

CEA-12011/499/2025 (c-125643)  
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  
Dated: 30<sup>th</sup> March, 2026

To

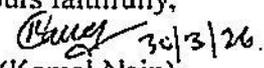
The President,  
Ambpali Handloom and Handicraft MSCS Ltd.,  
A-10, Gandhi Nagar, Boring Road,  
Patna – 800 001  
Bihar  
*Email : [Ambpali@gmail.com](mailto:Ambpali@gmail.com)*

Subject : Request for guidance on process of election of MSCS

Madam,

I am directed to refer your letter no. Ambpali HHMSCS/CEA/2025-26 dated 23.03.2026 on the subject mentioned above and to say that the process of election to be followed by Multi State Cooperative Societies is as under:-

- i. Log in to the CRCS portal (<https://crs.gov.in/>) using the credentials (ID & Password of the Society).
  - ii. Navigate to the "Election Request" section.
  - iii. Fill the required details completely and accurately in the respective field.
  - iv. Attach following necessary documents in the portal in PDF and submit the request.
    - a. Election Request duly signed by Chairperson & CEO/MD of Society;
    - b. Resolution of present Board of Directors to conduct election;
    - c. Previous schedules of election of Members of Board of Directors and Office Bearers including proceedings of Returning Officers;
    - d. Latest approved Bye-Laws of the Society; and
    - e. Fact sheet (format attached) duly signed by Chairperson & CEO/MD of Society.
2. As you are aware, MSCS Act and Rules have been amended in 2023. All Societies were expected to get their Bye Laws aligned with the amended Act to enable conduct of elections by CEA.
3. It is requested that a complete information/documents etc. be provided at the earliest on CRCS portal to conduct elections
4. This issues with the approval of the competent authority.

Yours faithfully,  
  
(Kamal Nain)  
Section Officer, CEA

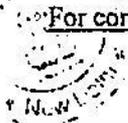
Copy to :

1. NIC with a request to upload on CRCS Website



**FACT SHEET**

**For conducting election of Board & Office Bearers in Multi State Cooperative Society (MSCS)**



(All information should be filled. If not applicable, mention as NA)

(A) Information about MSCS						
i	Name of Society					
ii	Registration Number Including Year					
iii	Complete address of registered office with district, State name & pin code					
iv	Registered Email ID & registered mobile number of society					
v	Whether Bye-Laws of society has been amended as per MSCS (amendment) Act and Rules 2023?	Yes <input type="checkbox"/> / No <input type="checkbox"/> if yes, mention date of amendment				
vi	Whether society has its official website?	Yes <input type="checkbox"/> / No <input type="checkbox"/> if yes, mention website link				
vii	Whether the MSCS is under Liquidation?	Yes <input type="checkbox"/> / No <input type="checkbox"/>				
viii	Whether any Election related court matter is pending?	Yes <input type="checkbox"/> / No <input type="checkbox"/> if yes, mention case no. and year				
ix	Area of Operation of Society	Mention Number & Name of States				
x	Any other disclosure for conducting election					
(B) Information about Members of the Society						
xi	Nature of members	Individual <input type="checkbox"/> / Society & Organisation <input type="checkbox"/>				
xii	Total number of Member (Attach State and District wise number as a separate annexure)	Individual member				
		Society & Organisation (excluding MSCS)				
		MSCS				
		Total Number				
xiii	Whether provision of constitution of Representative General Body (RGB) provided in bye-laws of society?	Yes <input type="checkbox"/> / No <input type="checkbox"/> if yes, mention constituency wise number of RGB member				
xiv	Whether provision of delegate election provided in the bye-laws of society	Yes <input type="checkbox"/> / No <input type="checkbox"/> if yes, mention Total number of constituency- Total number of delegates-				
xv	Category of members	Category	General	SC/ST	Women	Total No.
		Number of Individual				
		Number of RGB member as per Bye Laws				
		Number of Delegate as per Bye Laws				

<b>(C) Information about Board of the Society</b>		
xvi	No. of Board of Director to be elected as per Bye-laws	General -
		SC/ST-
		Women-
		Total-
xvii	Total number of board members whose election is proposed	General-
		SC/ST-
		Women -
		Total-
xviii	Date of board election	Last date of election-
		Due date of election-
xix	Reason of proposed election	Completion of term <input type="checkbox"/> / Casual Vacancy <input type="checkbox"/> If casual vacancy, mention number of vacancy and class of director in respect of which vacancy has arisen
<b>(D) Disqualification for being a member of Board as per Section 43 of MSCS Act</b>		
xx	Number of members who has been adjudged by a competent court to be insolvent or of unsound mind	
xxi	Number of members who is concerned & participates in the profit of any contract with the society	
xxii	Number of members who holds any office or place of profit under the society	
xxiii	Number of members who admitted in society for less than 12 months immediately preceding the due date of election	
xxiv	Whether there are members, against whom any amount is due for recovery under a decree, decision or order, under MSCS Act?	Yes <input type="checkbox"/> / No <input type="checkbox"/> If yes, mention the name of the member
xxv	Number of members disqualified for being a member under section 29 of MSCS Act	
xxvi	Whether there is any board member whose relative is employee of the said society as per sub section 6 of Section 41 of MSCS Act?	Yes <input type="checkbox"/> / No <input type="checkbox"/> If yes, mention the name of Board of directors
xxvii	Whether Annual General Meeting of society has been called as per section 39 of MSCS Act?	Yes <input type="checkbox"/> / No <input type="checkbox"/> If no, Mention the name of Board of directors with relevant period.
xxviii	Whether Annual Financial Statement has been prepared and presented during Annual General meeting	Yes <input type="checkbox"/> / No <input type="checkbox"/> If no, Mention the name of Board of directors with relevant period.

xxix	Whether contribution toward Education Fund as per Section 63 (1) (b) of MSCS 2002 has been made?	Yes <input type="checkbox"/> / No <input type="checkbox"/> If no, Mention the name of Board of directors with relevant period.
xxx	Whether MSCS has contributed Cooperative Rehabilitation, Reconstruction, and Development Fund as per Section 63 A	Yes <input type="checkbox"/> / No <input type="checkbox"/> If no, Mention the name of Board of directors with relevant period.
xxxi	Whether Annual Return specified in Section 120, within the time specified therein, has been filed	Yes <input type="checkbox"/> / No <input type="checkbox"/> If no, Mention the name of Board of directors with relevant period.
xxxii	Whether Audit of Society has been carried out within six months of the closer of the F.Y.	Yes <input type="checkbox"/> / No <input type="checkbox"/> If no, Mention the name of Board of directors with relevant period.
xxxiii	Any other disclosure related to disqualification for being a Board Member	
<b>(E) Disqualification for being an Office Bearer as per Section 44 of MSCS Act</b>		
xxxiv	Member of the board who is presently a Minister in the Central Government or a State Government	Name & Admission No.
xxxv	Member of the Board who completed two consecutive terms, whether full or part, as the Chairperson or President.	Name & Admission No.
(F)	Any other information relating to disqualification of a member, Board of Director, Chairman and Vice Chairman	
(G)	A short note may be given about logistics requirement for conduct of election (like Numbers of Booths, Places, Area, Use of postal ballot etc.)	

Note: Details of all above information should also be provided to Returning Officer for conducting free, fair & transparent election.

Signature &  
Name of Chairman/President/Chief Promoter.

Signature &  
Name of MD/CEO  
Name of Society

Date:  
Place: