

MEMORANDUM  
AND  
ARTICLES OF ASSOCIATION  
**EXPORT PROMOTION COUNCIL FOR HANDICRAFTS**

(U/s 25 of the Companies Act-1956)

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**Registered Office:**  
EPCH House, Pocket 6 & 7, Sector-C,  
L.S.C., Vasant Kunj,  
New Delhi-110070

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## NOTES

- 1 - Alteration in clause no. 61(iv) of Articles of Association as per special resolution passed in Extraordinary General Body Meeting held on 17<sup>th</sup> June, 1986 and approval of Company Law Board, Kanpur.
- 2 - Alterations in clause no. 1, 3, 4, 5, 6, 7, 8, 10(a), 12, 13, 15, 19, 20, 21, 22, 23, 25(c), 30(b), 33, 40, 41, 50, 51 & 61(v) as per special resolution passed in Extraordinary General Body Meeting held on 21<sup>st</sup> October, 1987 and adjourned Extraordinary General Body Meeting held on 6<sup>th</sup> January, 1988 and Extraordinary General Body Meeting held on 5<sup>th</sup> December, 1988 and approval of Company Law Board, Kanpur.
- 3 - Alterations in opening para of Articles of Association clause no. 1, 2, 4, 5, 12, 22, 23 & 24(a) as per special resolution passed in Extraordinary General Body Meeting held on 15<sup>th</sup> December, 1992 and approval of Company Law Board.
- 4 - Alterations as per special resolution passed in Extraordinary General Body Meeting held on 19<sup>th</sup> February, 2002 and approval of Company Law Board, Kanpur.
- 5 - Alterations as per special resolution passed in Extraordinary General Body Meeting held on 15<sup>th</sup> February, 2005 and approval of Company Law Board, Noida
- 6 - Alterations as per special resolution passed in Extraordinary General Body Meeting held on 31<sup>st</sup> October, 2007 and approval of Company Law Board, Noida dated 25/02/2008
- 7- Alterations as per special resolution passed in Extraordinary General Body Meeting held on 26<sup>th</sup> December 2007 and approval of Company Law Board, Noida dated 25/02/2008
- 8- Alteration as per special resolution passed in Extraordinary General Body Meeting held on 06<sup>th</sup> August 2009 and approval of Company law board Noida dated 22/03/2010
- 9- Alteration as per special resolution passed in Extraordinary General Body Meeting held on 29<sup>th</sup> December 2015 and approval of Registrar of Companies, Ministry of Corporate Affairs dated 14/06/2016
- 10- Alteration as per special resolution passed in Extraordinary General Body Meeting held on 29<sup>th</sup> August 2016 and approval of Registrar of Companies, Ministry of Corporate Affairs dated 22/11/2016
- 11- Alteration as per special resolution passed in Extraordinary General Body Meeting held on 30<sup>th</sup> September 2020 and approval of Registrar of Companies, Ministry of Corporate Affairs dated 07/04/2021.



सत्यमेव जयते

प्रारूप 0 आई 0 आर 0

Form I.R.

निगमन का प्रमाण-पत्र

## Certificate of Incorporation

सं 0 23253 शक 1907

No. 23253 of 1985-86

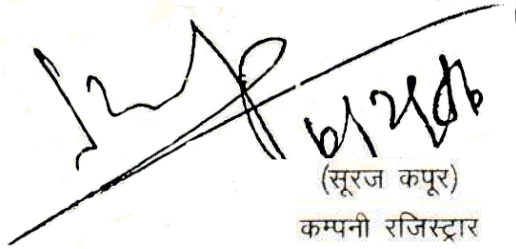
CIN U20299DL1986 NPL023253

मैं एतद् द्वारा प्रमाणित करता हूँ कि आज एक्सपोर्ट्स प्रमोशन काउन्सिल फार हैंडिक्राफ्ट्स कम्पनी अधिनियम 1956 (1956 का 1) के अधीन नियमित की गई है।

I hereby certify that EXPORT PROMOTION COUNCIL FOR HANDICRAFTS is this day incorporated under the Companies Act, 1956 (No. 1 of 1956)

मेरे हस्ताक्षर सं आज ता 0 17 माघ, 1907 को दिया गया।





(सूरज कपूर)

कम्पनी रजिस्ट्रार

(SOORAJ KAPOOR)

Registrar of Companies  
DELHI & HARYANA

**(THE COMPANIES ACT, 1956)**

**MEMORANDUM OF ASSOCIATION**

**OF**

**EXPORT PROMOTION COUNCIL FOR HANDICRAFTS**

(Company not for profit under section 25 of the Companies Act, 1956)

1. The name of the Company shall be EXPORT PROMOTION COUNCIL FOR HANDICRAFTS (hereafter referred to as the "COUNCIL").
2. The Registered Office of the Council shall be situated in the Union Territory of Delhi.
3. The objects for which the Company is established are : -

(A) Main objects to be pursued by the Company on its incorporation are : -

- (i) To promote, support, protect, maintain and increase the export of Handicrafts such as Handicrafts of aluminium, copper, brass, bidri, bronze, bell metal, white metal; bells and other handicrafts made of wrought iron and coated with copper; real and imitation zari, zari woven/embroidered materials (excluding zari woven sarees, yardage and garments) and zari embroidered pieces; handicrafts of paper, pappier machie and pappier machie lined with copper or brass; manufacturers of ivory; artistic leather goods; manufactures of marble or Alabaster inlaid with semi-precious stones; any other handicrafts (excluding woollen carpets, rugs and druggets and silk carpets) such as wood carvings, India items falling under Handicrafts or any other Handicrafts and to carry any such activities in such manner as may be necessary or expedient.

(B) Objects Ancillary or Incidental to the attainment of Main Objects are:

- (i) To undertake market studies in foreign countries regularly as well as on an adhoc basis.
- (ii) To send trade delegations/study teams to foreign countries.
- (iii) To appoint representatives or correspondents in foreign markets for the purpose of continuing and regularly reporting trends in prices, market preferences and other allied matters.
- (iv) To conduct publicity campaign regularly and continuously so as to keep Indian Handicrafts before the eyes of the public overseas and bring home the advantages of buying Handicrafts from India.
- (v) To collect statistics and other information regarding the manufacture or trade in Handicrafts manufactured within or outside India.

- (vi) To act as registering authority if so decided by the Central Government.
- (vii) To propagate information useful to the Indian manufacturers and exporter (including, but not limited to, traders) in Handicrafts by seminars, lectures, discussions, books, correspondence or otherwise.
- (viii) To provide and regulate standards of quality and in packaging in respect of Handicrafts intended for export.
- (ix) To maintain liaison with any organisations which may be set up for inspection of Handicrafts intended for export.
- (x) To depute the officers, Members of the Council to witness the survey Handicrafts manufactured, exported or intended for export in foreign countries or in India.
- (xi) To enquire, investigate and take remedial action on complaints received from foreign importers or Indian Exporters in respect of the quality, description or other particulars of Handicrafts manufactured and exported from India and other connected matters.
- (xii) To make recommendations as may be necessary or expedient to the Central Government or State or Public Bodies like Chambers of Commerce on the basis of investigation of a complaint received by the Council or otherwise in the interest of the present or future export of Handicrafts from India.
- (xiii) To nominate arbitrators or valuers in the settlement of disputes and differences arising out of the transactions relating to the exports of Handicrafts between parties who agree to refer their disputes to the arbitrator/surveyors so nominated by the Council.
- (xiv) To communicate with Chambers of Commerce and other Mercantile and Public Bodies within or outside India for the promotion and advancement of the export of Handicrafts.
- (xv) To enunciate just equitable principles to govern the trade in Handicrafts and to establish a code or codes of practice for the general guidance of exporters and manufacturers and further to simplify transactions relating to the export of Handicrafts.
- (xvi) To advise and/or represent to the Central or State Governments, Local and other Authorities, on:
  - (i) policies and other measures, including direct and indirect taxation.
  - (ii) the steps to be taken by them to prevent any contravention of the code of practices laid down by the Council, by any of the persons concerned, where such contravention would affect the export of Handicrafts.

Provided that such advice or representation shall be only in so far as such policies or measures have a bearing directly or otherwise on the export of Handicrafts.

- (xvii) To establish and maintain museums, collections, libraries and compilation of literature and to translate, compile, collect, publish, lend, purchase or sell any literature connected with the trade and commerce relating to Handicrafts.
- (xviii) To borrow money from the Central or State Governments or Banks or financial institutions and accept donations, grants or contributions from the Central Government, State Governments, or other public bodies or Authorities or any other person and to deal with the same as the Council may deem appropriate in the furtherance of its objects provided that the Council shall not deal with or use the funds or money received from the Central Government, by way of grant borrowing or otherwise, except in the manner or for the purpose specified by the Government, without prior written approval of such Government.
- (xix) To grant subsidies, loans and advances to its employees or to the manufacturers or exporters of Handicrafts upon such terms and conditions, if, in the circumstances and as approved by the Central Government and to realise and recover such subsidies, loans and advances in accordance with such approved terms and conditions thereof.
- (xx) To sell, improve, manage, develop, exchange, loan, sublet, mortgage, dispose of, turn to account or otherwise deal with all or any part of the property of the Council, except that purchased with the Government grants which will be disposed of.
- (xxi) To enter into contracts, including guarantee.
- (xxii) To draw, make, accept, endorse, discount, and execute negotiable instruments.
- (xxiii) To deposit/invest the money of the Council in any bank approved in this behalf by the Government.
- (xxiv) To subscribe to, become a member of and co-operate with any other Association whether incorporated or not, whose objects are, similar to those contained in this Memorandum and
- (xxv) To do all such other lawful acts as may be conducive for the maintenance and increase of the export and trade and commerce in Handicrafts or incidental to the attainment of the above objects or any of them. Provided that the Council shall not support or impose any regulations or restrictions on any objects of Council which would make it a trade union.
- (xxvi) To construct, purchase, hire or otherwise acquired and maintain suitable buildings, apartments, furniture and other fittings in any country for the establishment of show-rooms, export or other agencies for publicity for the purpose of achieving any of the objects for which the Council is established.

- (xxvii) To acquire, purchase, or take on lease land, building or other movable or immovable property which the Council may from time to time deem it necessary to acquire, purchase or take on lease.

(C) Other Objects : Nil

4. The objects of the Council extend to the whole of Union of India.
5. (1) The income and property of the Council, wheresoever derived, shall be applied solely for the promotion of its objects as set forth in this Memorandum.  
  
(2) No portion of the income or property aforesaid shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profits, to persons who, at any time are, or have been members of the Council or to any one or more of them or to any persons claiming to anyone or more of them.  
  
(3) Except with the previous written approval of the Central Government (a) No remuneration or other benefit in money or money's worth shall be given by the Council to any of its members, whether officers or servants of the Council or not, except payment or reimbursement of out-of-pocket expenses or reasonable travelling or other expenses incurred or to be incurred for the purposes of attending the meeting of the Council or its committees or sub-committees or otherwise in the interests of the affairs of the Council, if so required by it.  
  
(4) No member shall be appointed to any office or profits under the Council.  
  
(5) Provided that nothing herein contained shall prevent the payment in good faith of reasonable and proper remuneration to any officers (other than members) or servants of the Council or other persons in return of any services actually rendered to the Council.
6. Any addition, alteration, modification of this Memorandum or dissolution of the Council shall not be made except by the Council in General Meeting and shall become operative only with the prior written approval of the Central Government.
7. The liability of the members is limited.
8. Every member of the Council (other than Government nominee), undertakes to contribute to the assets of the Council, in the event of the same being wound-up

during the time he is a member, or within one year afterwards, for payment of the debts and/or liabilities of the Council contracted prior to the date on which he ceases to be a Member and of the costs, charges and expenses of winding-up the same and for the adjustment of the right of the contributories amongst themselves, such amount as may be required not exceeding a sum of Rs. 500/-

9. All receipts of the Council shall be credited to the funds or accounts to be operated by it for the furtherance of its objects and all payments and disbursements shall be made from such funds or accounts; the receipts shall, inter-alia, include the money borrowed; the donations, grants and contributions received, in terms of this Memorandum and all incomes and receipts of the Council however accrued.
10. If, upon the winding up of or dissolution of the Council, there remains after the satisfaction of all its debts and liabilities any assets. Whatsoever, the same shall not be paid to or distributed among the members of the Council but shall be disposed of in the following manner, viz.
  - (i) at the discretion of Government if the assets in question have been acquired wholly or substantially out of Government grants or
  - (ii) if any have not been so acquired, they shall be given or transferred to some other institution having objects similar to the objects of the Council as may be determined by the High Court of Judicature having jurisdiction in the matter.
- (a) The Council shall keep at its Registered Office proper books of account as required by the Companies Act, 1956, or otherwise directed by the Central Government, which shall be open to inspection by the officers designated by the Central Government, (including the Registrar of Companies) and the members (other than defaulting members) of the Council.
- (b) The Council shall lay before its Annual General Meeting, a Balance Sheet and accounts, which shall give you a true and fair view of the affairs of the Council, which shall be duly audited by the properly qualified Auditors appointed, in compliance of the Companies Act, 1956.
11. The Council shall furnish to the Central Government within four months from the date on which its balance sheet and/or account is closed and audited copies of such Balance Sheet and Income & Expenditure account together with copy of the auditor's report for examination and such action on the part of the Central Government as it deem appropriate. For the purposes of this Memorandum, "The Central Government" means the Ministry of Supply & Textiles of the Government of India, unless that Government, by notification in the official gazette otherwise determines in relation to Handicrafts or export of Handicrafts.



12. We, the several persons whose names, addresses, descriptions and occupations are here-into subscribed are desirous of being formed into a company in pursuance of this Memorandum.

	<b>Names, Description and Addresses</b>	<b>Occupation</b>	<b>Signature</b>	<b>Signature of Witnesses</b>
1.	<b>A. L. Sarna</b> S/o Dr. V. P. Sarna B-4 39, Safdarjung Enclave, New Delhi	Handicrafts Exporter	Sd/-	<p>I witness the signatures of all the Subscribers</p> <p>Sd/-</p> <p><b>D. K. KAPILA</b> S/o Late Shri A. K. Kapila Chartered Accountant Membership No. 16905 C/o M/s Jain Kapila Associates, Chartered Accountants 3000, Bhagat Singh Street IInd, Paharganj, New Delhi-110005</p>
2.	<b>V. Pahwa</b> S/o Late Sh. T. N. Pahwa W-29, West Ave. Road, Punjabi Bagh, New Delhi	Handicrafts Exporter	Sd/-	
3.	<b>Kashmir Singh</b> S/o Sh. Hari Singh, C-25, Vishal Enclave, New Delhi-110027	Handicrafts & handloom exporters	Sd/-	
4.	<b>S. B. Datta</b> S/o Shri Mehar Chand Datta, H-126, Shivaji Park, Punjabi Bagh, New Delhi-110026	Handicrafts Exporter	Sd/-	
5.	<b>Radhey Lall</b> S/o Late Shri Ram Nath Ji C-3/1, Safdarjang Development Area, New Delhi-110016	Exporter	Sd/-	
6.	<b>P. N. Suri</b> S/o Shri Hans Raj Suri, 4-B/3, Ganga Ram Hospital Marg, New Delhi-110060	Exporter Of Handicrafts & Garments	Sd/-	

Place: New Delhi

Date: 16<sup>th</sup> day of January, 1986

	<b>Names, Description and Addresses</b>	<b>Occupation</b>	<b>Signature</b>	<b>Signature of Witnesses</b>
7.	<b>Gulab Rai</b> S/o Late Lala Balram Dass, IACS, 2666, Ballimaran, Delhi-110006	Exporter	Sd/-	<p>I witness the signatures of all the Subscribers Sd/-</p> <p><b>D. K. KAPILA</b> S/o Late Shri A. K. Kapila Chartered Accountant Membership No. 16905 C/o M/s Jain Kapila Associates, Chartered Accountants 3000, Bhagat Singh Street IInd, Paharganj, New Delhi-110005</p>
8.	<b>Hari Shankar Gupta</b> S/o Late Shri Hira Lall Ji, 20, East Park Area, Karol Bagh, New Delhi-110005	Export of Handicrafts	Sd/-	
9.	<b>Sri Nath</b> S/o Late Lala Krishna Lal, 36, Hanuman Road, New Delhi-110001	Export of Handicrafts	Sd/-	
10.	<b>M. L. Sharma</b> S/o Late Shri B. R. Sharma, G-91, Kalkaji, New Delhi-110019	Export of Handicrafts	Sd/-	
11.	<b>V. N. Behal</b> S/o Late Shri Takur Das Behal, 49 Ring Road, Lajpat Nagar-III, New Delhi-110024	Exports of Handicrafts & Ready Made Garments	Sd/-	

Place: New Delhi

Date : 16<sup>th</sup> day of January, 1986

THE COMPANIES ACT, 1956)

**ARTICLES OF ASSOCIATION**

OF

**Export Promotion Council for Handicrafts**

(Company not for profit under section 25 of the Companies Act, 1956)

"Save as otherwise provided in the Article of Association, the provisions of Companies Act, 1956 read with Table 'C' as amended from time to time shall apply to Export Promotion Council for Handicrafts."

**INTERPRETATION**

1. In the interpretation of these Articles, the following words and expressions shall have the following meanings, unless repugnant to the subject or context:-

**"The Act"** means the Companies Act, 1956 and the Rules framed thereunder or any modification or re-enactment for the time being in force.

**"The Seal"** means the common seal of the Company.

**"Council"** means Export Promotion Council for Handicrafts, being a company registered under section 25 of the Act.

**"Member"** means a member of the Council for the time being and whose name is entered in the Register of Members of the Council.

**"Panel"** means a panel of a group of the Handicrafts constituted under these Articles.

**"Auditors"** means the person or persons properly qualified appointed in compliance of the Companies Act, 1956.

**"Authorised Representative" or "Authorised Representative of a Member"** means a person registered as such.

**"Committee"** means Committee of Administration duly constituted by the Members of the Council, which shall exercise the powers vested in a Board of Directors of a company and, in relation to Council, shall be equivalent to such Board for the purposes of the Act.

**"Bye Law"** means the Bye Laws of the Council for the time being in force, made under or in pursuance of the Articles of Association for the time being or under or by virtue of any enactment.

**"Year"** : means financial year from April 1<sup>st</sup> to March 31<sup>st</sup>.

**"Terms"**: means Annual General Meeting to Annual General Meeting.

**"Co-opted Member"** means a member who has been co-opted by the Committee.

**"Annual General Meeting"** means a General Meeting of the members held in accordance with the provisions of section 166 of the Act.

**"Extraordinary General Meeting"** means an Extraordinary General Meeting of the members duly called and constituted and any adjourned meeting thereof.

**"Office"** means the Registered Office of the Council.

**"Chairman"** means Chairman for the time being of the Council.

**"Vice Chairman"** means Vice-Chairman of the time being of the Council and will be eligible to be elevated as chairman in due course as per relevant Clauses of article.

**"Vice Chairman II"** means Vice-Chairman II of the time being of the Council.

**"Secretary"** means a Secretary for the time being of the Council and includes any person acting as such.

**"Central Government"** means the department and/or Department of Government of India concerned with the promotion of export of handicrafts.

**"Exporter"** means any person, firm or company or any other persons or bodies engaged in the export of Handicrafts from India.

**"Handicrafts"** includes handicrafts defined in Appendix 17 of the Import-Export Policy or otherwise determined by the Central Government from time to time for the purpose of export from India.

## **BYE LAWS**

2. The Council may from time to time frame such Bye-laws as may be considered appropriate for the efficient conduct of the affairs of the Council including, but not limited to, Bye-laws relating to admission of members to the Council for determination of the representation to the Council to be granted to industrial, commercial or public bodies specifying the period for which they shall be continued as member in conformity with provisions of the Act. The Council may in like manner at any time and from time to time rescind or alter or add to any of the Bye-laws passed by special resolution and approved by CENTRAL GOVERNMENT.

Alteration  
as per note

Insertion as  
per note no.  
10

## MEMBERS

3. Any person, HUF, firm, or association of person, joint stock company or other Corporation or co-operative society who shall be engaged in the business of export of handicrafts and who shall satisfy the requirements of the Bye-Laws, if any, framed by the Council in this behalf.
4. All applications for membership shall be sent to the Secretary alongwith a Cheque / Demand Draft for the prescribed entrance and annual fees and the required documents. The committee shall have power to prescribe the form of application.
5. On receipt of any such application the secretariat will process the same and have it approved by Secretary and in his absence Chairman or Vice-Chairman. The Secretary shall issue a membership certificate and put up it for ratification of such membership in ensuing meeting of Committee of Administration.
6. If any application is rejected, the Secretary shall notify the applicant of such rejection. The applicant has a right to appeal to Committee for re-consideration / review of his admission.
7. If the Committee accepts any application, the Secretary shall notify the applicant of such approval and thereupon the applicant shall immediately become a Council Member; provided that all fees and other dues payable by such applicant to the Council have been paid by him and no newly admitted member shall be permitted to enjoy any of the privileges of a member until he shall have first paid his subscription and entrance fee and other fees to the Council. Should a new admitted member fail to pay his subscription and such other fees as aforesaid within one month of the date of admission, such admission shall be considered void and the application shall deemed to have been rejected.
8. Any member wishing to resign from the Council, shall give to the Secretary two calendar months' notice in writing of his/her intention to resign and until such notice is given and until the expiry thereof, he/she shall be deemed to continue to be a member and shall be liable to pay his/her annual fee and all other dues, if any, to the Council. No fees shall be refunded to a member resigning as aforesaid. Such resignation shall also not affect any liability of the member to contribute to the assets of the Council as provided in the Memorandum of Association. Notwithstanding anything to the contrary contained hereinabove, the Committee may refuse to accept the resignation of a member unless and until all arrears of subscription and any other sums which may be due on the date of receipt of notice of resignation by the member to the Council have been paid.
9. Any member of the Council nominated by the Central Government shall cease to be a member or shall be removed or replaced, if the Central Government, so decides, at any time but not otherwise except in the event of death of such member.

10. Apart from and without prejudice to any other rights and privileges conferred on Council Members either by the Memorandum of Association or by these Articles, Council Members shall have the following right and privileges:
- (a) To vote for election of members of the Committee.
  - (b) To stand for election to the Committee subject to the fulfilment of condition given in Para 3.
  - (c) The right of requisition as mentioned hereinafter to call a Meeting of the Council;
  - (d) The right to receive the Annual Report of the Committee;
  - (e) The right to receive publications of the Council on the terms fixed by the Committee from time to time.
11. Notwithstanding the provisions of sub-clause.
- (a) to this clause, the signatories to the Memorandum of Association shall be the first members of the Council on registration thereof.

### **MEMBER SUBSCRIPTION**

12. (a) An Entrance and subscription fees shall be paid by every member as under or at rates amended from time to time by the Committee. Committee may levy charges payable by members of the Council for various services rendered like sending circulars, participation in trade fairs recommending for MDA grant etc.
- (b) An Entrance fee & Annual subscription fee shall be paid by every member (other than nominated by Central Government) as under :
- (i) Entrance fee Rs.1,000 at the time of enrollment.
  - (ii) Annual subscription fee Rs.2,500/- every year by every member.

For getting the export promotion information from the Council, exporters of other commodities or new comers or manufacturer or craftsmen / artisans or any organisation / person may avail the services of export promotion circulars by payment of Rs.1,000/- annually. The period for the same will be financial year. Such organisations will be called "Subscriber" and will not be allowed to take part in the general meeting of the Council or other export promotion activities like delegations and fairs and exhibitions etc.

13. Any member required to pay a subscription and failing to do so shall cease to be a member on the expiry of a period of three months from the date on which the subscription fell due which shall be 1<sup>st</sup> April, every year, and no member whose subscription is in arrears at the time of such voting shall be entitled to vote. The Secretary may extend the period to rectify default by another three months on the representation of the Member so defaulting if the Secretary is satisfied that the default made by the member is beyond its control, and the member pays the subscription in full for the entire period of default within the time stipulated by Secretary.
14. The Council shall consist of such members who are elected, nominated or otherwise appointed in accordance with these Articles and for the Bye Laws.
15. A member of the Council may resign by two calendar months' notice in writing to the Secretary of the Council of his/her intention to do so and on expiry of the notice such member shall cease to be member, but he/she shall nevertheless, continue to be liable to the Council for any amount due from his/her to the Council upto the date of his/her resignation.

### **REGISTER OF MEMBERS**

16. The Council shall keep a register of its Council members in which shall be set forth the names and addresses of the members for the time being, the date at which each person was entered in the Register as a Member; the date at which any person ceased to be a Member and all changes in membership taking place from time to time shall be recorded.
17. Any changes in the constitution, ownership, address of Council Members will have to be notified within 3 months of such change. However, the Committee of Administration of the Council may condone delay upto 3 months beyond initial 3 months' period provided it is satisfied that the delay in notifying the change was not due to wilful negligence. Failure to notify such change within the stipulated time will render the membership liable to cancellation.
18. Every member shall promptly notify the Council in writing of any change effecting any of the entries in the register.
19. (a) A member of the Council shall be represented by Proprietor/Karta or one of its Partners or Authorised Representative to act as its representative at any Meeting of the Council provided that such representation is duly authorised on the letter head of the Firm, duly signed by the Authorised Member unless revoked.  
  
(b) Any joint stock company or other Corporation or Co-operative Society which is a Member of this Council shall by a Resolution of its Directors or any persons in the position of Directors authorise any of Directors or any person in the place of Directors to act as a authorised representative at any meeting of the Council.

- (c) The person so authorised as aforesaid shall thereupon be entitled to exercise the same rights and powers on behalf of the members whom he represent as if he were an individual member of the Council as the firm, company or Corporation or Co-operative Society.

## COMPOSITION OF COMMITTEE OF ADMINISTRATION

Alteration as per note no. 11

20. (a) The superintendence / directions and management of the affairs of the Council shall vest in the Committee which shall have not more than twenty three members consisting of eighteen elected members and five co-opted members.

Alteration as per note no. 4

20. (b) The member contesting election of Committee shall have export performance of Rs. 5 lakh in each year or cumulative Rs.15 lakh export performance in proceeding three year from the year of election.

21. The following shall be the Composition of the Committee:

Alteration as per note no. 11

(a) Deleted

(b) There shall be five co-opted members on the Committee of Administration.

(c) Eighteen members to be elected by the members of the Council on the basis of proportionate representation amongst members in each of the seven Regions of the country, subject to a minimum of one member from each region. The number of seats for each Region shall be determined by Returning Officer nominated by Central Government or any other designated senior Government officer authorised on this behalf or in case no Returning Officer is nominated as said above, the Secretary in his capacity as the ex-officio Returning Officer shall determine the same. Territorial limit of each of the Seven Regions shall be as under:

<b>WESTERN REGION</b>	Goa, Gujarat, Maharashtra, Chhattisgarh, Dadar & Nagar Haveli
<b>NORTHERN REGION</b>	Punjab, Haryana, Himachal Pradesh, Jammu & Kashmir, Delhi and Chandigarh.
<b>CENTRAL REGION</b>	U.P., Bihar, Jharkhand & Uttaranchal.
<b>SOUTHERN REGION</b>	Tamil Nadu, Karnataka, Kerala, Pondicherry, Andhra Pradesh and Lakshwadeep.
<b>EASTERN REGION</b>	West Bengal, Orissa, Andaman & Nicobar.
<b>NORTH EASTERN REGION</b>	Tripura, Manipur, Meghalaya, Nagaland, Assam, Mizoram, Arunachal Pradesh, Sikkim
<b>NORTH WEST REGION</b>	Rajasthan & Madhya Pradesh

Alteration as per note no. 8



- Alteration as per note no. 10
- Alteration as per note no. 4
22. (a) Eighteen elected members shall elect the convenors of the five panels from amongst themselves. The products to be covered under such panels shall be as under:-
- |           |   |
|-----------|---|
| Panel I   | <b>Exports of Handicrafts of Houseware, Decorative, Home, Gifts &amp; lifestyle</b> |
| Panel II  | <b>Exports of Handicrafts of wood, furniture &amp; Accessories</b>                  |
| Panel III | <b>Exports of Textiles based Handicrafts</b>  |
| Panel IV  | <b>Exports of Fashion Jewellery &amp; Accessories</b>                               |
| Panel V   | <b>Exports of Other Handicrafts not covered under above Panels</b>                  |
- The convenors so elected shall hold the office till next AGM.
- Alteration as per note no. 8
- (b) Eighteen elected member shall elect the convenors of seven regions amongst themselves. The territory limit of each of the seven regions is given in Clause 21 (c). The members of Committee representing regions will only be eligible to become convenor of the particular region. The convenor so elected shall hold the office till next AGM. Each member of the Council shall have right to cast number of vote(s) as per available vacancy(s) of COA in their respective region at the time of election.
- Insertion as per note no. 10
- (c) The Regional convenors in consultation with COA shall form the regional sub-committees amongst the members of the Council in the same region.
- Alteration as per note no. 7
23. All the eighteen elected members of the Committee of Administration shall be retiring members in accordance with section 255 of the Act and at every subsequent term one-third of the elected members shall retire by rotation from office in accordance with section 256 of the Act. Retiring members of Committee are eligible for re-election.
- Alteration as per note no. 9
- (a) The members of the Committee of Administration shall be elected by the members of the Council through electronic voting system.
- Alteration as per note no. 10
24. (a) There shall be one Chairman, one Vice-Chairman and One Vice-Chairman-II of the Committee. The tenure of Chairman / Vice-Chairman / Vice Chairman-II shall not be more than 2 terms. The election of Chairman of the EPCH shall be via Vice-Chairman route. Any member having held the post of Chairman, Vice-Chairman or Vice-Chairman II may come back in the same office as Chairman/Vice-Chairman/Vice-Chairman II after a gap of not less than 4 terms. Only a member of the Committee interested to become Vice-Chairman or Vice Chairman II shall be eligible to contest for the post of Vice-Chairman / Vice Chairman II provided having minimum export performance of Rs.25 lakhs cumulatively in last three consecutive years. The Chairman, Vice-Chairman and Vice Chairman II so elected shall hold office for a period of two terms from the date of their appointment subject to the provision of Article 23. A member can hold the post of Chairman/Vice-Chairman / vice-Chairman II maximum for two times with a gap of four terms in between each appointment.
- Alteration as per note no. 9
- Alteration as per note no. 4
- (b) The Vice-Chairman of the Council shall be elected by all voting members of the Council through the process of electronic means. After completion of the tenure of Chairman, Vice-Chairman so elected shall automatically hold office of Chairman for a period of 2 terms, subject to clause 23. The Vice-Chairman so elected shall become Chairman after the present Chairman completes his tenure of two years from the date of his appointment. In case, Vice-Chairman declines to accept the post of Chairman or he is removed from the post of Vice-Chairman by a no-confidence vote of not less than the 2/3rd of the members of the Committee or he is not fulfilling the condition of clause 23, the Committee shall initiate the process to appoint another Vice-Chairman as per procedure laid in Articles.

- (c) The COA shall have the power to appoint a maximum of five Co-opted members. These Co-opted members shall be at par with any other categories of members therein and shall enjoy the same rights and privileges as other members in the committee of Council. The terms of co-opted members shall be from the date of appointment till the conclusion of next immediate Annual General Meeting. The retiring co-opted members are eligible for re-appointment.
- (d) In the event of a casual vacancy arising by way of resignation, demise, removal, etc., in the midstream or prior to the annual elections, the Committee shall be empowered to instantly fill up such casual vacancy in the Committee of Administration by another eligible member, who meets the eligibility criteria as provided under clause 20(b). The member so appointed, shall hold the office only for the remaining term of the Committee.
- (e) The Committee shall be empowered to invite special invitees, to the committee subject to a maximum of four subject – specific specialist, whose services may be required to contribute to the quality of deliberations of the COA and to the Council in decision making process consequentially. These special invitees shall not have voting powers and shall not be eligible for any remuneration, fees, etc. but shall be entitled to payment or reimbursement of out of pocket expenses or reasonable travelling or other expenses incurred or to be incurred for attending the meetings of the committee.
- (f) Travel expenses shall be reimbursed to Committee members/co-opted members/special invitees to Committee meetings as given below :-
  - a) Domestic Travel**
    - (i) if government invites Committee member / Chairman / Vice-Chairmen the Council will reimburse the travel expenses to Committee member.
    - (ii) if Committee member is taking a delegation, the Committee will decide the reimbursement of travel expenses.
    - (iii) all other travel by Committee member / Chairman, Vice-Chairmen will be funded by himself / themselves.
  - b) Overseas Travel**
    - (i) if member is a part of Government delegation, the Council will make the payment for to and fro business class air travel, hotel, per diem and entertainment allowance equal to Secretary (Textiles).
    - (ii) if Committee member travel as a member of delegation of Sales-cum-Study Team travel expenses shall be reimbursed as per MDA rules.
    - (iii) all other travel by Committee member / Chairman / Vice-Chairmen will be funded by himself/ themselves.

- c) The Committee will decide the reimbursement of out of pocket expenses to a member as a part of Delegation / Buyer Seller Meets / Exhibition. The out of pocket expenses will consist hotel accommodation, travel charges & per Diem. The criteria / selection of such members will be decided by the COA.
- d) In case Chairman is the leader of delegation / other official business engagements duly deputed by the Committee of Administration for the purpose, the Council will make the payments for to and fro business class air travel, hotel, per diem and entertainment allowance etc. The scale of such allowance shall be decided by the Committee of Administration (COA).

### FUNCTIONS OF THE COMMITTEE

25. The functions of the Committee shall be as follows:

- (a) to administer the general affairs of the Council;
- (b) to determine the work to be undertaken and to arrange for the conduct of such work;
- (bb) to set up committee or sub-committees generally or for particular purpose as the Committee may consider necessary.
- (c) to receive and accept or deal if so desired by the Committee with reports and recommendations of the Committee set up by the Council.
- (d) to arrange for the publication of reports and other documents issued by the Council;
- (e) to collaborate with kindred activities of other Export Promotion Council and Apex Bodies in India and Foreign Countries and with international organisation working in the field;
- (f) to control the finances of the Council;
- (g) to control the staff of the Council;
- (h) to make, add, alter and repeal, with the approval of the Council, all such bye-laws as may be deemed necessary or expedient for the proper conduct and management of the Council. All these additions, Alterations, etc. shall become effective only after the same has been approved by the Central Government in the Ministry of Supply & Textiles.
- (i) To provide a seal of the Council and also provide for its safe custody;
- (j) To do all such other lawful acts as would be conducive to the interests of the Council.

## PROCEEDING OF THE COMMITTEE

26. (a) The Committee may meet for the despatch of business, adjourn and otherwise regulate its meetings as it thinks fit.
- (b) Save as otherwise expressly provided in the Act, question arising at any meeting of the Committee shall be decided by a majority of votes.
- (c) In the absence of the Chairman, one of the Vice-chairman shall preside over the meeting. If the Chairman and Vice-Chairman both are absent, the members present shall elect one amongst themselves to preside over the meeting.
- (d) Subject to the provisions of Section 285 of the Act, atleast four meetings of the Committee shall be held every year.
- (e) The Chairman shall call or on requisition in writing signed by 1/5 of the Members of the Committee shall require the Secretary to call Committee meeting at any time and on the receipt of such requisition the Secretary shall forthwith call such a meeting.
- (f) Not less than seven days' notice of every meeting of the Committee who shall for the time being be in India.
- (g) At any meeting of the Committee one-fifth of the total strength of the Committee shall constitute a quorum subject to section 287 of the Companies Act, 1956.
- (h) Each member of the Committee including the Chairman shall have one vote and in case of a tie, the Chairman shall in addition to his own vote, have a casting vote. There shall be no proxy.
- (i) Save as herein provided and subject to the provisions of Section 285 of the Act, the committee shall have the power to regulate its own proceedings and may frame such Bye-Laws in this behalf as it may deem appropriate.
- (j) The record of the proceedings of the Committee shall be open for examination to the members, subject to the provisions of the Act and to such regulations and inconsistent therewith as the Committee may from time to time deem expedient.
27. i) Any business which it may be necessary for the Committee to transact may, if the Chairman so directs, and subject to the provisions of Section 289 of the Act, be carried out by circulation of paper among all members and any resolution so circulated and approved by majority of such members signing shall be as effectual and binding as if the resolution had been passed at a meeting of the Committee, provided that at least eight members of the Committee have recorded their views on the resolution.
- ii) When any business is so referred to the members of the Committee by circulation, a period of not less than fourteen clear days shall be allowed for the receipt of replies from such members, such period being reckoned from the date on which the notice of the business is issued.

iii) If a resolution is circulated, the result of the circulation shall be communicated to all members of the Committee present in India.

Alteration as per  
note no. 10

**28.** The Committee may from time to time appoint Sub-Committee(s) for the purpose of considering and reporting on any of the affairs of the Council or carrying on or promoting any of the objects of the Council. The Committee may nominate any member of the Council to such sub-Committee(s). Such Sub-committee(s) shall be entitled to elect their own Chairman and Vice-Chairman to preside over their meetings.

Alteration as per  
note no. 5

(a) Members of the Council invited to be members of its Sub Committee(s) will be reimbursed travel expenses comprising of Hotel accommodation and Travel fare. The scale of reimbursement of such travel expenses and criteria for selection of members of Sub Committee will be decided by Committee of Administration (COA).

**29.** The Secretary of the Council shall be the Secretary of the Committee and of all Sub-Committee(s).

**30.** (a) At the time of adoption of these Articles, the following shall be the Committee.

- |   |          |
|---|----------|
| 1. Shri Shiromani Sharma,<br>Additional Secretary and Development Commissioner<br>(Handicrafts)   | Chairman |
| 2. Shri A. L. Sarna,<br>Chairman,<br>Handicrafts Exporters Association,<br>2017, Bank Street, Karol Bagh, New Delhi-110005  | Member   |
| 3. Shri V. D. Pahwa,<br>Secretary,<br>Handicrafts Exporters Association,<br>2017, Bank Street, Karol Bagh, New Delhi-110005   | Member   |
| 4. Shri Abdul Rashid,<br>President,<br>Brass Artwares Manufacturers, (Exporters),<br>Association Regd., Opposite City Kotwali,<br>Jain Mandir Building, Moradabad-244001                        | Member   |
| 5. Shri Kamal Chandra Agarwal,<br>Hony. General Secretary,<br>Brass Artwares Manufacturers, (Exporters),<br>Association Regd., Opposite City Kotwali,<br>Jain Mandir Building, Moradabad-244001 | Member   |
| 6. Shri M. Natrajan,<br>Chairman,<br>Southern Handicrafts Exporters Association,<br>35, Haddows Road, Madras-600006   | Member   |

7. Shri A. K. Saikia, Member  
Managing Director,  
North Eastern Handicrafts and Handlooms Development  
Corporation,  
Shillong-793001 (Meghalaya)
8. Shri Maganlal Badlawala, Member  
President,  
Surat Jami Merchant Association,  
Safe Deposit Chamber, Surat
9. Shri P. N. Suri, Member  
Chairman, Northern Region,  
Federation of Indian Export Organisation,  
PHD House (3<sup>rd</sup> floor), 4/2, Siri Institutional Area,  
Hauz Khas, New Delhi-110016
10. Shri Siri Nath, Member  
(Member, Erstwhile; A.I.H. & H.B.),  
50/2-3, Hanuman Road, New Delhi
11. Shri Mohd. Khursheed, Member  
(Member, Erstwhile; A.I.H. & H.B.),  
Brass Artwares Manufacturers, (Exporters),  
Association Regd., Opposite City Kotwali,  
Jain Mandir Building, Moradabad-244001
12. Shri A. M. Matto, Member  
C/o Kashmir Chamber of Commerce and Industry,  
Residency Road, Srinagar-190001 (J & K)
13. Shri M. I. Shahdad, Member  
C/o Kashmir Chamber of Commerce and Industry,  
Residency Road, Srinagar-190001 (J & K)
14. Shri G. K. Ramarao, Member  
President,  
Lace & Lace Goods Manufacturers Exporters Association,  
Narsapur
15. Shri Abdul Mazid, Member  
President,  
Saharanpur Wood Carving Manufacturers Association,  
Ganpat Rai Sarai, Saharanpur
16. Shri K. K. Madan, Member  
Secretary,  
Eastern UP Exporters Association,  
Banaras Silk Museum, Gyanvapi, Varanasi (U.P.)

30. (b) The Committee constituted under this Articles shall hold Office until the first Annual General Meeting of the Council, provided that the Central Government may reconstitute the Committee prior to such Annual General Meeting if the Central Government, in its opinion, considers such reconstitution necessary.
31. If a member of the Committee desires to go out of India for a period exceeding three months at any one time he shall intimate to the Secretary the date of his expected departure from India and shall obtain the leave of the Committee.

**32. (A)** The office of a Member of the Committee shall ipso-facto become vacant if:-

- (a) he is found to be of unsound mind by the Court of competent jurisdiction.
- (b) he has applied to be adjudicated as an insolvent.
- (c) he is adjudged as insolvent.
- (d) he has been convicted by a court of any offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than six months, and a period of five years has not elapsed from the date of expiry of the sentence.
- (e) he absents himself from three consecutive meetings of the Committee or from all meetings of the committee for a continuous period of three months, whichever is longer, without obtaining leave of absence from the Committee.
- (f) he or any firm in which he is a partner or any private company of which he is a Director accepts loan or any guarantee or security for a loan from the Council.
- (g) he acts in contravention of Section 299 of the Act.
- (h) he becomes disqualified by the order of Court under Section 203 of the Act.

OR

- (i) he is removed in pursuance of Section 284 of the Act.

Provided that in case of members nominated by the Central Government such members may only be removed or replaced by the Central Government at its discretion and not otherwise except in the event of death of such member.

**32. (B)** The Membership of the Council shall ipso-facto cease if:-

- (a) the member voluntarily submits his resignation in writing to the Secretary of the Council, provided that, such member shall vacate such membership only after the acceptance thereof by the Committee.

- (b) a member being a corporate body or cooperative society or firm, a resolution is passed for its dissolution/winding up or an order for its dissolution/winding up is made by a court of competent jurisdiction.
- (c) a member shall cease to be a member of the Council in case of default in payment of subscription to Council or continue default in case of Central Government dues.
- (d) he ceases to be a member under any other article of the Articles of Associations of the Council.
- (e) In case of an individual, upon his death.
- (f) he is expelled from the Council by a resolution passed by 2/3<sup>rd</sup> (Two third) of its members present, by reason(s) of failure to observe the Articles of Association rules, regulations and bye-laws of the Council or any decision of arbitration of the Committee.
- (g) he is removed or de- registered in accordance with the Provisions of the EXIM policy and Procedures in force.
- (h) such member being an individual, he, or if such member is a company or corporation, any officer or Director thereof as the case may be, is pronounced guilty of an offence which in the opinion of the Committee, amounts to an action conduct in contravention of the rules, regulations and/or bye laws of the Council or is otherwise detrimental to the interest of the Council.
- (i) he or firm of which he is a partner or a private company of which he is a Director, without the sanction of the Council, accepts or holds any office of profit under the Council, other than that of a Legal Adviser, professional or of a Banker.
- (j) the Committee by a 3/4<sup>th</sup> (three fourth) majority decides that a member has ceased to exist or to represent the commercial interest which he sought to represent.
- (k) a member indulges in an act detrimental to the interest of the Council or of its members or against national/public interest.
- (l) a member engages in misconduct including moral turpitude unbecoming of an office bearer.

OR

- (m) A member indulges in the defamation of the Council.



33. A yearly report of the proceedings of the Committee shall be circulated for the information of fourteen days prior to the Annual General Meeting. Such report shall be submitted to the Annual General Meeting for confirmation and shall be confirmed or otherwise dealt with or disposed of as the meeting shall determine. Such report shall be in addition to the report to be made out and attached to the Income and Expenditure Account in accordance with these Articles.

### CHAIRMAN

34. The Chairman shall preside over all the Meetings of the Committee and all General Meetings of the Council. He shall perform all such duties as are incidental to his office and shall also have power to countermand any orders, instructions and notices issued by the Secretary which he deems to be prejudicial to the interests of the Council. The Tenure of the chairman shall expire on completion of two terms or till his successor is appointed.

### VICE-CHAIRMAN

35. In the absence from India for more than one month of the Chairman, The Vice-Chairman shall have powers and shall perform the duties of the Chairman. In the absence of Chairman and Vice-chairman both from India for more than one month, Vice-Chairman II has powers and shall perform the duties of the Chairman.

### APPOINTMENT OF SECRETARY, OFFICERS AND OTHER SERVANTS

36. There shall be a Secretary and such other officer in the Council as may be determined from time to time by the Council.

37. The Committee may appoint and at its discretion, remove or suspend its employees. The committee shall determine the powers and duties of all officers and staff and give / determine their salaries and emoluments. The Committee shall constitute staff Sub-Committee or competent authority as per service rules..

- 38.(a) The Executive Director shall function as Chief Executive for ensuring implementation of policies and decisions of the committee. The Executive Director shall administer all business and affairs of the Council. The Secretary shall report to Executive Director. The Secretary shall keep accurate minutes of the Council and the Committee. He shall perform all the duties and functions as assigned to him by the Executive Director from time to time. The Secretary shall prepare an Annual Report of the Committee and generally perform all such duties as are incidental to his office. The officers and staff of the Council shall report to the Executive Director.

- 38.(b) The Executive Director / Secretary shall have such financial powers as assigned to them by the committee from time to time which they will exercise jointly with the members of the committee. To exercise financial powers also include sub-delegation of powers to Senior Officers of the Council. Individual limits of financial powers for the Senior Officer shall be fixed by the Executive Director / secretary in consultation with the committee.
39. The other officers of the Council shall devote themselves entirely to such business and affairs of the Council as may be assigned to them by the Committee or Secretary, as the case may be.

### **GENERAL MEETING**

40. A General Meeting shall be held within eighteen months of the incorporation of the Council thereafter once atleast in every calendar year at such time, not being more than fifteen months after the proceeding General Meeting and at such places (Subject to the provisions of the Act) as the Committee may consider convenient for the despatch of business, at which a report of the proceedings of the Committee for the year under review (Copies of which shall be circulated amongst the members atleast fourteen days prior to the date fixed for the holding of the General Meeting to which they are to be submitted) and yearly audited accounts including a statement of income and expenditure and a balance sheet made upto date not earlier than the Meeting by more than six months shall be submitted. Such Meeting shall be called Annual General Meetings.
41. The business of an Annual General Meeting shall be as follows:
- to receive and pass the report of the proceedings of the Committee and also
  - to receive, consider and adopt the Annual Accounts and the Auditor Report for the preceding financial period.
  - to constitute the Committee as per available vacancies.
  - to appoint Auditors and fix their remuneration; and
  - to consider or transact any business which under these Articles ought to be transacted at an Annual General Meeting.
42. If one-tenth of all Members by requisition in writing setting forth the reasons therefore and signed by them and addressed to the Committee request the Committee to call a Meeting of the Council, the Committee shall, within twenty-one days of the receipt by them of the requisition, cause to be sent out a notice calling a Meeting of the Council for such date and time (subject to the provisions of Section 169 of the Act) as may be determined by the Committee. Meeting called by such requisition shall be known as Extraordinary General Meeting.

43. Not less than fourteen days' notice to the Members specifying the place, date and hour of Meeting with statement of business to be transaction at the Meeting, shall be given by notice sent by post or otherwise served as hereinafter provided.
44. No remuneration or allowance of any kind shall be paid to any Member for attending any meeting of the Council.

### **NOTICE**

45. A notice may be given to any Member either personally or by sending it by post to such Members last known registered address.
46. Where a notice is sent by post Under Certificate of Posting service of the Notice shall be deemed to be duly effected in time.
47. The non-receipt by any Member of any notice required by these Articles to be given to the Members shall not invalidate the proceedings at any Meeting or any resolution passed thereof.

### **PROCEEDINGS AT MEETINGS OF THE COUNCIL**

48. No business shall be transacted at any General Meeting of the Council unless the quorum of Members, present at the commencement of the business is in accordance with provisions of section 174 of the Companies Act, 1956 and if no such quorum is present within half an hour from the time appointed for the commencement of the meeting, the meeting, if called upon the requisition of members shall be dissolved.
  - (a) In any other case, the meeting shall stand adjourned to the same day in the next week, at the same time and place or to such other day and at such other time and place as the Committee may determine.
  - (b) If at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
  - (c) No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
  - (d) In the case of an equality of votes, whether on a show of hands or on a poll, the Chairman of the meeting at which the show of hands takes place, or at which the poll is demanded, shall be entitled to a second or casting vote.

## VOTE OF MEMBERS

49. At any Meeting of the Council every Member present shall be entitled to one vote and in the event of an equality of votes the Chairman shall have a casting vote, in addition to his own.
50. No person other than a Council Member or an authorised representative or nominee appointed in accordance with Article 50 (a) and subject to the provision of Section 187 shall be entitled to vote at the meeting of the Council provided such intimation in writing is received in the Council's office atleast 48 hours prior to the commencement of the meeting. 50 (a) A firm, joint stock company or Corporation or Co-operative Society being a Member may nominate in writing a person to represent it at a Meeting of the Council and Vote on its behalf as defined in Article 19.

- Alteration as per note no. 9
- Alteration as per note no. 7
51. The Election of the members of the Committee of Administration shall be held at the end of every term to elect new members in place of those who are retiring, as per Election Rules so framed by COA and circulated in advance. Members shall be entitled to vote at the time of election of COA by electronic means of e-voting process and the procedure as contained in Companies Act, 2013.

## MINUTES

52. Subject to the provisions of Section 193 of the Companies Act, 1956, minutes of the proceedings of the Meeting of the Council and the Committee and Sub-Committee if any, shall be kept and shall be signed by the person presiding over that of the next Meeting. Copies of the minutes of the Committee or Sub-Committee shall be circulated to the Members of the Committee or the Sub-Committee, as the case may be, as soon as possible after the Meeting.

## MAINTENANCE OF ACCOUNTS

53. The Committee shall cause the accounts of the Council to be maintained in such manner as to provide fair and true view of the affairs of the Council and shall be responsible for presentation of the Balance Sheet and annual accounts in the Annual General Meeting of the Council in strict compliance of the provisions of the Act and the Memorandum of Association of Council.
54. The Accounts of the Council shall be audited by auditors appointed in this behalf by the Council and or by the Central Government in terms of clause 10 of the Memorandum of Association and the provisions of the Act to the extent applicable.
55. The remuneration of the Auditors shall be fixed by the Council at a General Meeting with the concurrence of, or by, the Central Government, as the case may be.

## BUDGET ESTIMATES & SUPPLEMENTARY ESTIMATES

56. The Committee shall each year prepare a budget (which shall include the Supplementary Budget, if any) for the ensuing year and shall submit it to the Central Government on or before such date as may be determined by the Central Government. No expenditure shall be incurred until the Budget is sanctioned by the Committee in consultation with Central Government.
57. The Budget shall be in such form as the Committee may direct and shall include a statement of:
- a) the estimated opening balance;
  - b) the estimated receipts;
  - c) the proposed expenditure classified under different major heads of such other heads as the Central Government may direct: -
  - d) dissemination of information.

## CUSTODY AND DISBURSEMENT OF FUNDS

58. The Committee may subject to approval of the Central Government make rules for the custody and disbursement of funds provided that:-

Alteration as per  
note no. 5

- (a) The current account of the Council shall be kept in one or more scheduled Nationalised Bank and all moneys at the disposal of the Council, with the exception of petty cash and imprest shall be paid into such account.
- (b) The funds not required for current expenditure may be placed in fixed deposit with any Scheduled Bank approved in this behalf by the Central Government or in any security in which trust property may lawfully be invested under the Indian Trust Act, 1882.

## HEAD OFFICE AND BRANCHES

59. The Registered Office of the Council shall be in the Union Territory of Delhi. The Council may also establish Regional Offices at different places, as the Committee may consider appropriate, but with the approval of the Central Government.
60. The Seal of the Council shall not be affixed to any instrument except under the authority of the Committee and in the presence of two Members of the Committee or such other person or persons as the Committee may appoint for the purpose.

- 61.** Notwithstanding anything contained in the Bye-laws of the Council, the Central Government (the concerned Administrative Ministry thereof) may from time to time issue such directives or instructions as may be considered necessary. In regard to the financial or other affairs of the Council. In particular, the Central Government will have the powers:
- i) To give directions to the Council as to the exercise and performance of its functions in matters involving national security or substantial public interest.
  - ii) To call for such reports, returns and other information with respect to the property and other activities of the Council as may be required from time to time.
  - iii) To approve the revenue and Capital Budget of the Council, i.e., the Revised Estimates and Budget Estimates, and if any, proposed to be entered into by the Council.
  - iv) To approve agreement involving foreign collaboration if any, proposed to be entered into by the Council.
  - v) To obtain from members of the Council and to prepare for the Council as a whole, action plans for promotion of exports, development of export markets, generation of production for exports, setting of export targets generally and in relation to specific countries and commodities on an annual basis and for such medium and longer terms as may be considered desirable and to ensure/undertake execution of such plans.
- 62.** No change, addition, Alteration or modifications shall be made in any of these articles with out the prior concurrence of the Government.

	<b>Names, Description and Addresses</b>	<b>Occupation</b>	<b>Signature</b>	<b>Signature of Witnesses</b>
1.	<b>A. L. Sarna</b> S/o Dr. V. P. Sarna B-4 39, Safdarjung Enclave, New Delhi	Handicrafts Exporter	Sd/-	<p>I witness the signatures of all the Subscribers Sd/-</p> <p><b>D. K. KAPILA</b> S/o Late Shri A. K. Kapila Chartered Accountant Membership No. 16905 C/o M/s Jain Kapila Associates, Chartered Accountants 3000, Bhagat Singh Street IInd, Paharganj, New Delhi-110005</p>
2.	<b>V. Pahwa</b> S/o Late Sh. T. N. Pahwa W-29, West Ave. Road, Punjabi Bagh, New Delhi	Handicrafts Exporter	Sd/-	
3.	<b>Kashmir Singh</b> S/o Sh. Hari Singh, C-25, Vishal Enclave, New Delhi-110027	Handicrafts & handloom exporters	Sd/-	
4.	<b>S. B. Datta</b> S/o Shri Mehar Chand Datta, H-126, Shivaji Park, Punjabi Bagh, New Delhi-110026	Handicrafts Exporter	Sd/-	
5.	<b>Radhey Lall</b> S/o Late Shri Ram Nath Ji C-3/1, Safdarjang Development Area, New Delhi-110016	Exporter	Sd/-	
6.	<b>P. N. Suri</b> S/o Shri Hans Raj Suri, 4-B/3, Ganga Ram Hospital Marg, New Delhi-110060	Exporter Of Handicrafts & Garments	Sd/-	

**Place: New Delhi :**

**Date : 16<sup>th</sup> day of January, 1986**

	<b>Names, Description and Addresses</b>	<b>Occupation</b>	<b>Signature</b>	<b>Signature of Witnesses</b>
7.	<b>Gulab Rai</b> S/o Late Lala Balram Dass, IACS, 2666, Ballimaran, Delhi-110006	Exporter	Sd/-	<p>I witness the signatures of all the Subscribers Sd/-</p> <p><b>D. K. KAPILA</b> S/o Late Shri A. K. Kapila Chartered Accountant Membership No. 16905 C/o M/s Jain Kapila Associates, Chartered Accountants 3000, Bhagat Singh Street IInd, Paharganj, New Delhi-110005</p>
8.	<b>Hari Shankar Gupta</b> S/o Late Shri Hira Lall Ji, 20, East Park Area, Karol Bagh, New Delhi-110005	Export of Handicrafts	Sd/-	
9.	<b>Sri Nath</b> S/o Late Lala Krishna Lal, 36, Hanuman Road, New Delhi-110001	Export of Handicrafts	Sd/-	
10.	<b>M. L. Sharma</b> S/o Late Shri B. R. Sharma, G-91, Kalkaji, New Delhi-110019	Export of Handicrafts	Sd/-	
11.	<b>V. N. Behal</b> S/o Late Shri Takur Das Behal, 49 Ring Road, Lajpat Nagar-III, New Delhi-110024	Exports of Handicrafts & Ready Made Garments	Sd/-	

**Place: New Delhi :**

**Date : 16<sup>th</sup> day of January, 1986**