

**HANDLOOM EXPORT PROMOTION COUNCIL**  
(Ministry of Textiles, Govt. of India)

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Chennai– 600034.

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HEPC/ADMIN/ELECTIONNOTICE/15-16

Dt.05.03.2016

**NOTICE**

All Members of the Council

Sir/Madam,

Sub: Election to the Post of Chairman and Vice Chairman of the  
Council–Reg.

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To comply with the directives issued by the Department of Commerce regarding election to the post of Chairman and Vice Chairman through e-voting process, it has been decided to convene Extraordinary General Meeting for election to the post of Chairman and Vice Chairman to ensure wider participation of members of the Council.

Election of members to the post of Chairman and Vice Chairman of the Council will be held during the Extraordinary General Meeting at 12.00 noon on Tuesday, 29<sup>th</sup> March 2016 at Conference Hall of the Council's premises.

The number of vacancies in each of the post are indicated below:

<b>S.No.</b>	<b>Name of the Post</b>	<b>No. of Vacancies to be filled</b>
1	Chairman	1
2	Vice Chairman	1
	Total	2

The procedure laid down in clause 14 or the relevant clauses of the Articles of Association and Election Rules of the Council will be followed in the conduct of election.

The guidelines and proforma of Schedule– I,II,Proxy and Summary of election programme are enclosed herewith

Thanking you,

Yours sincerely,

Encl: As above.

(R.Anand)  
Executive Director

GUIDELINES TO MEMBERS FOR CONTESTING / VOTING TO THE  
POST OF VICE CHAIRMAN AND CHAIRMAN AT THE TIME OF E.G.M.  
ELIGIBILITY TO CONTEST AS CHAIRMAN OR VICE CHAIRMAN

1. Candidates shall be **an elected member under any product group /a Government nominee or a co-opted member.**
2. A retiring Chairman and Vice Chairman can also file the nomination for re-election provided he should be other wise eligible under these regulations to contest for elections.

THE PROCEDURE FOR NOMINATION

1. A candidate should give a notice in writing under his hand in the format schedule I signifying his candidature for the post of Chairman and Vice Chairman or the intention of such member propose him as a candidate for that office as the case may be shall be left at the Registered Office of the Council not later than 14 days before the meeting. The candidature shall be proposed by any other member of the Council. Other procedures for election shall apply mutatis mutandis to the re-election of the retiring member also.
2. Nomination should specify the Post under which member concern adopts to stand for election.
3. The Nomination shall be filed in complete shape with necessary documents and submit to the Council before the stipulated 14 days time. The nomination should be sent to the Council addressing the Returning Officer.
4. Any nomination received after the time limit will be outrightly rejected.

## PROCEDURE FOR SCRUTINY AND ELECTION

1. The nominations shall be scrutinized by the Returning Officer on the next working day after the last date for receipt of the nominations. A candidate or any person holding his authorisation on his behalf in the form prescribed in Schedule II to these Rules shall be entitled to be present at such scrutiny.
2. Any nomination paper which does not comply with the requirements prescribed under these Rules or the Articles shall be rejected as invalid. The decision of the Returning Officer in regard to the validity or otherwise of the Nomination papers is final subject to arbitration under provisions of clause 53 of the Articles of Association.
3. A candidate may withdraw his nomination by intimation in writing to the Returning Officer which should reach the Returning Office not later than the third working day after the date of scrutiny of nominations.
4. The Council shall notify the valid nominations through its website not less than 7 days before the meeting to conduct the election.

## PROCEDURE FOR COUNTING AND DECLARATION OF RESULTS

1. The facility of casting the votes by the members using an electronic voting system from a place other than venue of the EGM ("remote e-voting") will be provided by National Securities Depository Limited (NSDL).
2. The facility for voting through e-voting system shall be made available at the EGM and the members attending the meeting who have not cast their vote by remote e-voting shall be able to exercise their right at the meeting.
3. The members who have cast their vote by remote e-voting prior to the EGM may also attend the EGM but shall not be entitled to cast their vote again.
4. The e-voting period commences on 26.03.2016 (9.00 a.m. IST) and ends on 28.03.2016 (5.00 p.m. IST) (both days inclusive). During this period, the eligible members may cast their vote electronically. The process and manner for e-voting is available at our Website. The e-voting module shall be disabled for voting thereafter. Once the vote on a resolution is cast by the Member, the Member shall not be allowed to change it subsequently.
5. The Executive Committee has appointed Mr. N.A. Srinivasan, Advocate & Corporate Consultant (FCS 7257 and Enrolment No. Ms. 2065/2006) as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner.
6. The Scrutinizer shall immediately after the conclusion at the general meeting, first count the votes cast at the meeting, thereafter unblock the votes cast through e-voting in the presence of at least two witnesses who are not in the employment of the Council and within a period not exceeding three (3) days from the conclusion of the meeting make a consolidated Scrutinizer's Report of the total votes cast in favour or against, if any, to the Chairman or person authorized by the Chairman in writing for counter signature.
7. The Result shall be declared by the Returning Officer.
8. Immediately after declaration of result, the same shall be placed along with the Scrutinizer's Report on the Council's website and on the website of NSDL.

SCHEDULE -I

To

The Returning Officer,  
The Handloom Export Promotion  
Council, No.34, Cathedral Garden  
Road, Nungambakkam, Chennai-  
600034.

Dear Sir

We propose Shri/Smt..... for  
election to the post of Chairman / Vice Chairman of the Handloom Export  
Promotion Council, Chennai-600034.

Yours faithfully,

Signature of Proposer.....

Name of Proposer in block letters

For and on behalf of

.....

.....

Note: The Candidate can propose himself, in which case the Candidate must  
delete the word proposer above and sign instead as the candidate.

Declaration by the Candidate:

I ..... son/daughter of..... do hereby  
solemnly declare that (i) I fulfill (the organization I am duly representing fulfils) all the  
qualifications set out in clause 14 of the Articles of Association of the Council for  
being elected as Chairman/Vice Chairman and (ii) I agree to the above nomination.

1. Name of the member firm.....(if  
applicable)  
And membership number .....

2. Address of the candidate.....  
.....  
.....  
.....

I solemnly declare that the declaration made above and all the above  
statements are true to the best of my knowledge.

Signature

Date:

Place

SCHEDULE -II  
AUTHORISATION

I hereby authorize Shri./Smt.....to be present on my behalf at the Scrutiny of nomination paper/counting of votes for the election of the Executive Committee of the Handloom Export Promotion Council.

Name:

Serial Number  
of

Membership  
Certificate:

Date: (Signature)

PROXY

THE HANDLOOM EXPORT PROMOTION COUNCIL Registration Cum Membership Certificate (RCMC) No:.....

State: .....

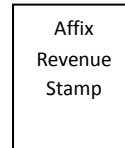
I/We.....of.....being a member of the HEPC hereby appoint.....of.....or failing him.....of.....as proxy to vote on my/our behalf at the Extraordinary General Meeting of the Council to be held on the.....date of.....and any adjournment thereof.

This proxy form is to be issued in favour of/against the Resolution No..... unless otherwise instructed the proxy will vote as he thinks fit.

Signed at this..... date of..... 2016.

Seal:

Signature



**Note:** The proxy must be lodged so as to reach the Registered Office of the Council **not less than forty eight hours** (excluding holidays) before the time for holding the aforesaid meeting.

**Instructions:** All blanks must be filled up, including the RCMC No.

*HANDLOOM EXPORT PROMOTION COUNCIL, CHENNAI*  
**Extraordinary General Meeting**

**SUMMARY OF ELECTION PROGRAMME**

1.	Last date and time for receipt of nominations	Monday 14.03.2016 Upto 5.00 pm
2.	Date and time for scrutiny of nomination	Tuesday 15.03.2016 12.00 Noon
3.	Last date and time for withdrawal of nomination	Friday 18.03.2016 Upto 5.00 pm
4.	Publication of final list of Candidates on website	Monday 21.03.2016
5.	Last date and time for lodging proxy	Saturday 26.03.2016 Upto 5.00 pm
6.	Inspection of instrument (proxy)	Monday 28.03.2016
7.	Date and time of poll (through e-voting)	Saturday, Sunday and Monday 26.03.16, 27.03.16 and 28.03.16 9.00 am to 5.00 pm
8.	Declaration of results	Tuesday 29.03.2016 12 Noon