

MOA comparison details

Sl. No.	Clause Nos.	Description	Existing MoA of SEPC	Model Bye-laws of DoC	Remarks
1	1.1	Definitions	a) "Act" means the Societies Act, 1860, and included any statutory modification enactment thereof, for the time being in force;	(a) "Act" means the Companies Act 2013 or Societies Registration Act 1860, or any other Act under which the Council/FIEO is registered and includes any amendment, modification or re-enactment thereof.	Companies Act 2013 has been added.
			b) "Accounts Officer" shall mean the person as referred to in the Articles;	----	Not mentioned in revised bye-laws of DoC
			c) "Annual General Meeting" means the annual general meeting referred to in the Articles;	----	Not mentioned in revised bye-laws of DoC
			d) "Article" means an Article forming part of these Articles;	(b) "Article" means an Article forming part of these articles;	Same
			e) "Auditors" means persons appointed, as such, for the time being, by the Council;	(c) "auditors" means persons appointed, as such, for the time-being, by the Council;	Same
			f) "Chairman" means the Chairman of the Council;	(d) "Chairperson" means the Chairperson of the Council;	Word "Chairman" replaced with " Chairperson " in revised bye-laws of DoC
			g) "Governing Council" means the Governing Council of the Council, constituted, as such, under these Articles;	(e) "Committee of Administration" means the Committee of Administration of the Council, constituted, as such, under these articles and henceforth referred to as "Committee"	Word "Governing Council" replaced with " Committee of Administration " in revised bye-laws of DoC
			h) "Co-opted member" shall mean and include the person as referred to in the Articles.	----	Not mentioned in revised bye-laws of DoC
			i) "Council" means the SERVICES EXPORT PROMOTION COUNCIL;	"Council" means the Council	Ok
			j) "Director General" means the Director General of the Council and includes any officer of the Council performing secretarial or such functions as assigned to them;	(g) "Director General" means the Director General (DG) of the Council and includes any officer of the Council performing secretarial functions.	Ok
			----	(h) "Executive Director" means the Executive Director (ED) of the Council and includes any officer of the Council performing secretarial functions;	Additional clause added in revised bye-laws of DoC
			k) "Extraordinary General meeting" means an extra-ordinary general meeting of the members of the Council; other than its Annual General Meeting referred to in Article 16.1;	(i) "extraordinary general meeting" means an extra-ordinary general meeting of the members of the Council other than its Annual General Meeting (AGM) referred to in Article 16.1.	Same
			----	(j) "general meeting" means a general meeting of the members of the Council;	Additional clause added in revised bye-laws of DoC
			l) "Government" means Government of India;	----	Not mentioned in revised bye-laws of DoC
			m) "Meeting" means an Annual General Meeting or an Extraordinary General Meeting;	----	Not mentioned in revised bye-laws of DoC
			n) "Member" means an ordinary member of the Council;	(k) "member" means a member of the Council;	Difference
			o) "Notice" means a communication duly sent and served by way of registered post, or speed post; or UPC; or by a public notice in a newspaper;	----	Not mentioned in revised bye-laws of DoC
			p) "Office" means the registered office for the time being, of the Council;	(l) "office" means the registered office for the time being, of the Council;	Same
			q) "Panel" means a panel of the Council, constituted under these Articles;	(m) "panel" means a panel of the Council, wherever constituted under these articles;	Same
			r) "Person" means and include an individual, he or she, a firm, a Body Corporate, Association or any other collective group, by whatever name.	----	Not mentioned in revised bye-laws of DoC

			s) "Prescribed" means prescribed by the Governing Council, by virtue of a power conferred by these Articles:	(n) "prescribed" means prescribed by the Committee; by virtue of a power conferred by these articles;	Word "Governing Council" replaced with " Committee " in revised bye-laws of DoC
			----	(o) "product" means any goods or services in regard to which the Council has been recognized for the time being by the Central Government; under the relevant provisions of the Export-Import policy of the Central Government; as in force for the time being.	Additional clause added in revised bye-laws of DoC
			t) "Regional Governing Council " means a Regional Governing Council constituted under these Articles;	(p) "Regional Committee" means a Regional Committee constituted under these Articles;	Word "Regional Governing Council" replaced with " Regional Committee " in revised bye-laws of DoC
			u) "Regional Chairman" means a Regional Chairman holding office under these Articles;	(q) "Regional Chairperson" means a Regional Chairperson holding office under these articles;	Word "Regional Chairman" replaced with " Regional Chairperson " in revised bye-laws of DoC
			v) "Regional Office" means the places where the Regional Governing Council is situated;	----	Not mentioned in revised bye-laws of DoC
			w) "Rules" means the rules of the Council, for the time being in force, made under these Articles or under any enactments for the time being in force;	(r) "rules" means the rules of the Council. for the time being in force, made under these Articles or under any enactment for the time being in force;	Same
			x) "Vice-Chairman" means Vice-Chairman of the Council.	(u) "Vice-Chairperson" means Vice-Chairperson of the Council.	Word "Vice-Chairman" replaced with " Vice-Chairperson " in revised bye-laws of DoC
			y) "Working Committee" means the Working Committee as constituted under the Memorandum of Association.	----	Not mentioned in revised bye-laws of DoC
			----	(s) "Secretary" means the Secretary of the Council and includes any officer of the Council performing secretarial functions;	Additional clause added in revised bye-laws of DoC
			----	(t) "small scale industry" means an industry so specified by the Central Government in its policy on the subject as announced from time to time and tiny and cottage industries so specified in such policy	Additional clause added in revised bye-laws of DoC
2	1.2	Certificate	----	For the purpose of determining whether an industry is a Micro, Small or Medium Enterprises, the MSME certificate issued by the Ministry of Micro Small and Medium Enterprises shall be conclusive. For startups, the certificate issued by Department for Promotion of Industry and Internal Trade (DPIIT) shall be conclusive.	Additional clause added in revised bye-laws of DoC
		Words defined in the Societies Act	Words and expressions used and not defined in these Articles, but defined in the Act, have the meanings respectively assigned to them by the Act.	1.3 Words Defined in the Companies Act, 2013/Societies Registration Act 1860: Words and expressions used and not defined in these articles, but defined in the Act have the meanings respectively assigned to them by the Act.	Companies Act 2013 has been added.
3	1.3	General Clauses Act to apply	General Clause of the Societies Act apply for the interpretation of these Articles, as it applies for the interpretation of an Act of Parliament.	1.4 General Clauses Act to Apply: The General Clauses Act 1897 applies for the interpretation of these articles as it applies for the interpretation of an Act of Parliament.	Word "General Clause of the Societies Act " replaced with " General Clauses Act 1897 " in revised bye-laws of DoC
4	2	Foreign Trade Policy			
	2.1	Articles to be subject to Foreign Trade Policy	The provisions of these Articles shall be subject to those of the Foreign Trade Policy, as notified by the Central Government from time to time.	The provisions of these articles shall be subject to those of the Foreign Trade Policy under ITC(HS) Classification/Central Product Classification(CPC) and Handbook of Procedures, as notified by the Central Government from time to time.	Difference
	3	Categories of Members and eligibility For Membership			

5	3.1	Categories of members of the Council	The Council shall have the following categories of members, namely: (a) Associate Members (b) Ordinary members	The Council shall have the following categories of members, namely: a) Associate Members; b) Ordinary Members	Same
6	3.2	Associate Member	A person shall be eligible for admission to the Council as associate member, on receiving the import-export code number from the Director General, Foreign Trade, Government of India, in respect of the service(s) which the Council is concerned.	A person shall be eligible for admission to the Council as 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.	Same
7	3.3	Ordinary Membership	In order to eligible for ordinary membership of the Council a person, must satisfy the following requirements, namely: a) He or entity represented by him, must have been an associate member of the Council for at least three years . b) He or the entity represented by him, must have, to his or its credit, during the three financial years immediately preceding average exports in respect of the service(s) of not less than the amount mentioned below: (i) Small scale industries Rs. 10 lakhs (ii) Others Rs. 25 lakhs	In order to be eligible for ordinary membership of the Council, a person must satisfy the following requirements, namely: (a) He/ She or the entity represented by him/ her, must have been an Associate Member of the Council for at least two years ; and (b) He/ She or the entity represented by him/ her must have to his/ her or its credit during the two financial years immediately preceding 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 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 each 5 years.	Associate member validity period has been revised from three years to two years in revised bye-laws of DoC. Validity for credit has been revised from three years to two years in revised bye-laws of DoC. Credit limit has been redefined for MSME based on the credit amount and limited has been increased for MSME and also for others.
8	3.4	Conversion into Associate membership	The Committee may, after giving a member reasonable opportunity of hearing, convert the membership of an ordinary member into an associate membership, if his performance as an exporter of the service(s) has, during the financial years immediately preceding been below the average mentioned in clause (b) of article 3.3.	If the average exports of a product by an Ordinary Member is below the pecuniary limits mentioned in clause(b) of Article 3.3, during the immediately preceding last two financial years, the Committee may, after giving the member reasonable opportunity of hearing, convert the Ordinary Membership into Associate Membership, unless specifically exempted.	Available at clause No. 8.3. of the existing MoA of SEPC.
	4	Eligibility For Elections			
9	4.1	Right to Vote and contesting elections	4.1 Right to vote, etc. confined to ordinary members Only an ordinary member shall have the right to vote a, or to offer self as a candidate at, elections to various positions in the Council.	4.1. Right to Vote and contesting elections etc. a) Ordinary members shall have the right to vote. b) Associate members having been completed 3 continuous years, and not fulfilling the eligibility criteria for Ordinary Member, however, have exports in his/her credit in any of the preceding three years, shall also have the right to vote. c) Eligibility for contesting elections: Only an Ordinary member may offer him/ herself as a candidate at elections to various positions in the Council.	Difference

10	4.2	Eligibility of Ordinary Members to Contest in Elections	<p>A candidate for election to any position in the Council must satisfy the following condition, namely:</p> <p>a) He or entity represented by him, must have to his or its credit during the one financial year immediately preceding, average exports of the service(s) of not less than the amount mentioned below:</p> <p>(i) Small scale industries Rs. 25 lakhs (ii) Others Rs. 1 crore</p> <p>b) Where a person is standing for election as Chairman or Vice-Chairman or Regional Chairman etc he or the entity represented by him, must have to his or its credit, during the one financial year immediately preceding exports of the service(s) of not less than Rs. 2 crores.</p>	<p>A candidate for election to any position(except Chairperson and Vice-Chairperson) in the Council must satisfy the following conditions:</p> <p>a) He/ She or the entity represented by him/ her must have to his/ her or 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:</p> <p>(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</p> <p>b) where a person is contesting for election as Regional Chairperson, he/she or the entity represented by him/ her must have minimum average exports of the product to the tune of Rs. 2.5 crores to his/ her or its credit during the two financial years immediately preceding.</p> <p>c) where a person is contesting for election as Chairperson or Vice-Chairperson he/ she or the entity represented by him/ her must have minimum average exports of the product to his/ her or its credit during the two financial years immediately preceding, as specified below:</p> <p>Note 1: Minimum Average exports of the product in respect of manufacturer exporter shall be half of the ceiling limits prescribed in the Table above.</p> <p>Note 2: 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 each 5 years.</p>	<p>Difference</p> <table border="1" data-bbox="2418 787 2730 1050"> <tr> <td>Membership base of the Council (Ordinary & Associate Members)</td> <td>Less than 1000 members</td> <td>Between 1001- 2500 members</td> <td>Between 2501- 5000 members</td> <td>Between 5001-10000 members</td> <td>Above 10000 members</td> </tr> <tr> <td>Minimum average exports of the product</td> <td>Rs.5 crore</td> <td>Rs.10 crore</td> <td>Rs.20 crore</td> <td>Rs.50 crore</td> <td>Rs.100 crore</td> </tr> </table>	Membership base of the Council (Ordinary & Associate Members)	Less than 1000 members	Between 1001- 2500 members	Between 2501- 5000 members	Between 5001-10000 members	Above 10000 members	Minimum average exports of the product	Rs.5 crore	Rs.10 crore	Rs.20 crore	Rs.50 crore	Rs.100 crore
Membership base of the Council (Ordinary & Associate Members)	Less than 1000 members	Between 1001- 2500 members	Between 2501- 5000 members	Between 5001-10000 members	Above 10000 members												
Minimum average exports of the product	Rs.5 crore	Rs.10 crore	Rs.20 crore	Rs.50 crore	Rs.100 crore												
	5	Application For Membership															
11	5.1	Form of application	<p>a) Application for membership of the Council shall be made to the Governing Council in the prescribed form (or form contained in the schedule).</p> <p>b) Where no such form is prescribed for the time being, the application may be made by an ordinary letter</p> <p>c) The application shall, in every case, contain the following particulars:</p> <p>i) Facts showing eligibility for membership. ii) Whether the applicant is an individual, firm, company or any other type of entity.</p>	<p>Online Application for membership of the Council as an Ordinary or Associate member shall be made to the Council in the prescribed application form on a common digital platform of DGFT (URL: https://www.dgft.gov.in/CP/?opt=e-rcmc)</p>	<p>Difference</p>												
12	5.2	Accompaniments	<p>The application for membership shall be sent to Governing Council, together with a cheque/demand draft/pay order for the prescribed entrance fee and annual fee.</p>	<p>The application for membership shall be sent to the Council, along with requisite documents which may include the following: (i) a certificate of financial soundness from the applicant's bankers and (ii) proof of payment of the prescribed fee which, along with any other payments to the Council, shall be through online mode only, as per Income-tax Rules, 1962.</p>	<p>Difference</p>												

13	5.3	Decision on the application	<p>a) The Governing Council shall take a decision on the application for membership within three months and its decision shall be final.</p> <p>b) The decision of the Governing Council (whether of acceptance or rejection of the application) shall be communicated to the applicant.</p>	<p>(a) The Committee or any authority designated by the Committee shall take a decision on the application for membership within 45 days from the receipt of a properly completed application, and the Committee's decision shall be final.</p> <p>(b) In case, a decision is taken by a designated authority, the same shall be get ratified by the Committee in its first subsequent meeting.</p> <p>(c) The decision of the Committee whether of acceptance or rejection of the application, shall be communicated to the applicant along with reasons, in writing.</p>	Difference
14	5.4	Commencement of membership	Where the application for membership is accepted by the Governing Council , the membership of the applicant shall commence from the beginning of the financial year during which the application is accepted. Application for Membership shall be directed to the Working Committee, till the duly elected Governing Council comes into existence.	Where the application for membership is accepted by the Committee , the membership of the applicant shall commence from the beginning of the financial year during which the application is accepted.	Almost same
	6	Fees For Membership			
15	6.1	Entrance and annual fees	Members (other than nominated and co-opted members), shall pay such entrance fee and annual fee and any other fee as may be prescribed.	<p>(a) Members(other than nominated, co-opted and institutional members),shall pay such entrance fee and annual fee and any other fee as may be prescribed by the Committee.</p> <p>(b) The Council may grant concession in entrance / annual fee for women entrepreneurs, start-ups etc.</p>	Difference
16	7	Resignation By Members	<p>a) A member of the Council may resign, by giving to the Council a notice in writing.</p> <p>b) A member who has resigned shall nevertheless continue to be liable to the Council for all amounts due from him to the Council and for any other liability, which he might have incurred towards the Council.</p>	<p>(a) A member of the Council may resign by giving to the DG/ED/ Secretary notice in writing of his/ her intention to do so and shall thereupon cease to be a member either immediately or from such date as may be mentioned in the notice in this regard.</p> <p>(b) A member who has resigned shall nevertheless continue to be liable to the Council for all amounts due from him/ her to the Council and for any other liability, which he / she might have incurred towards the Council.</p> <p>(c) Entrance fee / Annual fee once paid shall not be refunded on resignation.</p>	Difference
	8	Disqualifications For Membership Of Council			

17	8.1	Disqualification	<p>A person shall be disqualified for being, or for continuing, as a member of the Council if:</p> <p>a) he is found to be of unsound mind by a competent court;</p> <p>b) he applies to be adjudicated as, or is adjudicated as, an insolvent;</p> <p>c) he is convicted by a court of an offence involving moral turpitude and is sentenced, on such conviction, to imprisonment for not less than six months;</p> <p>d) he, or any firm in which he is a partner, or any private company of which he is a Director, commits a violation of any Sections of the Societies Act;</p> <p>e) he, becomes disqualified by an order of the court;</p> <p>f) he ceases to be a member of the entity which he represents or such entity ceases to be a member of the Council; or</p> <p>g) his name is removed from the register of members under Article 8.2.</p>	<p>1. A person shall be disqualified for being, or for continuing as a member of the Council, if:</p> <p>(a) Found to be of unsound mind by a competent court;</p> <p>(b) Applies to be adjudicated as, or is adjudicated as, an insolvent;</p> <p>(c) Convicted by a court of an offence involving moral turpitude and is sentenced on such conviction to imprisonment for not less than six months.</p> <p>(d) he/she or any firm in which he/ she is a partner or any private company of which he/ she is a Director, commits a violation of relevant sections of the Act;</p> <p>(e) become disqualified by an order of the court or tribunal under relevant sections of the Act;</p> <p>(f) cease to be a member of the entity w h i c h he/ she represent or such entity ceases to be a member of the Council;</p> <p>(g) his/her name is removed from the Register of Members under Article 8.2;</p> <p>or</p> <p>(h) convicted of the offence dealing with related party transactions under relevant sections of the Act; at any time during the last preceding five years.</p> <p>2. A person shall be disqualified for re-membership, if:</p> <p>(a) a period of five years has not elapsed from the date of expiry of the sentence</p> <p>(b) they been convicted of any offence and has served a period of seven years or more</p>	Difference
18	8.2	Removal by the Committee	The Governing Council may issue a termination order terminating the members for valid and proper reasons.	<p>The Committee or any other Committees designated by it may, after giving a member reasonable opportunity of hearing, remove the name of that member from the Register of Members, either for a specified period or indefinitely, if the Member:</p> <p>a) has violated any condition for membership or</p> <p>b) has been in arrears in regard to the payment of membership fee or of any other amounts due from him/her to the Council for more than six months; or</p> <p>c) has been found guilty of disorderly conduct at meetings of the councilor of the Committee; or</p> <p>d) has been found guilty of conduct unbecoming of a member or</p> <p>e) has become disqualified under Article 8.1.</p>	Difference
	9	Conduct Of Elections			
19	9.1	Method of conducting election	----	<p>In order to make the Council participative in nature and for better governance & transparency, the Council, as registering authority, shall follow the below mentioned criteria for conducting elections:</p> <p>a) Election of the Committee and also for the post of Vice-Chairperson/Chairperson of the Committee shall be conducted through evoting, as provided for in the relevant Act/Rules and Foreign Trade Policy.</p> <p>b) A reputed agency may be appointed by the Council to conduct the election in a free and fair manner.</p> <p>c) Observer(s) for the election(s) for the post of Committee of Administration (COA) and for Vice-Chairperson/Chairperson will be deputed by the Government from the Department of Commerce, DGFT or any other Ministry/Department/Organisation as may be decided by the Government.</p> <p>d) The provisions under this article shall be subject to the provisions of</p>	Additional clause added in revised bye-laws of DoC

				the relevant Act, Foreign Trade Policy(FTP) and instructions, guidelines, advisories issued by Government of India from time to time.	
20	9.2	Duty of Council	91. (a) It shall be the responsibility of the Director General to ensure that elections to various posts in the Council are held in time. (b) Elected members shall automatically retire on completion of their tenure. (c) The tenure of the office-bearers of the Council and each Governing Council members will be for a maximum period of 6 years. The Director General will be wholly responsible for any lapse or violation in this regard (d)(i) The voting shall be by electronic means (d)(ii) The Electronic Agency (under the supervision of Returning Officer shall be authorized to issue the Ballot Paper on the registered E-mail ID of concerned members. (d)(iii) The Returning Officer shall notify the names of other election personnel at a date not later than a week before the date of poll. The Electronic Agency shall provide the names and full particulars of all personnel of their organization in connection connected with the process of Election. All such names shall be provided by the Retuning Officer before electronic ballots are issued. (d)(iv) Voting by Electronic means shall be available to those members whose Electronic Mail ID have been declared in the Electoral Roll and notified for the purpose along with the other details of the organization. Such e-mail IDs are deemed to be considered as registered E-mail ID with SEPC. It is further clarified only one E-mail ID (In case of two E-mail IDs, the first IS in sequence of address will be considered for Electronic means only) of a Voter organization shall be considered.	a) It shall be the responsibility of the Council to ensure that elections to various posts in the Councils are held timely in free and fair manner and as prescribed under Article 9. b) Elected members shall automatically retire on completion of their tenure.	Ok
21	9.3	Failure to hold elections	If the Council fails to ensure timely elections as provided in Article 9.1the Central Government may, after giving it a reasonable opportunity of being heard, order a fresh election to be held and may make such arrangements as may be necessary for that purpose.	If a Council fails to ensure timely elections as provided in Article 9, the Central Government may after giving it a reasonable opportunity of being heard,direct the Committee to hold a fresh election to be held and may make such interim arrangements as may be necessary for that purpose.	Same
22	9.4	Mode of conducting elections	-----	The following matters shall be provided for by rules to be made by the council namely: a) The tenure of members elected to various posts in the Council except as otherwise provided in these articles; b) Mode of conducting elections except as otherwise provided in these articles.	Additional clause added in revised bye-laws of DoC
	10	REPRESENTATION OF FIRMS			

23	10.1	Authorization	<p>(a) any Partnership firm, which is a member of this Council, shall by consent of all partners, authorize any one of its partners to act as its representative at any meeting and election of the Council or of the Governing Council.</p> <p>(b) in the absence of any such authority in the case of any Partnership firm, any one partner whose name has been registered in the records of the Council shall be entitled to act as a representative of the firm at any meeting of the Council or of the Governing Council.</p> <p>(c) any company or cooperative society or other corporation which is a member of this Council shall, by a resolution authorize any of its directors or any person in the position of directors to act as its representative at any meeting and election of the Council or Governing Council.</p> <p>(d) a sole proprietary firm or Hindu Undivided Family firm shall be represented by its Proprietor or Karta, as the case may be</p> <p>(e) a person authorized to represent an entity by or under clause(a), (b), (c) or (d) of this Article shall thereupon be entitled to exercise the same rights including voting rights and powers on behalf of the member whom he represents, as if he were an individual member of this Council, of the same class as the firm, company, society or other corporation, for any meeting and election of the Council or Governing Council.</p> <p>(f) any authority granted under clause (a) or (c) of this Article shall be effective, only on expiry of seven days from the date on which it is lodged with the Council.</p>	<p>(a) Any firm, which is a member of this Council, shall by consent of all partners a u t h o r i z e any o n e of its partners to a c t as its representative at any meeting of the Council or of the Committee.</p> <p>(b) In the absence of any such authority in the case of any firm, any one partner whose name has been registered in the records of the Council shall be entitled to act as a representative of the firm at any meeting of the Council or of the Committee.</p> <p>(c) Any Company or Co-operative Society or other Corporation which is a member of the Council shall, by a resolution of its Directors (or of any persons in the position of Directors) authorize any of its Directors or any person in the position of Directors to act as its representative at any meeting of the Council or of the Committee.</p> <p>(d) A sole proprietary firm or Hindu Undivided Family firm shall be represented by its proprietor or Karta as the case may be.</p> <p>(e) A person authorized to represent an entity by or under clause (a), (b) (c) or (d) of this Article shall thereupon be entitled to exercise the same rights and powers on behalf of the member whom he/she represent, as if he/she were an individual member of the Council, of the same class as the firm, company, society, or other corporation on, as the case may be.</p> <p>(f) Any authority granted under clause (a) or (c) of this article shall be effective, only on expiry of seven days from the date on which it is lodged with the Council.</p>	Almost same
	11	Privileges Of Members			
24	11.1	Ordinary Members	<p>Without prejudice to any other rights conferred on ordinary members by the Memorandum of Association of the Council, but subject to the other provisions of these Articles, Ordinary members shall have the following rights and privileges, namely:</p> <p>a) right to stand as a candidate, and to vote at the election of the members of the Governing Council and the right to vote on all matters brought before a meeting of the Council, provided there are no arrears of subscription or other dues or charges payable by them to the Council on 1st April in the year of voting;</p> <p>b) right to requisition a meeting, as provided in these Articles;</p> <p>c) right to receive the annual report of the Governing Council on payment of the prescribed fee;</p> <p>d) right to receive publications of the Council, on the prescribed fee conditions, and</p> <p>e) right to use all such facilities as may be made available to such members by the Council from time to time, on the prescribed fees conditions.</p>	<p>Without prejudice to any other rights conferred on Ordinary Members by the Memorandum of Association of the Council, but subject to the other provisions of these articles, Ordinary Members shall have the following rights and privileges, namely:</p> <p>(a) right to stand as a candidate, and to vote at the election of the members of the Committee and the right to vote on all matters brought before a meeting of the Council, provided there are no arrears of subscription or other dues or charges payable by them to the Council on 1stApril in the year of voting;</p> <p>(b) right to requisition a meeting as provided for in these articles;</p> <p>(c) right to receive the annual reports of the Committee, on payment of the prescribed fee;</p> <p>(d) right to receive publications of the Council, on the prescribed conditions; and</p> <p>(e) right to use all such facilities as may be made available to such members by the council from time to time on the prescribed conditions.</p>	Almost same

25	11.2	Associate Members	Without prejudice to any other right conferred on associate members by the Memorandum of Association, of the Council, such members shall have the following rights and privileges namely a) right to receive the Annual Reports of the Governing Council, on payment of the prescribed fee; b) right to receive the publications of the Council, on prescribed fee and conditions; c) right to use all such facilities as may be made available from time to time by the Council, on the prescribed fee conditions.	Without prejudice to any other rights conferred on Associate Members by the Memorandum of Association of the Council, such Associate Members shall have the following rights and privileges namely: (a) right to receive the Annual Reports of the Committee on payment of the prescribed fee; (b) right to receive the publications of the Council on prescribed conditions; (c) right to use all such facilities as may be made available from time to time by the Committee on the prescribed conditions; (d) provided that Associate Members having completed 3 continuous years as a member and have exports in his/her credit in any of the preceding three years, shall have the right to vote at the election of the members of the Committee and also on all matters brought before General meeting of the Council, provided there are no arrears of subscription or other dues or charges payable by them to the Council on 1st April in the year of voting.	Clause No. 11.2 (d) added in revised bye-laws of DoC
26	11.3	Nominated, Co-opted and Institutional Members	----	A nominated/ co-opted/ institutional member shall have no right to vote.	Additional clause added in revised bye-laws of DoC
	12	VOTING RIGHTS			
27	12.1	Persons Who Can Vote	a) An ordinary member (or his authorized representative) shall alone be entitled to vote at the general meetings, including annual general meetings and extraordinary general meetings, of the Council. b) Every such member shall have only one vote. d) The Chairman shall have, in addition, a casting vote.	(a) An Ordinary Member (or his/ her authorized representative) and Associate Member having completed 3 continuous years as a member and have exports in his/her credit in any of the preceding three years, shall alone be entitled to vote at the general meetings, including AGM 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.	
28	12.2	Chairperson's Declaration of Result of Voting Conclusive	a) No objection shall be taken to the validity of any vote cast at a meeting, except at the meeting at which such vote was tendered and every vote, not disallowed at such meeting, shall be deemed to be valid for all the purposes of such meeting. validity of every vote tendered at such meeting. c) In case of any dispute or difference in respect of voting exercise, the decision of the Chairman will be final and binding.	(a) No objection shall be taken to the validity of any vote cast at a meeting, except at the meeting at which such vote was tendered and every vote not all the purposes of such meeting. be the sole judge of the validity of every vote tendered at such meeting.	Same
	13	Suspension of Privileges			
29	13.1	Non-payment of Subscription	If a member fails to pay his annual subscription by the 31st May of the year for which it has become due, then a) he shall not be entitled to exercise any right or privilege as such member; and b) the Governing Council may suspend his membership, which suspension shall remain operative until he pays the arrears and the Governing Council accepts in writing such arrears and restores his membership after revoking his suspension.	If a Member (Ordinary or Associate) fails to pay his/ her annual subscription by the 30th June of the year for which it has become due then: a) he/ she shall not be entitled to exercise any right or privilege as such Member and b) the Committee may suspend his/her membership, and such suspension shall remain operative until he/ she pays the arrears and the Committee accepts in writing such arrears and restores his/ her	

				membership after revoking his/ her suspension.	
	16	Meeting Of the Council			
30	16.1	Annual General Meeting	<p>a) A general meeting of the Council shall be held within eighteen months of the incorporation of the Council in its new form and thereafter once atleast in every calendar year on such date, (not being more than fifteen months after the preceding general meeting) and at such places, as the Governing Council may consider convenient for the dispatch of business.</p> <p>b) At the general meeting, a report of the activities of the Council for the year under review and the yearly audited accounts, including a statement of income and expenditure and a Balance Sheet made upto a date not earlier than the date of the meeting by more than six months, shall be submitted.</p> <p>c) Such meeting held every year shall be called annual general meeting (AGM); and all other general meetings of the Council shall be called extraordinary general meetings (EGM).</p> <p>d) The Annual General meeting shall be held at New Delhi</p>	<p>The Council shall hold a general meeting which shall be styled its Annual General Meeting in accordance with the provisions of the Act.</p> <p>34.1 General Meetings of the Council (a) A general meeting of the Council shall be held within eighteen months of the incorporation of the Council and thereafter once at least in every calendar year on such date, (not being more than fifteen months after the preceding general meeting) and at such places as the CoA may consider convenient for the dispatch of business.</p> <p>(b) At the general meeting, a report of the activities of the Committee for the year under review and the yearly audited accounts including a statement of income and expenditure and a Balance Sheet made up to date not earlier than the date of the meeting by more than six months shall be submitted.</p> <p>(c) Such meeting shall be called Annual General Meeting (AGM) and all other general meetings of the Council shall be called extra-ordinary general meetings.</p> <p>(d) The CoA may, whenever it deems fit, call an Extra-ordinary general meeting under sub-section (1) on requisition from not less than one-fifth of the total members with voting rights on the said date, and held in the same manner in which the AGM is called and held by the CoA.</p>	
31	16.2	Business	<p>16.2 Annual General Meeting (AGM): The Director General shall be responsible for the compliance of the provisions of holding and conduct of Annual General Meeting of the Council.</p>	<p>(a) The Annual General Meeting shall be held at any time during business hours on a day (not being a public holiday)decided by the Committee.</p> <p>(b) the notice calling the meeting shall specify it as the Annual General Meeting.</p>	
32	16.3	Conduct	<p>(a) the notice calling the general meeting shall specify it as the annual general meeting;</p> <p>(b) A notice of at least 21 days shall be given for holding the AGM.</p>	----	Clause not available in revised by-laws of DoC
33	16.4	Business for the Annual General Meetings	<p>The ordinary business to be transacted at an annual general meeting of the Council shall be</p> <p>a) to receive and consider the accounts and the reports of the Council and the auditors;</p> <p>b) to place on record the names of the Governing Council members;</p> <p>c) to appoint and fix the remuneration of the auditors.</p>	<p>34.2 Business for the Annual General Meetings (AGM) The ordinary business to be transacted at an AGM of the Council shall be</p> <p>(a) to receive and consider the accounts and the report of the Committee and the auditors;</p> <p>(b) to present output and outcome of the activities of the Council for the preceding year;</p> <p>The Council shall submit a report of the total exports of the product under their basket for the preceding year and targets and objectives of the Council for the subsequent year(s);</p> <p>(c) to place on record the names of the Committee members; and</p> <p>(d) to appoint and fix the remuneration of the auditors.</p>	Almost same
34	16.5	Business for Extra-Ordinary General Body Meeting (EGM)	Business of Extra-Ordinary General Body Meeting shall be as contained in the note for calling the Extra-ordinary General Body Meeting.	----	Clause not available in revised by-laws of DoC

35	16.6	Requisition for meeting and Conduct	If one-tenth of all the members having voting rights on the date of requisition, by requisition in writing setting forth the reasons therefore and signed by them and addressed to the Governing Council, request the Governing Council to call a meeting of the Council then the Governing Council shall, within 21 days of the receipt by it of the requisition, cause to be sent out a notice, calling a meeting of the Council, for such date and time as may be determined by the Governing Council.	----	Clause not available in revised by-laws of DoC
36	16.7	No right to remuneration	Members of the Council shall not be entitled to any remuneration for attending its meeting or for performance of any other functions as such members.	----	Clause not available in revised by-laws of DoC
	17	Procedure At Meetings Of The Council			
37	17.1	Scope of the Articles	Subject to the provisions of the Act and of these Articles, the provisions of the following Articles shall apply, in regard to meetings of the Council.	Subject to the provisions of the Act and of these Articles, the provisions of the following Article shall apply in regard to meetings of the Council.	Same
38	17.2	Quorum	a) No business shall be transacted at any general meeting, unless the requisite quorum is present at the commencement of the business. b) "The quorum for a general meeting shall be 25 members (ordinary) of the Council"	(a) No business shall be transacted at any general meeting, unless the requisite quorum is present at the commencement of the business. (b) The quorum for a general meeting shall be as per relevant section of Companies Act, 2013 or as per Societies Act 1861 as applicable. (c) The members of the quorum include Ordinary and eligible Associate members of the Council.	Difference
39	17.3	Venue and Mode of Meeting	Every general meeting of the Council shall be held at New Delhi on any working day during working hours at such place and time as may be decided by the Governing Council.	Every Annual General Meeting of the Council shall be held in the city in which the registered office of the Council is situated or at any such place as may be decided by the Committee.(b) The Council can also hold a meeting through hybrid means or video conferencing or other audio-visual means, if permissible under the relevant Act, which are capable of recording and recognizing the participation of the members and of recording and storing the proceedings of such meetings along with date and time.	Difference
40	17.5	Chairman	a) Chairman of the Council shall be entitled to take the chair at the general meeting held every year of the Council.b) if there is no Chairman or if he is not present within 30 minutes from the time appointed for holding such meeting or, if he is unwilling to act, then the Vice Chairman of the Council (if present and willing) shall preside. and willing ,the members of the Governing Council who are present may choose a coopted member of the Governing Council to preside at the meeting	a) Chairperson of the Council shall be entitled to take the chair at every General Meeting of the Council.b) if there is no Chairperson or if he/ she is not present within 15 minutes from the time appointed for holding such meeting or if he/ she is unwilling to act then the Vice-Chairperson of the Council, who is present and willing, shall preside.c) If the Vice-Chairperson is not present and willing, the members of the Committee who are present may, choose one of the members of the Committee present in the meeting, to preside at the meeting.d) If there is no Member of Committee willing to take the chair, the eligible Members of the Council who are present shall elect one of the Ordinary Members to be the Chairperson of the meeting of the Council.	Difference
41	17.8	Minutes conclusive	An entry in the Minute Book of the Council in regard to any resolution moved at a meeting shall be conclusive evidence of the fact that the resolution was carried out: a) unanimously; or b) adopted by majority; or c) lost , as the case may be.	An entry in the Minute Book of the Council in regard to any resolution moved at a meeting shall be conclusive evidence of the fact that the resolution was: (a) passed unanimously;or (b) adopted by majority; or (c) defeated , as the case may be.	Difference
	18	Committee Of Administration (COA) Or Governing Council			

42	18.1	Formation	<p>Formation of the Council:</p> <p>a) The Council shall have a Governing Council to perform the functions assigned to it by these Articles.</p> <p>b) The composition of the Council shall be as provided in Article 25.</p>	<p>Formation of the Committee:</p> <p>a) The Council shall have a Committee of Administration (CoA) to perform the functions assigned to it by these articles.</p> <p>b) The composition of the Committee shall be as provided in Article 27.</p>	
	20	REGIONAL GOVERNING COUNCIL	Formation of Regional Governing Council: The Regional Governing Council will be constituted as and when required by the Central Governing Council.	----	Not mentioned in revised bye-laws of DoC
43	20.1	Casual Vacancies	<p>a) If there arises a casual vacancy in the office of any member of the Governing Council, it shall be filled up by the Governing Council, provided that when the vacancy is for a period not exceeding two months, the Governing Council may, if it so chooses, decide not to fill up the vacancy, so long as the number of vacancies so left unfilled does not exceed three.</p> <p>b) A person appointed to fill up a casual vacancy shall hold office only for a remainder of the term of the original member.</p>	<p>(a) If there arises a casual vacancy in the office of any member of the Committee (other than Regional Chairperson and members who are nominated or coopted) it shall be filled up by the Committee. Provided that when the vacancy is for a period not exceeding two months, the Committee may decide not to fill up the vacancy, so long as the number of vacancies so left unfilled does not exceed three.</p> <p>(b) A person appointed to fill up a casual vacancy shall hold office only for the remainder of the term of the original member.</p>	Difference
44	20.2	Member going out of India	----	If a member of the Committee (other than Regional Chairperson and members who are nominated or co-opted) desires to go out of India, shall intimate to the DG/ED/ Secretary the date of his/ her expected return to India.	Additional clause added in revised bye-laws of DoC
	21	Regional Chairperson or Panels			
45	21.1	Regional Chairperson	----	<p>a) Regional Chairperson(s) shall be ex-officio member(s) of the Committee of the Administration.</p> <p>b) There may be more than one Regional Chairperson as per functional requirement of the Council.</p> <p>c) Their election shall be held along with elections to the Committee and shall be regulated by rules to be made by the Committee.</p>	
	25 and 27	Chairperson, vice-chairperson, etc. And the composition of the committee			
46	25.1 / 27.1	Chairperson's term of office	<p>a) As per para 2.92.</p> <p>b) Shall not be eligible for re-election at the immediately next election.</p>	<p>The Chairperson shall hold office for a period of two years and;</p> <p>a) shall retire accordingly;</p> <p>b) shall not be eligible for re-election at the immediate next election;</p> <p>c) shall be eligible for re-election as Vice-Chairperson in same / any other Council, only after a gap of four years. e.g., If term of Chairperson expires on 31st March 2023, he/she shall be eligible for contesting to CoA election not before 1st April, 2027</p> <p>d) can be removed by a "No Confidence Vote" of no less than the two third of the Members of the Committee. The resolution regarding No Confidence will be put to vote on the same pattern of direct elections as enumerated in Article 9.1</p>	

47	25.2 / 27.2	Vice-Chairman of the Governing Council	<p>a) The election of Vice-Chairman shall be held as per provisions in Para 2.92 of the Handbook of Procedures and in compliance with the all directions issued (letter No. 12/2/2013-E&MDA, dated 07.12.2015) for its implementation by Department of Commerce, Government of India.</p> <p>b) The Council shall ensure, that Chairman and Vice-Chairman of the Council will not be from same sector.</p>	<p>a) The Vice-Chairperson of the Committee shall be elected by the Council for a term of two years</p> <p>b) On completion of his/her term of two years, the Vice-Chairperson shall be endorsed by the Committee to succeed the Chairperson on completion of his/ her term, unless the Vice-Chairperson is un willing to accept Chairpersonship or he/she has incurred any of the disqualifications enumerated in Article8.1regarding membership of the Council.</p> <p>c) In the event of the post of Vice-Chairperson falling vacant due to any of the circumstances, the post shall be filled up as per laid down procedure.</p> <p>d) The Vice-Chairperson of the Committee shall be eligible for re-election as Vice- Chairperson in same / any other Council, only after the gap of four years.</p> <p>e) The Vice-Chairperson of the Committee can be removed by a No Confidence Vote of no less than the two third of the Members of the Committee.</p> <p>The resolution regarding No Confidence, referred to in paragraph (e) above, shall be put to vote on the same pattern of direct elections as enumerated in Article 9.1. Notwithstanding the provision mentioned at 27.2(b) above, the FIEO/EPCs may also consider direct elections for the post of Chairperson by adopting a resolution with 2/3 majority of the Committee of Administration (COA).</p>	
48	25.3 / 27.3	Composition of the Committee	<p>The below provisions are as per letter No. F.No.4/31/2019-EP(Services) issued by EP (Services) Division, Department of Commerce, GoI:1. The Governing Council shall comprise of 15 members and wherever elected as follows:- 15 representatives i.e one representative from each sector as follows:(i) Healthcare Services including Services by nurses, physiotherapist and paramedical personnel;(ii) Educational Services;(iii) Entertainment Services including audio-visual Services;(iv) Consultancy Services;(v) Architectural Services and related Services;(vi) Distribution Services;(vii) Accounting/ Auditing and Book Keeping Services;(viii) Environmental Services;(ix) Maritime Transport Services;(x) Advertising Services;(xi) Marketing Research and Public Opinion Polling Services/Management Services;(xii) Printing & Publishing;(xiii) Legal Services.(xiv) Hotel and Tourism related Services(xv) Others- 1 representative of Ministry of Commerce & Industry shall be Permanent Special Invitee with no voting right.- 1 representative of Ministry of Tourism shall be Permanent Special Invitee with no voting right.- 1 representative of Ministry of Education or Ministry of Health shall be Permanent Special Invitee with no voting right.</p> <p>2. The Governing Council reserves the right to modify the composition of the Governing Council with the prior approval of the Central Government.</p>	<p>1) The Committee of Administration shall be composed of the following:a) Elected members with a minimum of twelve(excluding the Regional Chairpersons).b) Nominated members not exceeding three (for COA with a size up to 20 members)or five (for COA with a size of beyond 20 members), from the prescribed categories as per Article27.4(c).2) Subject to the provisions of clause (1), the number of members of the Committee shall be laid down by rules made by the Committee.3) More than one member from any firm/entity shall not be eligible to be an elected member in the same COA in any capacity</p>	

49	27.4	Reservation	-----	<p>a) At least one third of the seats for the elected members of the Committee shall be reserved for representatives of MSMEs.</p> <p>b) In addition, at least one third of the seats for elected members of the Committees shall be reserved for exporters who fall within the category of export houses, trading houses, star trading houses, and super star trading houses as defined, for the purposes of the Export-import policy for the time being in force or who have for the time being similar status under the said policy.</p> <p>c) At least three seats (for COA with a size up to 20 members) or five seats (for COA with a size of beyond 20 members), shall be reserved for categories of women entrepreneurs (minimum one), startups, young entrepreneurs (less than 40 years of age as on 31st March of the year of election); and North Eastern/Hill Regions to ensure their suitable representation in the Committee.</p> <p>d) In the elections, if the categories mentioned at (c) are represented/elected through (a) & (b) above, this will be sufficient for meeting the requirements mentioned under (c).</p> <p>e) Where any seat reserved under clause (c) of this Article cannot be filled up by candidates of that reserved category through election process, Department of Commerce shall nominate suitable representatives of the respective categories in consultation with the respective councils/FIEO</p> <p>f) The Council/FIEO shall send a report to Department of Commerce within 45 days after conclusion of election process. In case the reservation criterion is not fully met through election process, the Department of Commerce shall fill up such vacancies through nomination basis in consultation with the respective councils/FIEO</p>	Additional clause added in revised bye-laws of DoC
50	27.5	Co-opted Members	-----	<p>a) The Committee may co-opt such members, as it considers necessary for the efficient conduct of its business in relation to specific types of activities.</p> <p>b) Members from the following Government Agencies/ Banking Institutions etc. may be considered for co-opting:</p> <ul style="list-style-type: none"> i. Ministry of Commerce ii. Department of Economic Affairs/Banking iii. Directorate General of Foreign Trade including its Regional Offices iv. RBI / ECGC/ EXIM Bank v. Representative of Shipping & Transport Ministry vi. M/o MSME or representative of State Government (Industry/ MSME) vii. One Senior Representative from Five Star Export Houses or equivalent status (All India Basis). 	Additional clause added in revised bye-laws of DoC
51	27.6	Other Provisions for Nominated / Co-opted Members	-----	<p>(a) The term of office of members of the Committee who are nominated by the Central Government shall be co-terminus with the term of the Committee. Provided that, if a member is nominated during the term of the Committee his/ her term of office shall be such as the Central Government may specify.</p> <p>(b) The Central Government may, at any time, require such a nominee to relinquish his/ her office and may appoint another person in his/ her place.</p>	Additional clause added in revised bye-laws of DoC

52	27.7	Retirement of Elected Members	<p>The below provisions are as per letter No. F.No.4/31/2019-EP(Services) dated 22.08.2022 issued by EP (Services) Division, Department of Commerce, GoI:</p> <p>a) The tenure of each CGC members will be for a maximum period of 6 years.</p> <p>b) CGC members on the completion of 6 years tenure shall be eligible for a re-election after a cooling off period of 2 years – in order to give representation to new members to represent sectors in CGC.</p> <p>c) In case a CGC member files for nomination as vice-chair, the member should have adequate period left for occupying the position of vice chair and chair – in order to ensure maximum tenure of 6 years as CGC member.</p> <p>d) In no case, 6 years tenure may be breached.</p> <p>e) One third of members shall retire every two year and such retirement shall commence from the senior-most member being retire first followed by next senior most member and so on till the required number of members retire. In case of tie between the seniority of two or more members, the retiring members shall be decided by draw of lots.</p> <p>f) Members of Central Governing Council (CGC) including Chairman and Vice-Chairman shall be allowed to complete their respective regular tenure as per provisions under existing MOA. However, new election / selection for the posts of CGC member, Vice-Chairman or Chairman shall take place as per amended MOA.</p> <p>g) 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. (Reference – letter No. 12/2/2013-E&MDA dated 07.12.2015 issued by Department of Commerce).</p>	<p>a) One third of the elected members of the Committee shall automatically retire on the completion of two years of their term, but shall be re-eligible for re-election, as per laid down procedure.</p> <p>b) The names of the members who shall retire on the expiry of the first and the second term (of two years each) respectively, shall be determined by lot/ in accordance with the seniority (long serving members of COA will retire first).</p> <p>c) Election process of the retiring members may be started three months before the AGM of that year.</p> <p>d) There should be a “cooling off” period of two years after two consecutive terms of the elected member of CoA.</p> <p>(e) If a Member gets elected to Vice Chairperson in his second term of COA and eligible to succeed the post of Chairperson on completion of his/her Term, he/she shall be deemed member of the COA during his/her period as Chairperson of the Council.</p> <p>Note: The provision under 27.7(d) shall be effective from 1.04.2025 to give sufficient time to the Councils for implementing the revised guidelines.</p>	
53	27.8	Elections of the Committee and Returning Officer	-----	<p>(a) Elections to the Committee (in respect of seats of elected members falling vacant) shall be conducted every two years, well before the expiry of the term of the retiring members.</p> <p>(b) The Committee shall appoint a returning officer for conducting elections.</p>	
	30	Resolution By Circulation			
54	30.1	Circulation	<p>a) Any business which may be necessary for the Council to transact may, if the Chairman so directs, be carried out by circulation of papers among all its members; and any resolution so circulated and approved by the majority of such members shall be as effectual and binding, as if the resolution had been passed at a meeting of the Governing Council, provided that at least the number of members who constitute the quorum of the Governing Council have recorded their views on the resolution.b) When any business is so referred by circulation to the members of the Governing Council, a period of not less than seven clear days shall be allowed for the receipt of replies from such members, such period being reckoned from the dated on which the notice of the business is issued.</p> <p>c) If a resolution is circulated, the result of the circulation, shall be communicated to all members of the Governing Council present in India and shall be recorded in the minute of the next meeting of the Governing Council.</p>	<p>(a) Any business which may be necessary for the Committee to transact may, if the Chairperson so directs ,be carried out by circulation of papers through electronic and / or physical means among all its members and any resolution so circulated and approved by the majority of such membersshall be as effectual and binding as if the resolution had been passed at a meeting of the Committee, provided that at least the number of memberswho constitute the quorum of the Committee have recorded their views on the resolution.(b) When any business is so referred by circulation to the members of the Committee, a period of not less than five working days shall be allowed forthe receipt of replies from such members such period being reckoned from, the date on which the notice of the business is issued.(c) If a resolution is circulated, the result of the circulation shall be communicated through electronic and / or physical means to all the members of the Committee and shall be recorded in the minutes of the next meeting of the Committee.(d) All such resolution / important documents shall be immediately uploaded on the website of the Council.</p>	
	31	Role Of Director General in The Council			

56	31.1		<p>If necessary, the Council may have a Director General, who shall however work under the administrative control of the Chairman.</p>	<p>Director General / Executive Director a) There shall be a Director General (DG) /Executive Director (ED) of the Council, who shall be under the control and direction of the Committee and shall be overall in-charge of the administration of the Council; and shall supervise the work of all officers of the Council, b) If necessary ,the Council may have a Secretary who shall however work under the administrative control of the Director General / Executive Director.</p>	
57	31.2	Director General if appointed	<p>a) The Director General be in charge of all administrative matters and shall keep an account of the funds of the Council and of funds connected with, or in any way controlled by the Council.</p> <p>b) He shall keep accurate minutes of all the meetings of the Council and of the Councils.</p> <p>c) He shall take proper care of all assets belonging to the Council.</p> <p>d) He shall give notice to members, of all meetings of the Council or the Council.</p> <p>e) He shall duly notify members of their appointment, shall countersign all cheques signed by the Chairman or by any member or members of the Council duly authorized in this behalf and shall collect all moneys due to the Council.</p> <p>f) He shall prepare an Annual Report of the Council.</p> <p>g) He shall generally perform all such functions as are incidental to his office or as may be assigned to him by the Governing Council or Director General, from time to time.</p> <p>h) He shall regulate all the financial matters through the Accounts officer as defined in Article 1 Clause (b) of Article of Association.</p> <p>i) in the absence of Director General being so appointed for the time being or for a period there is an inability to act, in such case, the Chairman of the governing Council shall nominate/authorize any person as ad-hoc Director General.</p>	<p>Secretary, if appointed (a) The Secretary shall have charge of all correspondence and shall keep an account of the funds of the Council and of funds connected with, or in any way controlled by, the Council. (b) The Secretary shall keep the approved minutes of all the meetings of the Council and of the Committees. (c) The Secretary shall issue meeting notice of all meetings of the Council of the committee. (d) The Secretary shall duly notify members of their appointment, shall countersign all cheques signed by the Chairperson or by any member or members of the Committee duly authorized in this behalf and shall collect all moneys due to the Council. (e) The Secretary shall prepare an Annual Report of the Council (f) The Secretary shall generally perform all such functions as are incidental to their office or as may be assigned to them by the Committee or Director General / Executive Director, from time to time.</p>	