

Website

Speed Post/E-mail ✓

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: 19<sup>th</sup> December, 2025  
Election no. 141/2025-26

**ORDER**

**Sub: Appointment of "Returning Officer" and the "Election Programme" for Conduct of Election of Swami Vivekananda Multistate Cooperative Development Society Limited, D-7/5, Karunamayee Housing Estate, Sector-8, Salt Lake City, Kolkata, West Bengal-700091. -reg.**

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, North 24 Pargana** as Returning Officer for conducting Elections as under:

<b>Elections of Swami Vivekananda Multistate Cooperative Development Society Limited, D-7/5, Karunamayee Housing Estate, Sector-8, Salt Lake City, Kolkata, West Bengal-700091.</b>	
<b>Number of Board of Directors to be elected</b>	<b>Board of Directors(14)(General- 11, Women- 2 &amp; SC/ST- 1)</b>
<b>Registration No &amp; Date</b>	<b>MSCS/CR/1481/2023 dated 29.12.2023</b>
<b>CEO contact details</b>	<b>Dr. Manas Naskar, svmdcdltd.2021@gmail.com, 8777498856</b>
<b>Office Bearers (2) to be elected</b>	<b>(i) 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 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

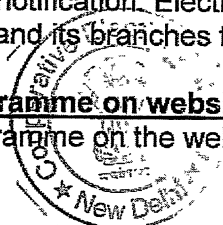
4. The Constituency shall be as per registered and approved Bye-Laws of the Society. **Every voter member has a right to elect all the directors individually.**

5. **Election Programme:** Election Programme from 9<sup>th</sup> February, 2026 to 2<sup>nd</sup> April, 2026 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 refer to Rule 19(H)(4) and Rule 19(I)(3) and ensure that intimation is sent under his signature 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

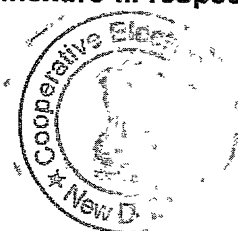
7. **Issue of election notice under the signature of Returning Officer:** Returning officer shall specify the date and time, place of receipt of nomination, and for all other stages of the election process clearly in the notification. Election Programme shall also be published on the notice board of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



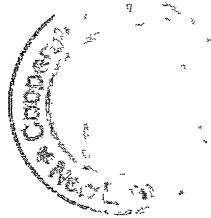
*Handwritten signature*

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).
- 9.1. Returning Officer is requested to send the newspaper cutting to the CEA.
10. Wide publicity to be given for holding of Elections in terms of provision of the MSCS Act and the rules framed thereunder including advertisement in each state in the area of operation. Election Programme shall also be displayed on the Notice Board of the Society. RO shall also issue a press release.
11. **Preparation of Members' 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. Addition/deletion in the list can be done as per Rule 19I (1) thirty days prior to the date fixed for the poll. The list of members should also be got posted on website of society
12. **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).
13. **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.
14. **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.
15. **Election of Office Bearers:** Returning Officer shall preside over the meeting for the purpose of election of Office Bearers as per Rule 19N (2) and after conduct of elections of Office Bearers, the RO shall submit the requisite details in Format 19-N alongwith a report for seeking **prior approval** of CEA before declaration of results.
16. **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.
17. **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.
18. Instructions for filling-up of the Format- 19M and 19N have been appended below the Format 19M and 19N, the same should be scrupulously followed by the Returning Officer. [Annexure-II and Annexure-III respectively]



*Parag*

19. **Payment of remuneration:** It is also requested to provide the requisite details about 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-IV)
20. Copy of the Election Programme is attached as Annexure - I.
21. Guidelines for Central Govt. Employees: As per DOP&T Office Memorandum F.No.11013/1/2016-Estt.A-III dated 27th February, 2020 Government employee Under the rule 15(1)(c) of CCS (Conduct) Rules, 1964, R.O will obtain the details of contesting Central Government employees as to whether prior permission to contest election has been taken from the Central Government, as per enclosed proforma Annexure-V to accept or reject nomination filed by the Central Government Servant.
22. Code of Conduct: The Authority in exercise of the powers conferred by Section 45 L of the Multi-State Co-operative Societies (MSCS) Act 2002, read with Rule 19F (c) of the MSCS Rules 2002, has decided to enforce code of conduct on multi-state cooperative societies whose election is being conducted, to be implemented in the area of operation of MSCS, as under:
- a. **Use of Vehicle of the Society during election period**  
Society's vehicle which has been allotted/provided to Office Bearers (Chairman/Vice-Chairman or President/Vice-President) should not use for canvassing/election related purposes.
- These instructions will apply for a period of 30 days i.e. 30 days prior to date of polling.
- b. **Convening of Board meeting during election period**  
Meeting of Board of Directors (BOD) of the society whose election are being conducted may be convened in respect of all agenda items except agenda which influence voting by members and election outcome in the said elections.
- CEO may take prior approval of the Returning Officer about the agenda items to be placed in the Board in respect of meetings of Board of Directors held 30 days prior to date of poll.
23. A Checklist for Returning Officer is attached at Annexure-VI for monitoring the election process.
24. Handbook of RO for (i) Preparation of Member list & (ii) Preparation of Voter list, November, 2025 is also enclosed as Annexure VII & Annexure VIII respectively and are also available on <https://crccs.gov.in>.
25. This issues with the approval of Cooperative Election Authority.



*(Signature)* 19/12/25  
(Kamal Nain)

Section Officer  
Cooperative Election Authority  
Phone No.:011-20909052

To

District Collector / Magistrate, North 24 Pargana  
and RO of Swami Vivekananda Multistate  
Cooperative Development Society Limited  
Collectorate Administrative Building  
Ground Floor, Barasat, North 24 Pargana  
Kolkata, West Bengal-700124  
Email: dm.bar-wb@nic.in

Copy to:

1. The Chief Executive Officer/Managing Director of Swami Vivekananda Multistate Cooperative Development Society Limited, D-7/5, Karunamayee Housing Estate, Sector-8, Salt Lake City, Kolkata, West Bengal-700091 Email/contact details- svmdcdltd.2021@gmail.com / 8777498856  
-with a request

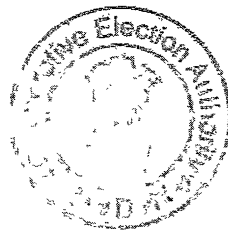
- (a) To meet the RO and brief him about the society and get issued the election notice under the signature of the RO.
- (b) To deposit amount on account of remuneration payment for the conduct of election by RO/ARO and Polling Officer(s). Amount of remuneration to be as per order F.No.4-11/2025/CEA dated 16.10.2025 (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

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

2. Registrar of Cooperative Societies , Govt. of West Bengal, New Secretariat Building, 4th Floor, 1 K.S Roy Road, Kolkata 700 001, Tel: 033 2248-6271, Fax : 033 22147114 Email : coopwbdte@gmail.com
3. The Central Registrar of Cooperative Societies – for information
4. NIC with a request to upload on (www.crcs.gov.in).



*[Handwritten signature]*

CEA-12011/267/2025  
Government of India  
Ministry of Cooperation  
The Co-operative Election Authority  
\*\*\*

Annexure-I

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

Issue Date: 19.12.2025

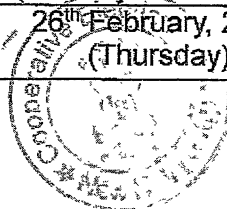
Election no. 141/2025-26

**Election Program**

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

Attachment of the Order no. CEA-12011/267/2025 dated 19<sup>th</sup> December, 2025 for conduct of election

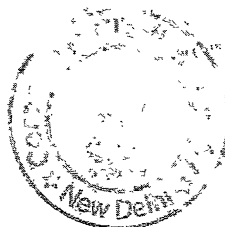
(A) General Information			
Name of MSCS	Swami Vivekananda Multistate Cooperative Development Society Limited, D-7/5, Karunamayee Housing Estate, Sector-8, Salt Lake City, Kolkata, West Bengal-700091 Email/contact details- svmdcdltd.2021@gmail.com / 8777498856		
Registration Number	MSCS/CR/1481/2023 dated 29.12.2023		
Returning Officer	District Magistrate / Collector, North 24 Pargana, Kolkata		
Post for which election being held	Board Member- 14 (General-11, SC/ST-1 & Women-2) Office Bearers-2 (Chairman-1 & Vice-Chairman-1)		
Area of Operation	West Bengal and Jharkhand		
Regular Member	138 Individual Members		
Polling Booth	Two Polling Booths, One in the State of West Bengal and One in the State of Jharkhand may be set up		
<b>The Returning Officer is requested to publish election notice in the newspaper circulated in the area of operation as required under Rule 19-I(3) and to publish election programme on the website of the society one month prior to the commencement of Election Program.</b>			
(B) Election program for Board of Directors			
SL. No.	Particulars	Date	Time
1	Publication of Provisional List of Members / Delegates, Eligible to Vote	2 <sup>nd</sup> February, 2026 (Monday)	By Evening
2	Time Window for Raising Objection to the Provisional List	3 <sup>rd</sup> to 6 <sup>th</sup> February, 2026 (Tuesday to Friday)	11:00 AM to 3:00 PM
3	Scrutiny of objection received to the Provisional List (if any)	9 <sup>th</sup> to 13 <sup>th</sup> February, 2026 (Monday to Friday)	11:00 AM to 3:00 PM
4	Publication of Final List of Members / Delegates, Eligible to Vote	14 <sup>th</sup> February, 2026 (Saturday)	By Evening
5	Issue and Filing of Nomination Form	23 <sup>rd</sup> to 26 <sup>th</sup> February, 2026 (Monday to Thursday)	11:00 AM to 3:00 PM
6	Publication of List of Nominations Received	26 <sup>th</sup> February, 2026 (Thursday)	By 5:00 PM



*Wavy*

7	Scrutiny of Received Nomination Forms	27 <sup>th</sup> February, 2026 (Friday)	11:00 AM onwards
8	Publication of List of Valid Nominations	27 <sup>th</sup> February, 2026 (Friday)	By 5:00 PM
9	Withdrawal of Nominations	28 <sup>th</sup> February, 2026 (Saturday)	11:00 AM to 3:00 PM
10	Publication of Final List of Contesting Candidates	28 <sup>th</sup> February, 2026 (Saturday)	Bye Evening
11	Date of Polling, if Necessary	15 <sup>th</sup> March, 2026 (Sunday)	8:00 AM to 04:00 PM and all those who have entered polling station at 04 PM or before should be allowed to cast vote
12	Counting of votes	16 <sup>th</sup> March, 2026 (Monday)	08:00 AM Onwards
12A	Submission of Form 19M with recommendation for seeking approval of CEA before declaration of result of BOD	16 <sup>th</sup> March, 2026 (Monday)	
13	Declaration of Result of Board of Directors	After approval of Cooperative Election Authority, New Delhi on Format 19M	
<b>(C) Election Program of Office Bearer</b>			
14	Announcement of Election Schedule	23 <sup>rd</sup> March, 2026 (Monday)	After Declaration of Result of Board Members' Election
	I. Time window for filing nomination	09:30 AM to 11:30 AM	
	II. Scrutiny of nomination papers	12:30 PM to 02:00 PM	
	III. Time and date for withdrawal	02:00 PM to 04:00 PM	
	IV. Display of list of the contesting candidate and schedule of election	04:00 PM	
15	Meeting of Newly Constituted Board & Publication of List for valid Nominations, Polling (if required)	24 <sup>th</sup> March, 2026 (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	

This issues with the approval of Cooperative Election Authority.



*(Signature)* 19/12/23

(Kamal Nain)  
Section Officer  
Cooperative Election Authority  
Phone No.: 011-20909052

**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