



## **Handbook of Returning Officer**

### **Preparation of Voter List**

**December 2025**

**COOPERATIVE ELECTION AUTHORITY**  
9<sup>TH</sup> FLOOR, TOWER-E, WORLD TRADE CENTRE  
NAUROJI NAGAR, NEW DELHI – 110029.

**Cooperative Election Authority****Handbook of Returning Officer****Preparation of Voter List for conduct of election to Board of Directors**

- (1) It is very essential to have clarity and transparency in the voter list, constituencies, contesting right of the members and voting rights of the Members.
- (2) The elections are held at a general body meeting of the Society convened for the purpose of conduct of election.
- (3) The general body of MSCS shall consist of all the members of the society.
- (4) Every member of the society shall have one vote & it has to be exercised in person.
- (5) **VOTER LIST**

- 5.1 Voter list consists of names of individual members and names of representatives/delegates as the case may be.
- 5.2 Each person listed in Sub-section 1 of Clauses (b) to (g) of Section 25 if nominated by such authority or society shall have one vote and should be included in voter list. The list is as follows:
  - (b) Any Multi State Cooperative Society or any cooperative society;
  - (c) The Central Government;
  - (d) A State Government.
  - (e) The National Cooperative Development Corporation established under the National Cooperative Development Corporation Act, 1962 (26 of 1962).
  - (f) Any other corporation owned or controlled by the Government.
  - (g) Any Government company as defined in section 617 of the Companies Act, 1956 (1 of 1956).

**5.3 Constitution of smaller body – Section 38(1) may be referred:**

- (i) If bye-laws of the society has provision for constitution of a smaller body consisting of delegates, such delegate will have one vote. For example, bye-laws of a society has a provision for a smaller

representative general body as the number of regular members of the society is more than 1000, then a smaller body i.e. representative general body may be formed as per the registered bye-laws of the society.

(ii) Delegate from smaller body could be selected or elected under the supervision of the Returning Officer. Separate schedule for election of delegate may be drawn by CEA or RO as per instruction of CEA. A model Delegate Election Schedule is given at Annexure-1. Nomination Form for election of delegates to General Body is given at Annexure-2. Request letter for nomination form for the election of delegates is given as Annexure-3. Schedule for election of delegate to be published on the notice Board of Society and on the website of the Society.

(iii) After election of delegates to General Body, all names of delegate are to be included in the list of voters for the election of Board of Directors. [Table 1]

Table 1  
Constituency wise break up of Delegates

S.No.	Name of Constituency	Number of Members	No. of Delegates	Name of Delegate

5.4 Names of representatives/delegate from the societies who are Members of the Multi State Cooperative Societies are to be included in the list of the voters. [Rule 19H(5)].

5.4.1 Who can be sent as representative by societies and process involved.

(i) Society can send the name of their Chairperson OR Chief Executive Officer OR a duly authorised Member of the Board of other Multi State Cooperative Society.

(ii) A resolution of the Board is required to send the name as delegate/representative.

- (iii) Fresh resolution is required for each separate election.

Example: Suppose simultaneous three elections of different MSC societies are going on and a member society intends to send its delegate to participate in these three elections, then three separate resolutions of the Board would be required to be sent to respective RO.

- (iv) Such resolution should be sent to the Returning Officer at least 21 days prior to the date fixed for the General Meeting [Rule 19H(5)] (as per the original election programme issued by the CEA).
- (v) In case of societies having administrator, Administrator himself or CEO of the Society could represent as delegate for the election of the Board of Director.
- (vi) The details of delegate should be sent by the Society in the proforma which is kept as Annexure-4. Model Draft Letter from Society to RO is kept at Annexure-5.
- (vii) Provisional list of delegates for election of Board of Director should be prepared by RO and it may contain the following details [Table 2]:

Table 2

Name & Address of the Federation/ Society which the delegate represent.	Admission No.	Membership No.	Name of the delegate.

Signature of RO/ARO

- (viii) The Provisional List of delegates should be published on the Notice Board & the website.

5.4.2 Nomination of delegate by institutions - An institution listed in Section 25 could nominate delegate as per the provisions contained in Section 38(3). Proforma at Annexure – 4 should be used for this purpose.

5.5 Election among representatives/delegates: In certain societies, as per the registered bye-laws of the Society, there are restrictions on the number of delegates from a district or from a constituency. In such cases, elections have to be conducted where representatives/ delegates will vote to select their delegates from the district/constituency society who will have voting right for the election of the Board of Director. In such scenario, separate election schedule has to be drawn and entire election process has to be followed on similar line as indicated in Para 5.3.

Example: Suppose, a federation has 1641 members from PACS. These 1641 PACS could send their one representative to the Returning Officer as representative. As per the bye-laws of the society, there are restriction to have maximum seven (7) delegates from a district. However, there are 25 representatives from that district with RO. Therefore, election has to be conducted to elect seven delegates from that district. Members are located in 38 districts. So, the elected delegates from 38 districts ( $38 \times 7 = 266$ ) would be elected delegates who will form the voter list to elect 21 Board of Directors of the MSCS.

- (6) Returning Officer after incorporating name of such delegates should prepare the list of voters eligible to vote on the date 30 days prior to the date fixed for poll.
- (7) Such list should be put on the notice board at the principal place of business of the society, its branches and on the website of the society at least 15 days prior to the date of election.
- (8) The list should also contain the admission number of the member, name of the voter or husband and particulars of such member.
- (9) The list of delegates should be published giving all the information like name of the delegate, the name of intended purpose in the case of member society, admission number, etc.
- (10) The format for preparing draft list of delegates who would be the voter is kept at Annexure-6.

Illustrative PurposeDelegates Election Schedule

S.No.	Details	Date & Time	Day
1.	Date of publishing and displaying the list of members having the right to vote.		
2.	Last date of addition, deletion and alteration of the name in the voter's list published by the society.		
3.	Date of publishing the final voters' list.		
4.	Dates of availing nomination papers..		
5.	Last day of filing nomination paper.		
6.	Date for publishing the names of candidates, their supporters, proposer on the notice board of the society.		
7.	Date for verification of the nomination papers.		
8.	Date for publishing the names of valid candidates.		
9.	Date of withdrawal of candidature.		
10.	Date for publishing the final list of candidates.		
11.	Date of Election, Place and time.		
12.	Date for counting of votes, place and time.		

Returning Officer

Place :

Election of the delegates of the

Members of the society (Name of the Society)

Date :

**Election of delegates to General Body.**

Delegate Election Year : \_\_\_\_\_

Nomination Paper for Constituency : \_\_\_\_\_ Group No. \_\_\_\_\_

1. Name of candidate : \_\_\_\_\_

2. S.No. in the register of members : \_\_\_\_\_

3. Address : \_\_\_\_\_  
\_\_\_\_\_

4. Name of the proposer : \_\_\_\_\_

5. S.No. of the proposer in  
the register of members : \_\_\_\_\_

6. Signature of the proposer : \_\_\_\_\_

7. Name of seconder : \_\_\_\_\_

8. S.No. of the seconder in  
the register of members : \_\_\_\_\_

9. Signature of the seconder : \_\_\_\_\_

**CANDIDATES DECLARATION**

I hereby declare that I have read the rules, bye-laws of the society and those of the election of the delegates and I possess necessary qualification as mentioned in the election rules and do not attract any disqualifications for being delegates to general body as per Act, rules and bye-laws and the same are binding to me. I further declare that all the above-mentioned details are true and correct.

Any of the above declaration if found untrue/false my candidature/delegate ship will be liable to be cancelled as per Act, rules and bye-laws.

Date : \_\_\_\_\_ Signature of candidate \_\_\_\_\_

Place : \_\_\_\_\_

**ENDORSEMENT BY THE RETURNING OFFICER**

This nomination paper was presented to me in person by Shri \_\_\_\_\_ /  
received on \_\_\_\_\_ at \_\_\_\_\_ hours.

Place :

Date :

Signature of Returning Officer  
or person authorised by him.

### **VERIFICATION BY RETURNING OFFICER**

After the scrutiny of the nomination paper the above information is found correct/incorrect. The nomination is, therefore, valid/invalid.

Place :

Signature of the Returning Officer

Date :

### **Receipt of Nomination**

Nomination paper was presented to me in person by Shri \_\_\_\_\_  
on Date \_\_\_\_\_ at \_\_\_\_\_ hrs.

Place :

Signature of the Returning Officer

Date :

or person authorised by him.

**Annexure – 3**

**Request for nomination form for the election of delegates.**

Name of Society :  
Address :

Date :

To,  
Returning Officer,

My Membership No. is \_\_\_\_\_ I request you to give me form for election of delegates.

Thanking you,

Yours truly,

Signature

Name :

Address :

**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.**

	<b>Particulars</b>	<b>Details</b>
1.	Name of Member Society/Institution	
2.	Address of Member Society/Institution	
3.	Membership number of Society	
4.	<b>Details of delegate:</b>	
	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.	Nomination details (original copy to be enclosed*)	Board Resolution No. _____ Date _____

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 Board 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 : \_\_\_\_\_

Draft Voter List

**Draft list of members and their delegates for election of Board of Directors of (.....  
name of the society ..... ) to be held on \_\_\_\_\_.**

S.No.	Constituency name	Name and address of federation/society which the delegate represents	Membership Number	Name of the delegate & designation
1.	2.	3.	4.	5.