

MOST IMPORTANT

BY E-MAIL

TO
ALL MEMBERS OF JPDEPC

FROM ELECITON AUTHORITY

No. JPDEPC/Election (12th)/Circular:FY 25-26:

Date: 14th August, 2026

Sub: Conducting of Election (12th) in JPDEPC-Cutoff date for filing Nomination – 03.09.2026 (Thursday)

Sir/Madam,

The undersigned, is authorized to act as Election Authority of Election (12th) of Committee of Administration (COA) of Jute Products Development and Export Promotion Council (JPDEPC) is scheduled to be held by e-voting, on **10.09.2025 to 12.09.2026 (Thursday to Saturday)**.

JPDEPC solicits members' prompt action on following election-related matters within positively **17.08.2026 (Monday) till 5 PM**, to enable Council to prepare valid electoral roll:-

I. Rules of Election should carefully be perused and followed.

II. Dues on account Membership & RCMC [as per Rates dated 01.04.2023 – **Enclosure-1**) or any other payable by members upto 2026-27 should be paid through DGFT portal to JPDEPC within 30.06.2026 **(Tuesday)** positively.

III. Postal address, Telephone, Fax and E-mail as contact details of members may be re-sent to JPDEPC within **17.08.2026 (Monday)** to enable Council to revalidate or update.

N.B. In absence of response, Council will consider and action information existing with it.

IV. Members willing to contest are required to submit following particulars with documentary evidences to JPDEPC by 03.09.2026 (Thursday) (5 pm) to be eligible to contest:-

1. Member's all dues to the Council; namely, Membership Subscription, RCMC Fee and any other must stand cleared within 30.06.2026.
2. 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:

(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
3. Members holding RCMC of JPDEPC are eligible to contest.

V. Nomination Form (Attached-II) may be carefully read and be duly filled in, stamped, dated and submitted in sealed cover to the Office of the Election Authority by 03.09.2026. (5 pm)

N.B. Nomination can be withdrawn within 08.09.2026 (Tuesday).

Following members cannot vote and/or contest:-

1. Associate Members.
2. Members obtained membership with RCMC of Council after **2024-25** Financial Year.
3. Otherwise not eligible under Articles of Association.

VII. E-Voting System, if required, to be followed, will be intimated separately.

N.B. 1. List of Valid nomination due to be declared on **09.09.2026 (Wednesday)**

2. Election by e-voting to take place on **10.09.2026 to 12.09.2026 (Thursday to Saturday)** for which Notice will be issued.

3. Declaration of result of election due on 30.09.2026 (Monday) and AGM is scheduled on 30.09.2026.

Please take timely action and actively participate in the election.

N.B. For Election related query, members may get in touch with Returning Officer directly.

Thanking you,

Yours faithfully,

SD/-

CS Madhuri Pandey

Returning Officer

on behalf of Jute

Products Development & Export

Promotion Council (JPDEPC)

(Mobile No:9674518556)

Returning Officer's Office Address:

CS Madhuri Pandey

Fellow Company Secretary

COP No. 20723

Roopkatha Apartment (Flat No. 3A)

5,Rashtraguru Avenue

Kolkata – 700028.

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Encl:

- 1. Rules of Election**
- 2. Nomination Form-Attachment--II**
- 3. From DIR-2 -Attached - III**