

By Speed Post/ E-mail

**No. CEA-12011/82/2024**  
**Government of India**  
**Ministry of Cooperation**  
**Office of Co-operative Election Authority**  
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9th Floor, Tower-E, World Trade Center,  
Nauroji Nagar, Delhi-110029  
Dated: 04.10.2024

**Order**

**Subject:** Appointment of "Returning Officer" and "Election Program" for Conduct of Elections of Rajkot Nagarik Sahakari Bank Ltd., RO & HO Arvindbhai Maniar Nagarik Sevalay, 150 Feet Road, near Rajaya Circle Rajkot-360005, Gujarat – Reg.

In exercise of the powers conferred by Section 45 K (1) of the Multi-State Cooperative Societies (MSCS) Act 2002, as amended by the MSCS amendment Act 2023 read with Rule 19F (a) of the SCS Rules 2002, as amended with MSCS Rule in 2023, the Cooperative Election Authority hereby appoints District Collector & Magistrate, Rajkot, Gujarat as Returning Officer for conducting Elections as under:

Elections of the Rajkot Nagarik Sahakari Bank Ltd., RO & HO Arvindbhai Maniar Nagarik Sevalay, 150 Feet Road, near Rajaya Circle Rajkot-360005, Gujarat.			
Name of Board of Directors (21)	<b>General – 18</b> As per Bye-Laws 23 (A) of the Society : (1) 13 Directors to be elected amongst delegates from Rajkot constituency and (2) 5 Directors to be elected amongst delegates from other than Rajkot constituency	<b>SC/ST - 1</b>	<b>Women - 2</b>
<b>Office Bearer (2)</b>	<b>(i) Chairman - 01</b>	<b>(ii) Vice Chairman - 01</b>	

2. The Constituency shall be as per Bye-Laws of the Society.
3. Further, in view of Rule 19(H)(2) of the MSCS Rule 2002 as amended in 2023 with MSCS Rule as 2023, the Election Program for conducting election of the aforementioned Society is enclosed for further necessary action. RO is requested to ensure the election is conducted as per the MSCS Act, 2002 and Rules framed there under.
4. After conduct of Elections of Board of Directors, the RO is mandated to submit the requisite details in Format 19 M (for members of the Board of Directors) under Rule 19 M for seeking prior approval of the Cooperative Election Authority
5. After conduct of Elections of Office Bearer (One Chairman & One Vice-Chairman), the RO shall submit the requisite details in Format 19 N for seeking **prior approval** of CEA before declaration of results.
6. Returning Officer shall ensure that the Society prominently displays the **List of Eligible Voters, Election Program and Final List of the Contesting Candidates**, and other related important documents on the website of the society for enabling free, fair and transparent elections.

7. Wide publicity be given for holding of Elections in terms of provision of the MSCS Act and the rules framed there under.

8. Instructions for filling-up of the Format-M and N have been appended below the Format 'M' and 'N', the same should be scrupulously followed by the Returning Officer.

By Order



(Authorized Signatory)

To,

District Collector & Magistrate, Rajkot  
Collector Office, Opposite Jam Tower,  
Rajkot.  
E-mail- [raj@gujarat.gov.in](mailto:raj@gujarat.gov.in)

Copy to :

- 1 The Chief Executive Officer, Rajkot Nagarik Sahakari Bank Ltd., RO & HO Arvindbhai Maniar  
Nagarik Sevalay, 150 Feet Road, near Rajaya Circle Rajkot-360005, Gujarat  
E-mail : [ceo@rmsbindia.com](mailto:ceo@rmsbindia.com) Mobile : 9820352077
2. The Registrar of Cooperative Societies, Block No-10, Dr. Jivraj Mehta bhavan, Gandhinagar,  
Gujarat, [rcs@gujarat.gov.in](mailto:rcs@gujarat.gov.in)
- ✓ 3. The Central Registrar of Cooperative Societies – for information please.
4. For upload on website of CRCS.

Issue Date: 04/10/2024

Election Program

(A) General Information			
Name of MSCS	Rajkot Nagarik Sahakari Bank Ltd., Ro & hO Arvindbhai Maniar Nagarik Sevalay,150 Feet Road, near rajaya Circle Rajkot-360005.Phone no,2555555		
Returning Officer	DM/DC Rajkot		
Number of Directors to be elected	21(General- 18 , SC/ST-1 & Women-2 ) As per Bye-Laws 23 (A) of the Society for General Category : (1) 13 Directors to be elected amongst delegates from Rajkot constituency and (2)5 Directors to be elected amongst delegates from other than Rajkot constituency		
Operation Area	Gujarat and Maharashtra		
Regular Member	337820		
Polling Booth	Minimum two polling booth may be set up in the State of Gujarat and Maharashtra, if polling is held.		
(B) Election Program for Board of Directors			
SL.No.	Particular	Date	Time
1	Publication of Provisional List of Members/Delegates, eligible	18 <sup>th</sup> October, 2024 (Friday)	11:00 AM
2	Time Window for Raising Objection to the Provisional List	19-23 <sup>rd</sup> October, 2024 (Saturday to wednesday)	11:00 AM to 3:00 PM (Every Day)
3	Scrutiny & Disposal of objection received to the Provisional List (if any)	24 <sup>th</sup> - 27 <sup>th</sup> October, 2024 (Thursday to Sunday)	11:00 AM to 3:00 PM (Every Day)
4	Publication of Final List of Members/Delegates Eligible to Vote	28 <sup>th</sup> October, 2024 (Monday)	3:00 PM
5	Issue and Filing of Nomination Form	29 <sup>th</sup> October, 2024 To 2 <sup>nd</sup> November, 2024 ( Tuesday to Saturday)	11:00 AM to 3:00 PM (Every Day)
6	Display on Notice Board of the Society (at a conspicuous place) Nominations Forms received by Returning Officer	2 <sup>nd</sup> November, 2024 (Saturday)	5:00 PM
7	Scrutiny of received Nomination Forms	4 <sup>th</sup> November, 2024 (Monday)	11:00 AM to 3:00 PM
8	Publication of list of Valid Nominations	4 <sup>th</sup> November, 2024 (Monday)	5:00 PM
9	Withdrawal of Nominations	5 <sup>th</sup> November, 2024 (Tuesday)	11:00 AM to 3:00 PM (Every Day)
10	Publication of Final list of Contesting Candidates	5 <sup>th</sup> November, 2024 (Tuesday)	5:00 PM
11	Date of Polling, if Necessary	11 <sup>th</sup> November, 2024 (Monday)	08:00 AM to 04:00 PM and all those who have entered polling station at 04:00 PM or before should be allowed to cast vote.



12	Counting of votes	12 <sup>th</sup> November, 2024 (Tuesday)	08:00 AM Onward
13	Declaration of Result of Board of Directors	15 <sup>th</sup> November, 2024 (Friday)	After approval of Cooperative Election Authority, New Delhi on Format 19M
<b>( C ) Election Program of Office Bearer</b>			
14	Announcement of Election Schedule I. Time window for filing Nomination II. Time window for withdrawal III. Display of list of the Contesting candidate	18 <sup>th</sup> November, 2024 (Monday)	After Declaration of Result of Board Members' Election  10:00 AM to 11:30 AM 01:00 PM to 02:00 PM 02:00 PM
15	Meeting of Newly Constituted Board & Publication of List for valid Nominations, Polling (if required)	19 <sup>th</sup> November, 2024 (Tuesday)	11:00 AM onwards
16	Declaration of Result of Election of Office Bearers	After approval of Cooperative Election Authority, New Delhi on Format 19N	

  
(Authorized Signatory)

Copy to :-

1. District Collector & Magistrate, Rajkot, Collector Office, Opposite Jam Tower, Rajkot, Gujarat.  
E-mail- [raj@gujarat.gov.in](mailto:raj@gujarat.gov.in)
2. The Registrar of Cooperative Societies, Block No-10, Dr. Jivraj Mehta bhavan, Gandhinagar, Gujarat, [rcs@gujarat.gov.in](mailto:rcs@gujarat.gov.in)
3. The Chief Executive Officer, Rajkot Nagarik Sahakari Bank Ltd., RO & HO Arvindbhai Maniar Nagarik Sevalay, 150 Feet Road, near Rajaya Circle Rajkot-360005. Phone no, 2555555 – with a request to upload it, on the website of society as well as display on the Notice Board of all Branches & Head Quarter of the Society.

**Annexure**

**Proforma for remuneration-claims for conduct of MSCS Elections**

S. No.	Name and Designation	Service	Bank account details/Bank name and Branch with IFSC Code	Basic Pay drawn in the month in which Election programme is issued.
1.				
2.				
3.				
4.				

(Signature of RO or ARO with Seal)

**Format 19 M for Seeking Approval for Declaration of Election Result of the Board of Directors**

**[Under Rule 19M (1) & (14)]**

**Section A—Election Summary (To be filled by the Returning Officer (RO))**

<b>1. General information</b>						
<b>(i)</b> Name and Registration no. of the MSCS					:	
<b>(ii)</b>					:	
(a) Whether polling held (Yes / No), If yes, provide date and timing of polling					:	
(b) If no polling is held, then indicate scheduled date of polling						
<b>(iii)</b> Whether the election held peacefully (Yes / No) [In case No, please describe the instances of disruption, violence, etc. and their impact on RO's endeavour to conduct a free & fair election, in a separate sheet]					:	
<b>2. Information related to seats on the Board (Pre-counting)</b>						
<b>(iv)</b> Number of elected members in the Board of Directors as per bye-laws					General –	
					Women –	
					SC/ST –	
<b>(v)</b> Number of elected members in the Board of Directors notified to be filled up through election					General –	
					Women –	
					SC/ST –	
<b>3. Information related to the number of contestants</b>						
<b>(vi)</b> Number of valid contesting candidates					General –	
					Women –	
					SC/ST –	
<b>4. Information related to voters and votes polled</b>						
<b>(vii)</b> Number of eligible voters					:	
<b>(viii)</b> Total number of voters who casted their vote					:	
<b>(ix)</b> Number of votes rejected					:	
<b>5. Information on un-opposed seat(s) and seat(s) for which polling was held</b>						
<b>(x)</b> Number of elected seats recommended to be filled up un-opposed (if any)					General –	
					Women –	
					SC/ST –	
<b>(xi)</b> Number of elected seats for which polling was held					General –	
					Women –	
					SC/ST –	
<b>6. Candidate-wise voting details and recommendations of RO</b>						
<b>(a) For general category contestants (in descending order of number of votes obtained)</b>						
SN	Name & area of Constituency if any (as per Bye-Laws)	Name of contestant, Father / Husband Name, Address & Mobile No.	Membership No.	Elected unopposed under rule 19M(1) (Write Unopposed)	If polling held, no. of votes obtained	Recommendation of the RO – whether the candidate elected(Yes or No)



**(b) For women category contestants (in descending order of number of votes obtained)**

SN	Name of Constituency & Area	Name of contestant, Father / Husband Name, Address & Mobile No.	Membership No.	Elected unopposed under rule 19M(1)	If polling held, no. of votes obtained	Recommendation of the RO – proposed to be elected (Yes / No)

**(c) For SC/ST category contestants (in descending order of number of votes obtained)**

SN	Name of Constituency & Area	Name of contestant, Father / Husband Name, Address & Mobile No.	Membership No.	Elected unopposed under rule 19M(1)	If polling held, no. of votes obtained	Recommendation of the RO – proposed to be elected (Yes / No)

**7. Detail of recommended vacant seats in the Board after counting**

SN	Name of Constituency & Area	Seat Category	No. of recommended vacant seats	Reason for recommendation
1		General		
2		Women		
3		SC/ST		

**8. Any Court case arisen during election- YES / NO, if yes provide details in separate annexure**

I, \_\_\_\_\_ (Name of RO), declare that the above recommendations have been made after conducting the election as per the MSCS Act, 2002 and MSCS Rules, 2002 as amended by the MSCA (Amendment) Act 2023 and Amended Rules 2023

Place:  
Date:

(Signature of RO)

Name and seal of RO-  
Mobile Number-\_\_\_\_\_  
Land Line Number-\_\_\_\_\_

**Section – B (for office of Cooperative Election Authority only)**

Under Rule 19 M (1) & (14) of the MSCS Rules, 2023 as amended from time to time, it is conveyed that the Cooperative Election Authority, has approved /rejected the recommendation of the Returning Officer as given in Section A above. The reason(s) for approval / rejection of recommendations is/are \_\_\_\_\_.

After declaration of result by RO the details of Board of Directors as contained in Point 6(a), 6(b) & 6(c) should be displayed in the website of the society. This may be ensured by Chief Executive Officer of the society.

Authorized Signatory

**Instructions for filling up Format 19M for the Returning Officer**

1. The Returning Officer shall declare result only after seeking prior approval from the Cooperative Election Authority (Rule 19M)
2. This form should be carefully filled by Returning Officer and ensure that each and every column is filled up and no column is left blank. In case information asked is not relevant, then write "Not applicable"
3. Date of poll is mandatorily to be written. In case no elections are held (due to lack of nomination), scheduled date of polling as in "Election Program" issued/ approved by the Cooperative Election Authority, the same date should be written as "date of poll"
4. Each page of the Format 19M should be signed by the Returning Officer along with his seal.
5. Over-writing should be strictly avoided.
6. The Returning Officer should indicate his mobile number to established direct communication in case of any clarification. It may be noted that time period between conduct of elections of Board of Directors and of Office Bearers of the society is limited.
7. This form should be submitted to office of Cooperative Election Authority, 9th Floor, Tower-E, World Trade Center, Nauroji Nagar, Delhi-110029 through email ([cea-2023@gov.in](mailto:cea-2023@gov.in)) and by speed post with a covering letter under signature & seal of Returning Officer.

Authorized Signatory



**Format 19 N for Seeking Approval for Declaration of Election Result of the Office Bearer****[Under Rule 19 N (4) & (6)]****Section A – Election Summary (To be filled by the Returning Officer (RO))****1. General information**

(i) Name and Registration no. of the MSCS	:
(ii)	:
(a) Whether polling held (Yes / No) If yes, provide date and time of polling	:
(b) If no polling is held, then indicate scheduled date of polling	:
(iii) Whether the election held peacefully (Yes / No) [In case No, please describe the instances of disruption, violence, etc. and their impact on RO's endeavour to conduct a free & fair election, in a separate sheet]	:

**2. Information related to post of the Office Bearers (Pre-counting)**

(iv) Name of post of Office Bearers as per Bye-Laws	:
(v) Name of post of Office Bearers notified to be filled up through election	:

**3. Information related to the contestants**

(vi) Number of valid contesting candidates	a. For President or Chairperson: b. For Vice President or Vice Chairperson:
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**4. Information related to Board Meeting as per rule 19N (1)**

(vii) Date and Time of Board Meeting	:
(viii) Number of incumbent elected directors in the Board	:
(ix) Number of incumbent elected directors who attended Board meeting convened by RO	:

**5. Information on un-opposed post and post for which polling was held**

(x) Name of posts recommended to be filled up un-opposed,	
(xi) Name of posts for which polling was held	

**6. Candidate-wise voting details and recommendations of RO**

<b>6 (a) For the post of President or Chairperson (in descending order of number of votes obtained)</b>					
SN	Name of contestant, Father / Husband Name, Address & Mobile No	Membership No.	Elected unopposed under rule 19N(4)	If polling held, no. of votes obtained	Recommendation of the RO – proposed to be elected (Yes / No)

Sign &amp; Stamp of RO

**6 (b) For the post of Vice-President or Vice-Chairperson (in descending order of number of votes obtained)**

SN	Name of contestant, Father / Husband Name, Address & Mobile No	Membership No.	Elected unopposed under rule 19N(4)	If polling held, no. of votes obtained	Recommendation of the RO – proposed to be elected (Yes / No)

**6 (c) For any other post as per Bye-Laws, (in descending order of number of votes obtained)**

SN	Name of contestant, Father / Husband Name, Address & Mobile No	Membership No.	Elected unopposed under rule 19N(4)	If polling held, no. of votes obtained	Recommendation of the RO – proposed to be elected (Yes / No)

**7. Detail of recommended vacant seats of Office Bearer after counting**

SN	Name of post recommended to be vacant	Reason for recommendation
1		
2		
3		

I, \_\_\_\_\_ (name of RO), declare that the above recommendations have been made after conducting the election as per the MSCS Act, 2002 and MSCS Rules, 2002 as amended from time to time.

Place:

(Signature of RO)

Date:

**Section – B (for office of Cooperative Election Authority only)**

Under Rule 19 N (4) and (6) of the MSCS Rules, 2023 as amended from time to time, it is conveyed that the Cooperative Election Authority, has approved / rejected the recommendation of the Returning Officer as given in Section A above. The reason(s) for approval / rejection of recommendations is/are \_\_\_\_\_.

After declaration of result by RO the details of Office Bearers as contained in Point 6(a), 6(b) & 6(c) should be displayed in the website of the society. This may be ensured by Chief Executive Officer of the society.

(Ved Prakash Dwivedi)

Assistant Registrar, Cooperation

**Instructions for filling up Format 19 N for the Returning Officer**

1. The Form 19 N is to seek prior approval for declaration of election result of the Office Bearers (Section 49 (2) (a) (aa) of MSCS Act & Rules).. There are only two office bearers – namely
  - (i) Chairperson and Vice-Chairperson or
  - (ii) President and Vice-President
2. Returning Officer shall cross check and verify to ensure that candidates indicated in the form 19 N are duly elected members of the Board and their names are available in Form 19 M also.
3. No Candidate who has been nominated in the Board or coopted in the board is eligible to contest as Office Bearers.
4. This form should be carefully filled by Returning Officer and ensure that each and every column is filled up and no column is left blank. In case information asked is not relevant, then write “Not applicable”
5. Date of poll is mandatorily to be written. In case no elections are held (due to lack of nomination), scheduled date of polling 2 in “Election Program” issued/ approved by the Cooperative Election Authority, the same date should be written as “date of poll”
6. Each page of the Format 19N should be signed by the Returning Officer along with his seal.
7. Over-writing should be strictly avoided.
8. The Returning Officer should indicate his mobile number to established direct communication in case of any clarification. It may be noted that time period between conduct of elections of Board of Directors and of Office Bearers of the society is limited.
9. The Returning Officer shall prepare proceedings of the elections of the Office Bearers and submit a copy of proceedings. A copy of such report together with a copy of the return of the polling, to the Authority( Rule 19 N (5) of MSCS Act and Rules.
9. This form should be submitted to office of the Cooperative Election Authority, 9th Floor, Tower-E, World Trade Center, Nauroji Nagar, Delhi-110029 through email ([cea-2023@gov.in](mailto:cea-2023@gov.in)) and by speed post with a covering letter under signature & seal of Returning Officer.

Authorized Signatory