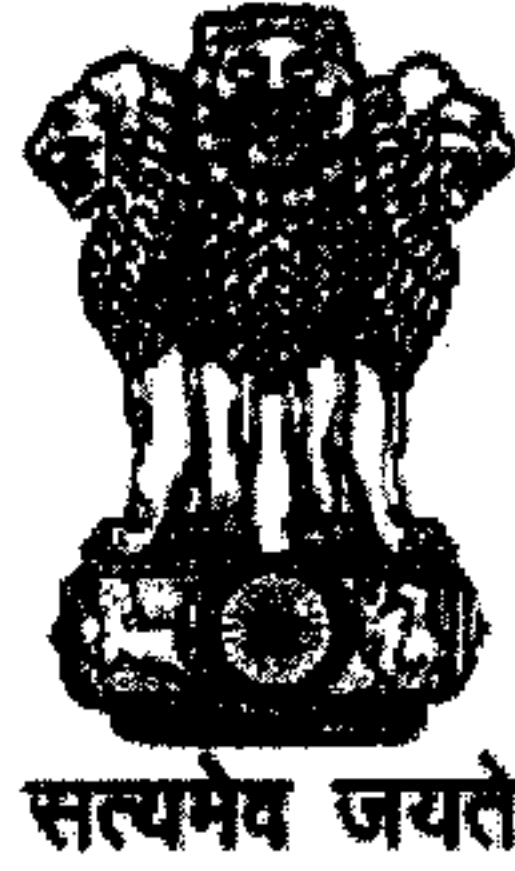




Handbook of Returning Officer

**Model letter from Returning Officer to all the
Member societies and organisations of the
Society to seek name of delegates to the Smaller
General Body/General Body for the election of
Board of Directors**

August 2026

COOPERATIVE ELECTION AUTHORITY

**9TH FLOOR, TOWER-E, WORLD TRADE CENTRE
NAUROJI NAGAR, NEW DELHI – 110029.**

(Issued from File No.CEA-12011/428/2025)

Introduction.

Many Multi State Cooperative Societies (MSCSs) have other Cooperative Societies or Multi State Cooperative Societies as Members. In these situations, Returning Officer has to send a letter to such Societies to seek the names of their representatives who are referred as the delegate of the Society.

2. Member societies have to pass fresh resolution for sending the name of their delegate for every general meeting at which elections are held.

3. This booklet contains a draft Model Letter to be signed by the Returning Officer to all such member Societies. The details of the delegates with resolution of the Board have to be sent to Returning Officer by member societies in the Proforma (Annexure 4) along with a covering letter (Annexure 5).

4. The name of delegate of the society should reach Returning Officer at least 21 days prior to the date fixed for the general meeting.

Draft

Model Letter



GOVERNEMENT OF _____
Office of the RO, (Society's name)/District Magistrate (District name)
Address : _____

Phone No. _____

Email: _____

F. No./DM _____ /

Dated: _____

To,

All Managing Directors/Chief Executives of Member Organizations of (Member Society's name)

Sub: Election of Members in General Body/Board of Director/Governing Council of (name of Society), on _____ at _____. Seeking name of Delegate for the purpose of conduct of election of Board of Directors & Office Bearers (society's name).

Dear Sir/Madam,

1. In accordance with the election request submitted by (name of the Society), the Cooperative Election Authority (CEA) vide its order No. CEA-12011/XXX/XXXX dated _____ has appointed the undersigned as the Returning Officer to conduct the election of the Governing Council/Smaller General Body/Board of Director of (Society's name) as per the Multi-State Cooperative Societies (MSCS) Act, 2002 as amended by MSCS (Amendment) Act, 2023 and Rules framed thereunder. The election of Governing Council/Smaller General Body/Board of Director of (Society's name) will be held in the Special General Body meeting scheduled for _____ at _____.

2. The member Organizations of (Society's name) are required to nominate their delegates to the General Body and Governing Council as per Section 38 and Section 45J(1) of the Multi-State Cooperative Societies Act, 2002 as amended w.e.f. 03.08.2023 and as per Rule 19H(5), Rule 19H(6) and Rule 19H(7).

3. Relevant BYE-LAWS NO. _____ of (name of the Society).

Whether nomination is being made –

(i) For Smaller General Body

OR

(ii) For Board of Director.

This blank space has been provided to quote relevant provisions of the Bye-Laws.

Quote relevant/applicable bye-law.

4. Proforma to be submitted by the Member cooperative societies to the Returning Officer [under Section 38 of MSCS Act] and under Rule 19H(5), 19H(6) and 19H(7) of MSCS Rules recommending the name of delegate of General Body (refer Annexure-4 of Handbook for preparation of Voter List) along with following documents:

i. A copy of the Fresh Resolution by the competent authority of the member society nominating the delegate duly attested by the Chairman/Secretary/Chief Executive or any other authorized officer under seal of the Member Society. Fresh resolution means that resolution of the Board of Directors nominating representative from Member Cooperative Societies should be after the date of issue of election schedule by CEA.

ii. Period for which the nomination of delegate is made by the member institution.

iii. Duly attested specimen signature of the delegate by the Chairman/Secretary/Chief Executive or any other authorized officer under seal of the member Society.

5. The delegate nomination Form (**Annexure-4**) complete in all respect should reach the undersigned latest by date (day) at the following address:

Name of DC/DM, IAS
DISTRICT MAGISTRATE (Name of the Place)
RETURNING OFFICER,
Name of the Society,
(Address)
E-mail of Returning Officer.

6. Further it is also informed that as per the provisions in the Multi-State Cooperative Societies Act, 2002 as amended w.e.f 03.08.2023 and bye laws of (name of the society), defaulter member societies shall not be eligible to exercise voting rights, unless default is liquidated 30 days prior to polling.
7. **Publication of final list of members eligible to vote:** A copy of list of member organizations, together with the names of their authorized delegates who are eligible to vote received till (date) will be exhibited on the Notice Board and website of the Society on (date). A copy of this list could also be obtained from Assistant Returning Officer appointed by the CEA.
8. I, therefore, request you to nominate a representative. The name of delegate should be sent in the prescribed proforma (in duplicate) enclosed at Annexure-4 along with a covering letter from Society to Returning Officer (Annexure-5) documents on or before date and (day).
9. A copy of the Election programme issued by the CEA on (date) is also enclosed herewith as **Annexure-B** for facility of reference.

Thanking you,

Yours faithfully

(Name of DC/DM), IAS
Name and Seal of RO

Mobile Number- _____
Land Line Number- _____
E-mail - _____

Copy to :

1. The Cooperative Election Authority, Tower-E, 9th Floor, World Trade Tower, Nauroji Nagar, New Delhi-110029. (email: cea-2023@gov.in).
2. The Chief Executive, (name of the Society), (address) to ensure that this letter is delivered to all the member societies of (name of the society) by Speed Post as well as through emails.

(Name of DC/DM), IAS

Name and Seal of RO

Mobile Number- _____

Land Line Number- _____

E-mail - _____

Annexure - 4

PROFORMA TO BE SUBMITTED BY THE MEMBER SOCIETY TO THE RETURNING OFFICER [UNDER RULE 38(3) of MSCS ACT] and UNDER RULE 19H (5), 19H(6), 19H (7), of MSCS RULE TO SEND THE NAME OF DELEGATE FOR GENERAL BODY MEETING.

	Particulars	Details	
1.	Name of Member Society/Institution		
2.	Address of Member Society/Institution		
3.	Membership number of Society		
4.	Details of delegate:		
	a) Name		
	b) Position (Chairman/Chief Executive/Director/Administrator) held by the delegate		
	(c) Society address of the delegate for correspondence and telephone and Mobile number and Father's name		
	(d) Specimen signature of the delegate duly attested		
	(e) Signature attested		
	(Name & designation of the person attesting the signature)		
5.		Board Resolution No.	Date

	Nomination details (original copy to be enclosed*)		
6.	Name of the Board/Administrator competent to nominate		
7.	Date of expiry of the term of Managing Body/Board		

Declaration: I _____(NAME)_____ hereby declare, to the best of my knowledge and belief, that the delegate has not incurred any disqualification of membership of this society/institution under Section 29 of MSCS Act and is not disqualified for being a member of the Board of the _____ under Section 43 of MSCS Act and all pertinent sections of the MSCS Act 2002 as amended in 2023, its associated rules, and the bye-laws of the Society (Name of the Society)

_____.

(Signature of Chairman/Secretary/Managing Director
/Chief Executive Officer/Administrator)

Date:

Place:

Seal of the Society/Institution

* Please enclose original copy of the Resolution

Note: - This duly filled Proforma should reach to Returning Officer at least 21 days prior to the date fixed for the General Boady Meeting (Date of Polling)

Draft Model Letter from Society to the Returning Officer.

To,

The Returning Officer.

It is to inform that our Society (Name of the Society) having Membership No. _____ is a member of the _____ Multi State Cooperative Society whose elections are going on.

Please find enclosed Resolution No. _____ dated _____ nominating representative/delegate of our Society to the said election and the General Body Meeting as per Rule 19H(5) & (7) of the Multi State Cooperative Society.

Yours sincerely,

Secretary of the Society/
CEO of the Society with Stamp.

Place : _____

Date : _____

Seal : _____