



**IMPORTANT NOTICE**

**Engineering Export Promotion Council**

Vanijya Bhavan (1st Floor), International Trade Facilitation Centre, 1/1 Wood Street, Kolkata-700 016

**To  
All Members of the Council**

April 5, 2006

**Sub : Primary Classification of Firms into Panel**

Members are aware that at the time of applying for membership with the Council, they, giving reasons therefor, indicated the Panel in which they wanted to be primarily registered. Accordingly the firms were classified in the Panel in which they have primary interest, provided they fulfil the criteria for classification of Member Firms/Companies into Panel.

As per Article 3(f) of the Memorandum and Articles of Association, once members are enrolled under various Panels, no change will be permitted except after an interval of two years. Applications for such changes shall be made to the Council, giving reasons therefor, within two months of the beginning of the year. The Working Committee or any other Committee or Sub-Committee to which power therefor are delegated by the Working Committee shall decide such requests for changes of membership of Panels.

We find that many members have diversified item of their production/export in which they were earlier interested. So, it is necessary that as per their present item of export, their primary classification should be changed to the appropriate Panel.

A copy of the list of existing Panel constituted/reconstituted by the Working Committee of the Council together with the Criteria for Classification of Members into a Panel are attached herewith. Members are requested to kindly let us know immediately their option specifying the name of Panel for their primary classification. Their option must reach this Office positively by **31st May, 2006** for consideration of the Panel Sub-Committee. They should also send a statement showing item-wise exports during the year 2005-06, duly certified by a Chartered Accountant.

Request for change of Panel received after the stipulated period as mentioned above will be considered only for the purpose of sending Panel circulars, papers pertaining to export matters etc. for the current financial year. For the election purpose, the request for shifting to other Panel will be effective for the next financial year.

(R. MAITRA)

*Adtl. Executive Director & Secretary*

Encl. : (i) Criteria for Classification  
(ii) List of existing Panels

**CRITERIA FOR CLASSIFICATION OF MEMBER-FIRMS/COMPANIES INTO PANELS**

According to Article 3(d) of the Memorandum and Articles of Association of the Council every Ordinary Member and Associate Member shall, at the time of applying for membership, indicate, giving reasons thereof, the Panel in which he wishes to be primarily registered and the other Panel or Panels with which he also wishes to be associated.

- (1) Where a firm/company desires to be primarily registered in a Panel they should be classified in the Panel desired by them provided the member fulfils the condition as herein provided. At the time of classifying the members, the Council shall classify them in the Panel in which they have primary interest. The primary interest of member-firms/companies should be ascertained on the following grounds :

**In Case of Manufacturer-Exporter**

They should be registered as a SSI/DGTD/SIA unit for the manufacture of the item concerned. The product should be their best or the second best item of production/export during the preceding year.

**In Case of Merchant Exporter/Export House/Trading House/Star Trading House/Super Star Trading House**

The product representing a Panel should be the best or the second best item of their export during the preceding year.

For ascertaining primary interest of the firms/companies, Manufacturer-Exporters must furnish to the Council a certificate from the Chartered Accountant certifying their item-wise production in terms of value for the preceding year. Similarly, Merchant Exporters/Export Houses/Trading Houses/Star Trading Houses/Super Star Trading Houses must submit a statement of their item-wise export during the preceding year in terms of value certified by the Chartered Accountant.

Merchant Exporters having no export should send a statement of their item-wise domestic turnover of engineering goods in terms of value during the preceding year certified by a Chartered Accountant. If there is neither domestic turnover nor export turnover they may be given primary registration in one panel of their choice, Export Houses/Trading Houses/Star Trading Houses/Super Star Trading Houses shall send a copy of their valid recognition certificate as such granted to them by the Office of DGFT, New Delhi.

### (2) Additional Panel

Where a firm/company wants to be primarily registered in one Panel and associated with other Panel/Panels as well, such firm/company should pay Rs. 1,000/- per annum for each additional Panel. Small Scale Industrial Units born on the list of Directorate of Industries or Small Scale Service Institutes have to pay Rs. 500/- only per annum for each additional Panel.

### (3) Change of Panel

Once a firm/company is enrolled under one Panel or various Panels, no change will be permitted except after an interval of two years. Application for such changes shall be made to the Council, giving reasons therefor, within two months of the beginning of the third year. In such cases, eligibility for classification in another Panel will be decided based on Criteria in force for primary registration of members in Panel.

## LIST OF PANELS

(effective from 4th March, 2005)

1. Textile Mills Machinery & Accessories (This will also include all types of knitting machines).
2. Industrial Machinery for manufacture of Paper, Cement and Chemicals including Pressure Vessels, Boilers and Heat Exchangers.
3. Food Processing Machinery, Sugar Mill Machinery including Pharmaceutical Machinery (This will include Oil, Tea, Coffee, Flour, Dal, Rice and Canning Mill Machinery and Dairy Equipments and Animal Drawn Sugarcane Crushers).
4. Agricultural Machinery - Field Equipments including Agricultural Tractors and Trailers, Spare Parts and Agricultural Implements, Tools, Irrigation Equipments such as Sprinklers etc.
5. Industrial Machinery - Others including Heating, Cooling and other Air-Conditioning Equipments.
6. Motor Vehicles excluding Two Wheelers and Three Wheelers (This will include Heavy Duty Trucks, Jeeps, Chassis, Bus Bodies, Ambulances, Cars etc.).
7. Automobile Components, Spare Parts, Accessories including Storage Battery for Automobile Application and Auto Servicing Garage Equipments.
8. Bicycles, Bicycle Components and Accessories (This will also include Tricycles and parts thereof).
9. Internal Combustion Engines, Compressors and parts thereof.
10. Electric Power Machinery, Switchgear and Controlgear including Cable, Conductors, Cable/Conductor Accessories and Industrial Storage Batteries (This will also include Electric Generators, Power and Distribution Transformers, Electric Motors, Telephone Cables and ACSR).
11. Two Wheelers and Three Wheelers - Complete (This will cover all sorts of Scooters, Motorcycles, Mopeds and Three Wheelers).
12. Electric and Home Appliances, Fans, Sewing Machines, Dry Batteries, Torch Lights and other Electrical Manufactures - N.O.S.
13. Iron & Steel.
14. Machine Tools.
15. Hand Tools.
16. Fabricated Steel Structures including Transmission Line Towers.
17. Steel Pipes, Tubes and Fittings thereof.
18. Steel Wire Products - all types including Steel Wire, Wire Ropes and Strands.
19. Other Steel Products - all types (This will include all Primary Steel based items not otherwise specified).
20. Sanitary Castings (This will also include Valve Box, Water Meter Box and Meter Lids).
21. Ferrous Industrial Castings (This will also include Spun Pipes, Pressure Tested Pipe Fittings and Alloy Steel Castings).
22. Steel Forgings - all types.
23. Aluminium and Manufactures thereof.
24. Non-Ferrous Metals & Manufactures thereof (Other than Aluminium) including EPNS Wares etc.
25. Design, Technical and Consultancy Services.
26. Super Star/Star/Trading and Export House.
27. Fasteners - all types.
28. Pumps - all types.
29. Projects Export (This will also include Civil Construction Works connected with Industrial Projects).
30. Construction and Earthmoving Machinery including Cranes, Hoists, Mining Equipments and Tractors for Construction and Earthmoving purpose.
31. Free Trade Zone and 100% Export Oriented Units.
32. Mica and other Mineral based Products.
33. Miscellaneous Manufactures - N.O.S. including Ferrous Holloware and Office Equipments (This will include all residual products not otherwise specified and Office Equipments including Photocopier, Typewriter, Dupli-cator etc.).
34. Small & Cutting Tools including Engineers Files.
35. Instruments - all types.
36. Railway Rolling Stock and Components, Signalling Equipments and Other Transport Equipments including Air-Crafts, Ship Building and Repairing etc.
37. Ferro Alloys.
38. Stainless Steel Houseware Products (This will cover Utensils, Cutlery, Kitchen Equipments etc.).
39. Builders Hardware including Hinges, Door Fittings, Locks, Pad Locks etc. of Base Metal.