

No. CEA-12011/284/2025
Government of India
Ministry of Cooperation
The Co-operative Election Authority

09th Floor, Tower E, World Trade Centre
Nauroji Nagar, New Delhi -110029

Dated: 13th May, 2025

Election no. 41 /2025/26

ORDER

Sub: Appointment of "Returning Officer" and the "Election Programme" for Conduct of Election of AL Habibi Islamia Multistate Co-operative Society Ltd, SO SK Nur Islam Manickpur Kulgachia Uluberia, Howrah, West Bengal-711306.

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 Magistrate/Collector, Howrah** as Returning Officer for conducting Elections as under:

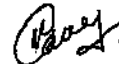
Elections of AL Habibi Islamia Multistate Co-operative Society Ltd.	
Number of Board of Directors	Board of Directors (9) (General-6, Women- 2 & SC/ST- 1)
Registration No & Date	MSCS/CR/1520/2024 Date- 02/07/2024
Office Bearers (2)	(i)Chairman -01 & (ii) Vice Chairman- 01

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 inconsistent with the provision of Act and Rules made thereunder, then provisions of the Act/Rules shall prevail over such inconsistent 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) and Rule 19 (H) (4) and Rule 19 (I) (3) 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 may publish the programme as issued by CEA indicating time, date and place for various activities of the election.



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 31st March of the previous financial year which is immediately preceding to the election date. 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 prominently on the right-hand top corner of website in a box under the heading of "ELECTION OF BOARD OF DIRECTORS & OFFICE BEARERS" for enabling free, fair and transparent elections.
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. The format or account of election expenses shall be kept as per particulars provided in Rule 19 (W). These accounts should be submitted to Returning Officer within 30 days of declaration of result by Returning Officer after approval of CEA.
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. Election Programme shall also be displayed on the Notice Board of the Society. 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 Office
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

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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.

16. Copy of the Election Programme is attached.

Note:- Role of Returning Officer in initiating Election Schedule- Returning Officer may please refer to Rule 19(H) (4) and ensure that intimation is sent regarding date, time and place of General Meeting (Polling) to each member of the society and such information can also be sent electronically, if possible.

By Order



(Section Officer)

Cooperative Election Authority

To

District Collector / Magistrate
Howrah,
3rd Floor, New Collectorate Building, 6, Rishi Bankim Chandra Road,
District – Howrah, Pin – 711 101.
Email- dm-how-wbnc.in, dmhowrahwb@gmail.com

Copy to:

1. The Chief Executive Officer/Managing Director of **AL Habibi Islamia Multistate Co-operative Society Ltd, SO SK Nur Islam Manickpur Kulgachia Uluberia, Howrah, West Bengal-711306 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 03.06.2024 (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
IFCS Code	SBIN0001076
Name of Branch	R.K.Puram, New Delhi
Type of Account	Saving Account

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

- Order of CEA for appointment of Returning Officer and election programme.
- Notification issued by Returning Officer giving details of election schedule and details of constituency etc.
- 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.

- 2. The Registrar of Cooperative Societies, Govt. of Assam and West Bengal
- 3. The Central Registrar of Cooperative Societies – for information
- 4. NIC with a request to upload on CRCS Website.



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The Co-operative Election Authority

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Issue Date: 13.05.2025
Election no. 41/2025/26

Election Program

Attachment of the Order no. CEA-12011/284/2025 dated ___ May, 2025 for conduct of election

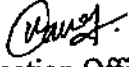
(A)		General Information	
Name of MSCS		AL Habibi Islamia Multistate Co-operative Society Ltd.	
Registration Number		MSCS/CR/1520/2024	
Returning Officer		District Magistrate / Collector, Howrah	
Post for which election being held		Board Member- (General-6, SC/ST-1 & Women-2) Office Bearers-2 (Chairman-1 & Vice-Chairman-1)	
Area of Operation		Assam and West Bengal	
Regular Member		111	
Polling Booth		Adequate polling booth in each state	
(B) Election program for Board of Directors			
SL. No.	Particulars	Date	Time
1	Publication of Provisional List of Members / Delegates, Eligible to Vote	9 th June, 2025 (Monday)	11:00 AM
2	Time Window for Raising Objection to the Provisional List	10 th to 15 th June,2025 (Tuesday to Sunday)	11:00 AM to 3:00 PM
3	Scrutiny of objection received to the Provisional List (if any)	16 th to 19 th June, 2025 (Monday to Thursday)	11:00 AM to 3:00 PM
4	Publication of Final List of Members / Delegates, Eligible to Vote	19 th June, 2025 (Thursday)	11:00 AM
5	Issue and Filing of Nomination Form	20 th to 24 th June, 2025 (Friday to Tuesday)	11:00 AM to 3:00 PM
6	Publication of List of Nominations Received	24 th June, 2025 (Tuesday)	5:00 PM
7	Scrutiny of Received Nomination Forms	1 st July, 2025 (Tuesday)	11:00 AM onwards

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8	Publication of List of Valid Nominations	1 st July, 2025 (Tuesday)	5:00 PM
9	Withdrawal of Nominations	7 th July, 2025 (Monday)	11:00 AM to 3:00 PM
10	Publication of Final List of Contesting Candidates	7 th July, 2025 (Monday)	5:00 PM
11	Date of Polling, if Necessary	13 th July, 2025 (Sunday)	8:00 AM to 02:00 PM and all those who have entered polling station at 02 PM or before should be allowed to cast vote
12	Counting of votes	14 th July, 2025 (Monday)	08:00 AM Onwards
13	Declaration of Result of Board of Directors	16 th July, 2025 (Wednesday)	After approval of Cooperative Election Authority, New Delhi on Format 19M
(C) Election Program of Office Bearer			
14	Announcement of Election Schedule I. Time window for filing nomination II. Scrutiny of nomination papers III. Time and date for withdrawal IV. Display of list of the contesting candidate and schedule of election	19 th July, 2025 (Saturday)	After Declaration of Result of Board Members' Election
15	Meeting of Newly Constituted Board & Publication of List for valid Nominations, Polling (if required)	21 st July, 2025 (Monday)	11:00 AM Onwards
16	Declaration of Result of Election of Office Bearers	After approval of Cooperative Election Authority, New Delhi on Format 19N	
17	RO may submit the details of basic pay drawn in the month in which election programme is issued	After receipt of order of appointment for RO and ARO	
18	The society may deposit an amount on account of remuneration payment for the conduct of election by RO/ARO and polling personnel (s)	Before 14 th July, 2025 (Monday)	

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This issues with the approval of Cooperative Election Authority.


(Section Officer)
Cooperative Election Authority

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