

No. CEA-12011/267/2025  
Government of India  
Ministry of Cooperation  
The Co-operative Election Authority

09<sup>th</sup> Floor, Tower E, World Trade Centre  
Nauroji Nagar, New Delhi -110029

Dated: 17<sup>th</sup> April, 2025  
Election No. 13 /2025-26

**ORDER**

**Sub: Appointment of "Returning Officer" and the "Election Programme" for Conduct of Election of the Swami Vivekananda Multistate Cooperative Development Society Limited, Salt Lake City, Kolkata**

In exercise of the powers conferred by Section 45 K (1) of the Multi-State Co-operative Societies (MSCS) Act 2002, as amended by the MSCS amendment Act 2023 read with Rule 19F (a) of the MSCS Rules 2002, as amended with MSCS Rules in 2023, the Co-operative Election Authority hereby appoints **District Collector/Magistrate, North 24 Pargana, Kolkata (West Bengal)** as Returning Officer for conducting Elections as under:



<b><u>Swami Vivekananda Multistate Cooperative Development Society Limited, Salt Lake City, Kolkata</u></b>	
<b>Number of Board of Directors</b>	<b>14 (General 06, Women 2 &amp; SC/ST 06)</b>
<b>Office Bearers (2)</b>	<b>(iv) Chairman -01 &amp; (ii) Vice Chairman- 01</b>

2. RO is requested to ensure the election is conducted as per the MSCS Act, 2002 as amended by MSCS (Amendment) Act 2023 and Rules framed thereunder. In case any provision of Registered Bye-Laws of the Society is in-correct with the provision of Act and Rules made thereunder, then provisions of the Act/Rules shall prevail over such in-consistent provision and decision taken by CEA in this regard shall be final.
3. RO may submit proposal for appointment of adequate number of ARO
4. The Constituency shall be as per registered and approved Bye-Laws of the Society. **Every voter member has a right to elect all the directors individually.**
5. Further, in view of Rule 19(H)(2) of the MSCS Rules 2002 as amended in 2023 with MSCS Rules as 2023, the Election Programme for conducting election of the afore-mentioned Society is enclosed for further necessary action.
6. **Preparation of Member's List:** Returning Officer is requested to refer to Sec 29 of MSCS Act and Rule 19-I while publishing the list of eligible voters. The list should be drawn as on 31<sup>st</sup> March of the previous financial year which is immediately preceding to the election year. The list of members should also be got posted on website of society.

7. **Disqualification for being a director:** While scrutinizing the nomination RO is requested to refer to Sec 29, 43 and 44 of MSCS Act and also Rules 19J, 19K and 19L of MSCS Rules (as amended time to time).
8. **Report to CEA on nomination:** RO to submit the list of final contesting candidate after withdrawal stage to CEA through e-mail.
9. **Prior approval of result of Board of Director:** 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 Co-operative Election Authority.
10. **Prior approval of result of Office Bearers:** After conduct of elections of Office Bearers, the RO shall submit the requisite details in Format 19-N for seeking **prior approval** of CEA before declaration of results.
11. **Display of Notification/orders on website of society:** Returning Officer shall ensure that the Society prominently displays the **List of Eligible Voters, Election Programme 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. The website to display a visible icon 'Elections 2025' on the top of the website prominently.
12. **Submission of account of election expenses by the candidate:** The provisions of MSCS Rules 19(U), (V), (W), (X) relating to expenditure to be incurred by the candidate in connection with elections are annexed herewith. RO is requested that these may be posted on the Notice Board and a copy may also be supplied to the person filing the nomination.
13. Wide publicity be given for holding of Elections in terms of provision of the MSCS Act and the rules framed thereunder including advertisement in each state of operation. RO shall also issue a press release.
14. 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.
15. **Payment of Remuneration-** It is also requested to provide the requisite details about basic pay of RO and ARO and other polling officers in the enclosed Performa along with a copy of cancelled cheque & PAN card to claim remuneration from the society in connection with discharge of duties for conduct of election as RO/ARO/Polling personnel etc. Society shall pay the total amount raised within two weeks of completion of election to CEA. Society shall pay the total amount raised by 10<sup>th</sup> July 2025 to CEA.
16. Copy of the Election Programme is attached.



*(Signature)*  
 (Authorized Signatory)  
 For Cooperative Election Authority



To

District Collector/Magistrate District North 24 Pargana,  
Collectorate Administrative Building  
Ground Floor, Barasat, North 24 Pargana  
Kolkata, West Bengal. Pin - 700124  
Email- [dm.bar-wb@nic.in](mailto:dm.bar-wb@nic.in)

Copy to:

1. The Central Registrar of Cooperative Societies. – for info please
2. The Chief Executive Officer/Managing Director of the **Swami Vivekananda Multistate Cooperative Development Society Limited, D-7/5, Karunamayee Housing Estate, Sector, 8, Salt Lake City, Kolkata -91**, Pin-413322. Email – [svmcdsltd.2021@gmail.com](mailto:svmcdsltd.2021@gmail.com)

**With a Request:**

- (a) To deposit amount on account of remuneration payment for the conduct of election by RO/ARO and Polling officer(s). Amount of remuneration to be as per order CEA-12011/84/2024 dated 03 June 2024 (Copy Enclosed). The requisite amount is to be deposited by the society in CEA's account titled Cooperative Election Authority as details below:

Name of Account Holder	Cooperative Election Authority
Name of Bank	State Bank of India
Account Number	43320407875
IFSC Code	SBIN0001076
Name of Branch	R.K Puram, New Delhi

**(b) This may be ensured by C.E.O / M.D that the following documents must be uploaded on Official Website of the Society.**

- (i) Order of CEA for appointment of Returning Officer and election programme.
- (ii) Notification issued by Returning Officer giving details of election schedule and details of constituency etc.
- (iii) Provisional list of Members/Delegates who are eligible to vote.
- (iv) Publication of final list of Members/Delegates who are eligible to vote.
- (v) List of nomination received by the Returning Officers constituency-wise.
- (vi) List of nomination which has been rejected along with reasons for rejection.
- (vii) Publication of final list of contesting candidates.
- (viii) Declaration of result of Board of Directors.
- (ix) New Board of Directors and its Office Bearers.



**(c) All documents regarding the election will be prominently displayed on the website of the society**

**19U. Account of election expenses.** — (1) Every candidate at an election shall keep a separate and correct account of all expenditure in connection with the election incurred or authorised by him between the date of the order calling the election and the date of declaration of the result thereof, both dates inclusive within the period of thirty days from the date of declaration of the result.

(2) The account shall contain such particulars as may be specified from time to time in addition to the particulars referred to in rule 19W.

(3) The total expenditure shall not exceed the amount as may be specified by the Authority from time to time.

(4) Every contesting candidate at an election shall lodge with the Returning Officer an account of his election expenses within the time and in the manner specified by the Authority from time to time.

**19V. Disqualification for failure to lodge account of election expenses.** — If the Authority, based on a report from the Returning Officer, is satisfied that a person has failed to lodge an account of election expenses within the time and in the manner specified in rule 19U and has no good reason or justification for such failure, the Authority shall, by order published in the Official Gazette, declare him to be disqualified for being elected as, and for being, a member of the board of any society, and any such person shall be disqualified for a period of three years from the date of the order.

**19W. Particulars of account of election expenses.** — (1) The account of election expenses to be kept by a candidate shall contain the following particulars in respect of each item of expenditure from day to day, namely: —

- (a) date on which the expenditure was incurred or authorised;
- (b) nature of the expenditure (as for example, travelling, postage or printing etc.);
- (c) amount of the expenditure: —
  - (i) amount paid;
  - (ii) amount outstanding;
- (d) date of payment;
- (e) name and address of the payee;
- (f) serial number of voucher, in the case of amount paid;
- (g) serial number of bills, if any, in case of amount outstanding;
- (h) name and address of the person to whom the amount outstanding is payable.

(2) All the vouchers shall be lodged along with the account of election expenses, arranged according to the date of payment and serially numbered by the candidate and such serial numbers shall be entered in the account under item (f) of sub-rule (1).

(3) It shall not be necessary to give the particulars mentioned in item (c) of sub-rule (1) in respect of items of expenditure, for which vouchers have not been obtained.

**19X. Notice by Returning Officer for inspection of accounts.** — The Returning Officer may, within two days from the date on which the account of election expenses has been lodged by a candidate, cause a notice to be affixed to his notice board, specifying—

- (a) the date on which the account has been lodged;
- (b) the name of the candidate; and
- (c) the time and place at which such account may be inspected



CEA-12011/84/2024  
Government of India  
Ministry of Cooperation  
Office of the Co-operative Election Authority

9<sup>th</sup> Floor, Tower-E, World Trade Center  
Nauroji Nagar New Delhi-110029  
Dated: 03 June, 2024

**ORDER**

**Sub: – Payment of Remuneration for Returning Officer for conduct of election of MSCS-  
Order reg.**

The Cooperative Election Authority (CEA) has been established under section 45(1) of the Multi-State Cooperative Societies Act (Amended in 2023) to conduct elections of Multi-State Cooperative Societies spread across the country.

2. In exercise of the power conferred by Section 45 L of the MSCS (Amendment) Act, read with Rule 20 B of the MSCS (Amendment) Rules and in pursuant to Rule 19 T of the MSCS (Amendment) Rules, Cooperative Election Authority hereby issues the order for payment of remuneration. The objective of this remuneration order is to establish and ensure a fair and transparent framework for conduct of election and strengthen the process of reform in Cooperative sector. As per the provision of Rule 19 T of the MSCS (Amendment) Rules 2023, the dues of remuneration have to be paid by societies to CEA, which in turn is paid subsequently to RO by the CEA.
3. CEA has received request from Returning officers to fix rates for remuneration of Returning Officer, Assistant Returning Officer & Polling personnel in accordance with the provisions of the MSCS (Amendment) Act and Rules on similar lines as granted by Election Commission of India which grants honorarium for conduct of Lok Sabha/ State Assembly elections.
4. Returning officers have to perform all poll related work including preparation of electoral rolls, scrutiny of nominations, conduct of poll, disposal of complaints received from delegates or members of the society by passing speaking orders, signing of each ballot paper, counting of votes, preparation of reports for seeking prior approval of results in the prescribed format, handling of court cases. Nature of these duties are different from the day to day function of the officials. These are highly demanding activities requiring personal attention and timely disposal / action.
5. Remuneration Structure: Keeping in view these facts, the following honorarium rates are ordered which is given below:

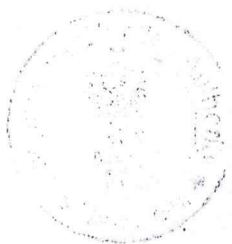
Officer	Honorarium rate
Returning Officer, Assistant Returning Officer	Not more than 15 days of basic pay
Polling Personnel	Not more than Rupees 1000/-

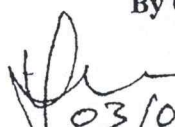
6. This order applies to all Multi State Cooperative Societies whose election is conducted by the Cooperative Election Authority (CEA).

7. This remuneration order shall come into effect from the date of the formation of the Cooperative Election Authority and would also be applicable to all past cases where election has been conducted under the supervision of CEA.

This issues with the approval of the Co-operative Election Authority.

By Order



  
03/06/2024  
(Ved Prakash Dwivedi)  
Assistant Registrar (Cooperation)

To,

1. All Returning Officer / Assistant Returning Officer appointed by Cooperative Election Authority.
2. C.E.O /M.D. of all MSCSs

Copy to:

- i) Secretary, Ministry of Cooperation
- ii) CRCS
- iii) NIC (for uploading on the websites of CRCS & Ministry of Cooperation)

# **PROFORMA FOR REMUNERATION CLAIMS FOR CONDUCT OF MSCS ELECTIONS**

## **1. General Information**

(a)	Name of MSCS		
(b)	Type of Held Election (General Election/Casual Vacancy		
(c)	Date & Order No. of issue of Election Programme and Appointment of RO		
(d)	No. of ARO appointed by CEA		
(e)	Whether Election held- Unopposed or by Poll		
(f)	No. of Polling Booth (if polling held)		
(g)	No. of Polling Officers appointed by RO (Not more than 03 polling officers in one polling booth)		

## **2. Details of RO and ARO**

S.No.	Name & Designation	Service as RO/ARO	Bank Account Details, Bank Name, Branch Code & IFSC Code	Pan Number	Basic Pay Drawn in the Month of in which Election programme is issued.

## **3. Details of Polling Officers (if polling held)**

S.No.	Name & Designation of polling officers	Name of Polling Station & Booth	Bank Account Details, Bank Name, Branch Code & IFSC Code	Number of Working days

Declaration: It is hereby declared that no claim for conduct of this election has been made earlier.

(Signature of RO with seal)

Name of RO \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Mobile No. \_\_\_\_\_



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9<sup>th</sup> Floor, Tower-E, World Trade Centre

Nauroji Nagar, New Delhi-110029

Issue Date- 17<sup>th</sup> April 2025

**Election No. 13/2025-26**



**Election Program**

<b>(A) General Information</b>	
Name of MSCS	Swami Vivekananda Multistate Cooperative Development Society Limited, Salt Lake, Kolkata, W.B.
Registration Number & Date	MSCS/CR/1481/2024, dtd -29.12.2023
Returning Officer	District Collector/Magistrate North 24 Pargana, Kolkata (WB)
Number of Directors to be Elected	14 (General -06, Women – 02 & SC/ST - 06)
Operation Area	West Bengal & Jharkhand
Regular Member/Delegate	138
Polling Booth	Adequate polling booths to be set up.

**(E) Election Program for Board of Directors**

<b><u>Sl. No.</u></b>	<b><u>Particulars</u></b>	<b><u>Date</u></b>	<b><u>Remarks</u></b>
1.	Publication of Provisional List of Members/Delegates, Eligible to Vote	06 <sup>th</sup> June 2025 (Friday)	11:00 A.M.
2.	Time Window for Raising Objection to the Provisional List	09 <sup>th</sup> June 2025 To 12 <sup>th</sup> June 2025 (Monday to Thursday)	11:00 A.M. to 3:00 P.M. (Every Day)
3.	Scrutiny of objection received to be Provisional List (if any)	13 <sup>th</sup> June 2025 To 14 <sup>th</sup> June 2025 (Friday to Saturday)	11:00 A.M. to 03 P.M. (Every Day)
4.	Publication of Final List of Members/Delegates, Eligible to Vote	16 <sup>th</sup> June 2025 (Monday)	11:00 A.M.

**Contd.....P/2/-**



5.	Issue and Filling of Nomination Form	17 <sup>th</sup> June 2025 To 21 <sup>st</sup> June 2025 (Tuesday to Saturday)	11:00 AM to 3:00 PM (Every day)
6.	Display on Notice Board of the Society (at conspicuous place) Nomination Received by Returning Officer	21 <sup>st</sup> June 2025 (Saturday)	5:00 P.M.
7.	Scrutiny of Received Nomination Forms	23 <sup>rd</sup> June 2025 (Monday)	11:00 A.M. to 3:00 P.M.
8.	Publication of List of Valid Nominations	23 <sup>rd</sup> June 2025 (Monday)	05:00 P.M.
9.	Withdrawal of Nominations	24 <sup>th</sup> June 2025 (Tuesday)	11:00 A.M. to 3:00 P.M.
10.	Publication of Final List of Contesting Candidates	24 <sup>th</sup> June 2025 (Tuesday)	5:00 P.M.
11.	Date of Polling, if Necessary	06 <sup>th</sup> July 2025 (Sunday)	08:00 A.M. to 04:00 P.M. and all those who have entered polling station at 04:00 P.M. or before should be allowed to cast vote.
12.	Counting of Vote	07 <sup>th</sup> July 2025 (Monday)	08:00 A.M. onwards
13.	Declaration of Result of Board of Directors	10 <sup>th</sup> July 2025 (Thursday)	After approval of Cooperative Election Authority, New Delhi on Format 19 M



**(F) Election Program of Office Bearers**

14.	Announcement of Election Schedule (vii) Time window for filling Nomination (viii) Time Window for Withdrawal (ix) Display of list of Contesting Candidate & schedule of Election	14 <sup>th</sup> July 2025 (Monday)	After Declaration of Result of Board Members' result
15.	Meeting of Newly Constituted Board & Publication of List for Valid Nominations, Polling (if required)	15 <sup>th</sup> July 2025 (Tuesday)	11:00 AM Onwards
16.	Declaration of Result of Election of Office Bearers	After approval of Cooperative Election Authority, New Delhi on Format 19 N	

This issues with the approval of Cooperative Election Authority.



(Authorized Signatory)

For Cooperative Election Authority