

**No. 12/2/2013-E&MDA**  
**Government of India**  
**Ministry of Commerce & Industry**  
**Department of Commerce**  
\*\*\*\*\*

Udyog Bhawan, New Delhi.  
Dated: the 7<sup>th</sup> December 2015

To

1. The Chairman / President of Export Promotion Councils / FIEO
2. The DG /SG/ED/ Secretary of the Export Promotion Councils / FIEO

**Subject: Implementation of para 2.92 of the Handbook of Procedure of FTP 2015-20.**

Sir / Madam,

I am directed to say that the issues raised by the Export Promotion Councils regarding implementation of para 2.92 of the handbook of Procedure FTP 2015-20 were discussed in the meeting chaired by Shri Ravi Kapoor, Joint Secretary, Department of Commerce on 27<sup>th</sup> October 2015. In accordance with para 19 of the minutes of the said meeting, all Export Promotion Councils acting as registering Authorities for RCMC are advised as under:

- (i) As per FTP provisions, the EPCs having RCMC powers need to follow para 2.92 of the Handbook of procedure. Not following the advice on the provisions would make the EPCs ineligible to issue RCMC and also to get grants under MAI and MDA Schemes.
- (ii) All EPCs must follow e-voting for election of the posts of Executive Committee and also for the post of Vice Chairman. A reputed agency should be appointed by the EPC to conduct the election in a free and fair manner.
- (iii) Wherever Executive Committee members are elected from their respective panels / sub-divisions, the EPC may continue to follow the existing system. However, elections for the panels must be through e-voting by the members belonging to the respective constituency. Once the full Executive Committee is in place, those members of the Executive Committee who wish to offer themselves for the post of Vice Chairman may do so. E-voting for the post of Vice Chairman should be done by all the members eligible to vote, irrespective of sub-divisions of panels.
- (iv) All the present Chairman of the EPCs may continue to hold their post till the expiry of their term. However, elections to the post of Vice Chairman must be completed with the period stipulated under the Handbook of Procedure.

P-T-O

- (v) All members, fulfilling the minimum requirement of exports, as prescribed by the respective EPC, would be eligible to vote for both the Executive Committee and Vice Chairman.
- (vi) Vice Chairman so elected shall become Chairman after the present Chairman completed his term and will have tenure as prescribed in the Handbook, unless he declines to accept the post of Chairman or he is removed from the post of Vice Chairman by a no-confidence vote of no less than the two third of the Executive Members. The resolution regarding no confidence will have to be put to vote on the same pattern of direct elections as followed during the time of election to the post of Vice President.
- (vii) In the event of the post of Vice President falling vacant due to any of the circumstances, the post shall be filled up as prescribed above.
- (viii) Any member having held the post of Chairman and / or Vice Chairman can come back as Vice Chairman in the same Council only after the gap of four years.
- (ix) Any election to the posts of executive Committee and Vice Chairman, held after the announcement of FTP without following the above provisions will not be recognized by the Department of Commerce and fresh elections following these provisions will have to be held in order to make the EPC eligible under (i) above.
- (x) Department of Commerce will depute observer for the elections for the post of Vice Chairman and Executive Committee. Specific duties and check-list for the observers will be issued separately.
- (xi) Department of Commerce will not entertain any request or representation for relaxation or extension of time.

Yours faithfully,



(N. Ramakrishnan)  
Deputy Secretary to the Government of India

2306 2525

Copy to:

1. DG, DGFT, Department of commerce, Udyog Bhawan, New Delhi
2. All Joint Secretaries in DoC / Joint Secretary, Exports, M/o Textiles.