council. The result of election shall also be circulated to the members of the region.
13. In the event of no nomination being received by the Election Authority for any particular post, the Working Committee may request the Election Authority to hold fresh election for the post for which no nomination has been received.

BY SPEED POST

**NOMINATION FORM**

**ELECTION OF REGIONAL CHAIRMAN & TWO DEPUTY REGIONAL CHAIRMEN**

( Please fill in all the columns and do not leave any item blank )

1. Name of the Post for which Nomination :  
is filed ( Regional Chairman / Deputy  
Regional Chairman )

2. Name of Nominee :

3. Detailed Address

i) Office :

ii) Residence :

4. Telephone / Fax Nos.

Office : Telephone No. :

Fax No. :

Residence : Telephone No. :

5. Name/Address of Company which the :  
candidate represents as a member of  
Regional Committee

6. Please indicate if you are a Govt. Nominee :

(SIGNATURE WITH DESIGNATION)