

No. CEA-12011/157/2025  
Government of India  
Ministry of Cooperation  
Co-operative Election Authority  
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09<sup>th</sup> Floor, Tower E, World Trade Centre  
Nauroji Nagar, New Delhi -110029  
Dated: 20<sup>th</sup> August, 2025  
Election no. 97/2025-26

**ORDER**

**Sub: Appointment of "Returning Officer" and the "Election Programme" for Conduct of Election of Casual Vacancy under Rule 19Y for National Cooperative Export Limited (NCEL) - Filling up of Casual Vacancy**

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, South West (Delhi)** as Returning Officer for conducting Elections as under:

<b>Elections of National Cooperative Export Limited (NCEL), 8th Floor, Tower-I, World Trade Centre, Nauroji Nagar, New Delhi-110029.</b>	
<b>Number of Board of Directors whose election to be held (Casual Vacancy)</b>	<b>01 Board of Director from Class-1 Category</b>
<b>Date of Occurrence of Vacancy</b>	<b>06.06.2024</b>
<b>Registration No &amp; Date</b>	<b>MSCS/CR/1395/2023 dated 25.01.2023</b>
<b>CEO contact details</b>	<b>Unupom Kausik (Managing Director)/ 9650537700</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 inconsistent 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. Returning Officer may submit proposal for appointment of Assistant Returning Officer.

4. List of Members: Members' list shall be prepared as Bye-Laws clause 19 (1) (i) and shall made available to Returning Officer in term of Rule 19 (H).

5. **Election Programme:** Election Programme from 28.08.2025 to 28.09.2025 is issued under Rule 19(H) (2), which is part of this order.

6. **Role of Returning Officer in initiating Election Schedule:** Returning Officer may please send intimation under his signature regarding date, time and place of General Meeting (polling) to members as per Bye-Laws 19 (1) (i) of the society and such information can also be sent electronically, if possible.

7. **Issue of election notice under the signature of Returning Officer:** Returning officer shall specify the date and time, place of receipt of nomination, and for all other stages of the election process clearly in the notification. Election Programme shall also be published on the notice board of the society and its branches for wider circulation to all members.

8. **Publication of election programme on website of the society:** Returning Officer is requested to publish election programme on the website of the society.



9. **Publication of election notice in the newspapers:** Returning Officer is requested to publish election notice in the newspaper circulated in the area of operation as required under Rule 19-I (3).

10. **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).

11. **Report to CEA on nomination:** Returning Officer is requested to send the list of candidates with the details- (i) filed nominations (ii) rejected nominations with reasons (iii) withdrawal of nominations and (iv) valid nomination with reference to the number of post of directors to CEA through e-mail and publish it on the Website of the Society.

12. **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 along with a report (for members of the Board of Directors) under rule 19 M for seeking prior approval of the Co-operative Election Authority.

13. **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.

14. **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.

15. Instructions for filling-up of the Format- 19M. The same should be scrupulously followed by the Returning Officer. [Annexure-II]

16. **Payment of remuneration:** It is also requested to provide the requisite details about basic pay of RO and ARO and other polling officer in the enclosed Proforma 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. (Annexure-III)

17. Copy of the Election Programme is attached as Annexure - I.

18. A Checklist for Returning Officer is attached at Annexure-IV for monitoring the election process.

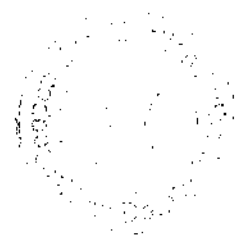
19. This issues with the approval of Cooperative Election Authority.

By Order  
*Harinder*

(Authorized Signatory)  
For Cooperative Election Authority

To

District Magistrate, South West Delhi,  
286, Old Delhi Gurugram Rd,  
Kapas Hera Extension, Kapas Hera Estate,  
New Delhi, Delhi 110097  
Email- [dcsw@nic.in](mailto:dcsw@nic.in)



Copy to:

1. The Chief Executive Officer/Managing Director of National Cooperative Export Limited (NCEL), 8th Floor, Tower-I, World Trade Centre, Nauroji Nagar, New Delhi-110029. Email/contact details-md@ncel.coop / 9650537700.

**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.

- 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) Election Notice under signature of RO to be published in newspapers by CEO.

2. The Registrar of Cooperative Societies, Govt. of Delhi, Old Court Parliament Street, New Delhi-110001. Email- rcoop@nic.in.
3. The Central Registrar of Cooperative Societies – for information
4. NIC with a request to upload on (www.crcs.gov.in).



**No. CEA-12011/157/2024**  
**Government of India**  
**Ministry of Cooperation**  
**The Co-operative Election Authority**

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09<sup>th</sup> Floor, Tower E, World Trade Centre  
Nauroji Nagar, New Delhi -110029  
Issue Date: 20.08.2025  
Election no.97/2025-26

**Election Program**

**{Rule 19H (2)}**

Attachment of the Order no. CEA-12011/157/2024 dated 20<sup>th</sup> August, 2025 for conduct of election

(A) General Information			
Name of MSCS		National Cooperative Export Limited (NCEL), 8th Floor, Tower-I, World Trade Centre, Nauroji Nagar, New Delhi-110029. Email/contact details-md@ncel.coop / 9650537700	
Registration Number		MSCS/CR/1395/2023 dated 25.01.2023	
Returning Officer		District Magistrate / Collector, South West Delhi	
Post for which election being held		01 Board of Director from Class-1 Category	
Area of Operation		Whole of India	
Regular Member		Cooperatives	11019
		Organization (NCDC)	01
		MSCS	14
		Total	11034
Polling Booth		Returning Office to decide	
(B) Election program for Board of Directors			
S. No.	Particulars	Date	Time
1	Submission of Members' list to Returning Officer by MD	28 <sup>th</sup> August, 2025 (Thursday)	By 5 pm
2	Last date for receiving of resolutions /name of the delegates	22 <sup>nd</sup> September, 2025 (Monday)	By 5 pm
3	Filing of objections, if any	23 <sup>rd</sup> September, 2025 (Tuesday)	By 3 pm
4	Finalization of voter list	24 <sup>th</sup> September, 2025 (Wednesday)	By 5 pm
5	Issue and Filing of Nomination Form	26 <sup>th</sup> September, 2025 (Friday)	11:00 AM to 2:00 PM
6	Publication of List of Nominations Received	26 <sup>th</sup> September, 2025 (Friday)	2:30 PM
7	Scrutiny of Received Nomination Forms	26 <sup>th</sup> September, 2025 (Friday)	2:30 PM to 3:00 PM



8	Publication of List of Valid Nominations	26 <sup>th</sup> September, 2025 (Friday)	3:30 PM
9	Withdrawal of Nominations	26 <sup>th</sup> September, 2025 (Friday)	4:00 PM to 4:30 PM
10	Publication of Final List of Contesting Candidates	26 <sup>th</sup> September, 2025 (Friday)	5:00 PM
11	Date of Polling, if Necessary	28 <sup>th</sup> September, 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	28 <sup>th</sup> September, 2025 (Sunday)	Immediate after polling
13	Submission of Form 19M with recommendation for seeking approval of CEA before declaration of result of BOD	28 <sup>th</sup> September, 2025 (Sunday)	
14	Declaration of Result of Board of Directors	After approval of Cooperative Election Authority, New Delhi on Format 19M	

This issues with the approval of Cooperative Election Authority.

*Harinder*

(Authorized Signatory)  
For 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 authorized;
- (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

