



Dear Members,

Sub.: Election of members of Committee of Administration for the FY 2025-2026 of AYUSH EXPORT PROMOTION COUNCIL

1. The Ayush Export Promotion Council, was registered on **04th January 2022** but no election was held till date for any seats of members in Committee of Administration (CoA) of Council. Further as per the Directions of (vide OM no 13/3/2023-E & MDA-Doc dated 25-07-2024) Ministry of Commerce and industry (MoC) and amended Article of Association (AoA) of Ayush Export Promotion Council (hereinafter referred to as Council), Committee of Administration (CoA) of Council has in its meeting held on 28th January 2025 decided to hold election for the 13 (thirteen) seats of members of CoA for Financial Year 2025-2026.

In this regard **Notice and Schedule of Election in Form -I** is enclosed herewith for your information and necessary action.

2. It may be noted that total number of seats for which **election shall be held are thirteen (13)** and the election of the 13 seats shall be held in as per below mentioned categories:

S. No.	Particulars of categories	Seats for which election will be held	Remarks
1	Chairperson	1	
2	Vice Chairperson	1	
3	MSME members	4	If the categories mentioned in (3), (4), (5) and (6) are represented/elected through either of the above or overlapping categories, this will be sufficient for meeting the requirements mentioned under these provisions.
4	Export House, Trading Houses, Star Trading House and other entities granted similar status for the purpose of Foreign Trade Policy	4	If the categories mentioned in (3), (4), (5) and (6) are represented/elected through either of the above or overlapping

			categories, this will be sufficient for meeting the requirements mentioned under these provisions.
5	Women Entrepreneur	1	If the categories mentioned in (3), (4), (5) and (6) are represented/elected through either of the above or overlapping categories, this will be sufficient for meeting the requirements mentioned under these provisions.
6	Start up, Young Entrepreneurs (Less than 40 Years as on 31-03-2025), Entrepreneur from North Eastern or Hill region	2	If the categories mentioned in (3), (4), (5) and (6) are represented/elected through either of the above or overlapping categories, this will be sufficient for meeting the requirements mentioned under these provisions.

Note: Where any seat reserved under clause (c) of this Article cannot be filled up by candidates of that reserved category through election process, the Department of Commerce, in consultation with the respective Councils, shall nominate suitable representatives of the respective categories

3. CATEGORIES OF MEMBERS AND ELIGIBILITY OF MEMBERSHIP

3.1. Categories of members of the Council

The Council shall have the following categories of members, namely:

- (a) Associate members;
- (b) Ordinary members.
 - (i) Founding Member
 - (ii) General member

3.2. Eligibility for Associate Membership

A person shall be eligible for admission to the Council as an Associate member on receiving the Importer - Exporter Code (IEC) from the Directorate General of Foreign Trade (DGFT), Government of India, in respect of the product with which the Council is concerned.

3.3. Eligibility for Ordinary Membership

A person shall be eligible for admission to the Council as an Ordinary member of the Council, on meeting the following requirements, namely:

(a) The person or the entity represented by the person, must have been an Associate member of the Council for at least two years; and

(b) The person or the entity represented by the person must have to its credit during the two immediately preceding financial year's average exports in respect of the product of not less than the amount mentioned below:

(i) Micro, Small, Medium Enterprises (MSMEs): Rs. 25 Lakh - Rs. 1 Crore

(Micro Enterprises- Rs. 25 Lakhs, Small Enterprises -Rs. 50 lakh and
Medium Enterprises- Rs. 1 crore)

(ii) Others: Above Rs.1 Crore

Provided that any person fulfilling the eligibility of ordinary member and paying Rs 1500000/- (Rupees Fifteen Lakh) Entrance fee to the company shall be designated as Founding member and shall be prominently displayed as Founding member on the website and other records of the company.

Note: In order to obviate the necessity of updation / revision of the eligibility criteria, the export criteria as prescribed above shall be automatically enhanced by 10% after every 5 years.

4. ELIGIBILITY FOR ELECTIONS

4.1. Right to Vote

(a) Ordinary members shall have the right to vote.

(b) Associate members having completed 3 continuous years, and not fulfilling the eligibility criteria for Ordinary Member, however, having average exports of Rs. 2.5 Lakhs to their credit during the preceding three financial years, shall also have the right to vote.

4.2. Eligibility to Contest in Elections

(a) Only an Ordinary Member shall be eligible as a candidate for elections to various positions in the Council.

(b) The person or the entity represented by the person must have to its credit during the two financial years immediately preceding the election, the average exports of the products of not less than the amount mentioned below:

(i) Micro, Small, Medium Enterprises (MSMEs): Rs.50 Lakh - Rs.2.5 Crore (Micro Enterprises- Rs. 50 Lakhs, Small Enterprises -Rs. 1 crore and Medium Enterprises- Rs. 2.5 crore)

(ii) Others: Above Rs.2.5 Crore.

(c) If applicable, where a person is contesting for election as Regional Chairperson, the person or the entity represented by the person must have minimum average exports of Rs. 2.5 crores of the

product, or such higher limit as may be prescribed by the Council, to its credit during the two financial years immediately preceding the election.

(d) Where a CoA member is contesting for election as Chairperson or Vice Chairperson, the person or the entity represented by the person must have minimum average exports of Rs. 2.5 crores of the product, or such higher limit as may be prescribed by the Council, to its credit during the two financial years immediately preceding the election.

(e) A certificate issued by a Chartered Accountant shall be required for the purposes of paragraph (b), (c) and (d) of this Article.

5. VOTING RIGHTS

(a) Ordinary Members and Associate Members (satisfying the conditions laid down under Article 4.1(b) of Article of Association of Company), or their authorized representatives, shall alone be entitled to vote at general meetings, including annual general meetings and extra-ordinary general meetings, of the Council.

(b) Every such member shall have only one vote.

(c) The Chairperson shall have, in addition, a casting vote

6. Each member of COUNCIL, who is eligible to vote (as per Article 4.1 of the Article of Association of Council) can cast One vote for every above mentioned seats to be filled up from the above stated categories. The voting shall be carried out by members by using e-voting facility to be provided for the same.

The detailed procedure will be intimated along with user id and password though email only. Hence members are requested to ensure that their email id is updated with COUNCIL.

In case you do not have email id, please create the same and update with COUNCIL on or before Wednesday 12th March 2025.

7. In terms of Article 10 read with Article 4 of the Articles of Association of Council all the eligible authorized representatives are empowered to exercise their votes for the election of the members of the COA as well as to stand for election to the membership of the COA (as per para 4.1 of Article of Association). *The members of the COUNCIL as on 28th January 2025 only shall enjoy the rights & privileges for the above referred elections.*

The members who wish to change their authorized representative for the purpose of the aforesaid election may do so by informing the Council's office at Ministry of Ayush, Second Floor, Block A NBCC Office Block 3 East Kidwai Nagar New Delhi-110023 up to 11.00 a.m. on Friday, 14th March 2025 along with the name and signature of the authorized representative.

Kindly note that the aforesaid communication containing the duly amended authorized representative of the members should reach the Council's office at Ministry of Ayush, Second Floor, Block A NBCC Office Block 3 East Kidwai Nagar New Delhi-110023 before the receipt of

the duly filled in nomination form in the Council's office at Ministry of Ayush, Block A NBCC Office Block 3 East Kidwai Nagar New Delhi-110023.

8. Nomination for the election to the Committee of Administration will be filed in the prescribed Form -II so as to reach the Council Office at Ministry of Ayush, Second Floor, Block A NBCC Office Block 3 East Kidwai Nagar New Delhi-110023 not later than the date specified in the Schedule referred to above. Nomination form is available on Council website <https://ayushexcil.in/>

The duly filled in and signed nomination *original in hard copies* should be submitted only to Council Office at Ministry of Ayush, Second Floor, Block A NBCC Office Block 3 East Kidwai Nagar New Delhi-110023 on or before the scheduled date and time.

Please note that as per the provisions of Section 160 (1) of the Companies Act 2013, nomination for the post of CoA member, except for the retiring member, should be accompanied by a deposit of Rs 1 Lakh which will be refunded if the person gets selected or get more than 25% of the total vote cast.

Accordingly, any member other than retiring member, desire to file nomination for the election to CoA of Council should submit the duly filled in and signed nomination along with deposit of Rs 1 Lakh by way of demand draft in favour of AYUSH EXPORT PROMOTION COUNCIL.

Thus, Nomination for the election to the Committee of Administration will be filed in the prescribed Form (Form II) (Physical Copy/ Original Hard Copy) along with CA certificate, Demand Draft of Rs 100000/- (Rupees One lakh) in favor of AYUSH EXPORT PROMOTION COUNCIL (for non-retiring members only), Aadhar Card and other mandatory documents to reach Council Office at Ministry of Ayush, Second Floor, Block A NBCC Office Block 3 East Kidwai Nagar New Delhi-110023 not later than the date specified in the Schedule referred to above.

9. Procedure for Submitting Nominations:

Eligible members who are interested to contest the election may send their Nomination Form as per enclosed Format along with other mandatory documents. The Nomination form must be sent in sealed cover duly subscribing on the top of the cover "NOMINATION FOR ELECTION TO THE COMMITTEE OF ADMINISTRATION ALONG WITH CATEGORY APPLIED" by addressing it to **Mr. Ashutosh Srivastava , Ayush Export promotion Council , Ministry of Ayush, Second Floor , Block A NBCC Office Block 3 East Kidwai Nagar New Delhi-110023** by *Hand delivery or by Registered Post / courier so as to reach the Council's Head Office on or before Monday ,17th March 2025 (Up to 4.00 p.m.)* Nomination received after the due date and time shall not be considered. Those Nomination which are not in accordance with the prescribed format shall be treated as invalid.

10. Withdrawal Of Nominations:

Withdrawal in the prescribed **Form-III** must be received at the Office at Ministry of Ayush, Block A NBCC Office Block 3 East Kidwai Nagar New Delhi-110023 of AYUSHXCIL on or before Thursday ,20th March 2025 (Up to 12.00 p.m.) / by email to Ashutosh.srivastava@ayushexcil.in & tripta.dixit@ayushexcil.in

Mr. *Kousthubha Upadhyaya*

Election Officer/ Director

डा. कौस्तुभ उपाध्याय
Dr. Kousthubha Upadhyaya
सलाहकार (आयुर्वेद)/Advisor (Ayurveda)
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Ministry of Ayush, Government of India
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