

Speed Post/E-mail

CEA-12011/164/2024
Government of India
Ministry of Cooperation
The Co-operative Election Authority

09th Floor, Tower E, World Trade Centre
Nauroji Nagar, New Delhi -110029
Dated: 1st April, 2026
Election No. 180/2026-27

ORDER

Sub: Appointment of "Returning Officer" and the "Election Programme" for Conduct of Election for the post of Office Bearers (Chairman) of "The Knanaya Multi state Cooperative Credit Society Ltd., Thekkanattu Arcade, Nagampadom, S.H Mount P.O Kottayam, Kerala-686006--reg.

1. The Cooperative Election Authority has been established under Section 45 of the MSCS Act, 2002 (as amended in 2023). As per Section 45-I of the said Act, the Authority discharges the following functions: -

- i. Conduct of elections of the multi-state cooperative society;
- ii. Supervise, direct and control the matters relating to preparation of electoral rolls; and
- iii. Such other functions as may be prescribed.

2. Accordingly, 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 Kottayam** as Returning Officer for conducting Elections of the society as per details in subsequent paras.

3. The detailed election programme is as under: -

Election Program
{Rule 19H (2)}

(A) General Information				
1	Name of MSCS	The Knanaya Multi state Cooperative Credit Society Ltd., Thekkanattu Arcade, Nagampadom, S.H Mount P.O Kottayam, Kerala-686006		
2	Registration Number	MSCS/CR/640/2012 dated 11.10.2012		
3	Returning Officer	District Magistrate / Collector, Kottayam		
4	Post for which election to be Elected	Chairman		
5	Operational Area	Kerala and Maharashtra		
6	Elected Director	18		
7	Polling Booth	To be decided by RO		
8	CEO contact details	CEO	Mobile No	Email Id.
		Mathew P K	7306536626	md@knanayamccs.com
(B) Election Program of Office Bearer (only for the post of Chairman)				
1	Announcement of Election Schedule	20 th April, 2026 (Monday)		
	Time window for filing nomination	09:30 AM to 11:30 AM		
	Scrutiny of nomination papers	12:30 PM to 02:00 PM		
	Time window and date for withdrawal	02:00 PM to 04:00 PM		



	Display of list of the contesting candidate and schedule of election	By Evening	
2	Meeting of Newly Constituted Board & Publication of List for valid Nominations, Polling (if required)	21 st April, 2026 (Tuesday)	11:00 AM Onwards
3	Declaration of Result of Election of Office Bearers	On or before 24 th April, 2026	

4. Detailed relevant important instructions on conduct of elections are attached at Annexure-I.

5. 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.

6. RO is advised to go through the documents meant for conduct of election- namely **Preparation of member list, Preparation of voter list and Information relating for seeking prior approval of Board of Directors and Office Bearers.** These documents are available on the website <https://crs.gov.in> under the heading: "**Cooperative Election Authority**" (Handbooks of Returning Officer). Instructions contained in these documents must be followed in letter and spirit so as to ensure free and fair election.

7. RO may submit proposal for appointment of adequate number of ARO

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

Seal:

Date:



Sanjeev Kumar
(Sanjeev Kumar)

Director-CEA

Phone No.:011-20909039

To,

Collector & District Magistrate, Kottayam
And RO of The Knanaya Multi State Cooperative Credit Society Ltd
District Collector & District Magistrate,
Kottayam, Kerala State-686 002
E-Mail :dc-ktm@gov.in
Mobile: +91 9447029007
Phone: 0481-2562001(O) 0481-2570057 (R)

Copy to:

1. The Chief Executive Officer of The Knanaya Multi state Cooperative Credit Society Ltd., Thekkanattu Arcade, Nagampadom, S.H Mount P.O Kottayam, Kerala-686006- Contact: 7306536626
Mail id – md@knanayamccs.com / info@knanayamccs.com

-with a request

- To meet the RO and brief him about the society and get issued the election notice under the signature of the RO.
- 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.
 - iii. List of nomination received by the Returning Officers.
 - iv. List of nomination which has been rejected along with reasons for rejection.
 - v. Publication of final list of contesting candidates.
 - vi. Board of Directors and its Office Bearers.
 - vii. Election Notice under signature of RO to be published in newspapers by CEO.
2. The Registrar of Cooperative Societies, Kerala, NSS Building, behind Govt. Secretariat, Thiruvananthapuram-695001. Email:keralarcs@coop.kerala.gov.in, keralarcs@gmail.com
3. The Central Registrar of Cooperative Societies – for information
4. NIC with a request to upload on (www.crcs.gov.in).



Important Instructions

ANNEXURE-I

The following instructions are part of the order dated 01.04.2026. RO shall follow these instructions in letter and spirit so as to ensure free and fair conduct of election.

1. **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 Individual notice to all the directors may be issued.
2. **Publication of election programme on website of the society:** Returning Officer is requested to publish election programme on the website of the society.
3. Wide publicity to be given for holding of Elections in terms of provision of the MSCS Act and the rules framed thereunder. Election Programme shall also be displayed on the Notice Board of the Society.
4. **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.
5. **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.
6. **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 OFFICE BEARERS"** for enabling free, fair and transparent elections.
7. **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.
8. **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. The rates of remuneration for conduct of election is as per the office order dated 16.10.2025(**Annexure-III**)
9. **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 the following 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.

10. RO is also requested to obtain the additional information from Directors (elected) at the time of filing nomination in the form of affidavit for the post of Chairman in the following format at the time of filing nomination to ensure compliance of Section 44 of the MSCS Act:

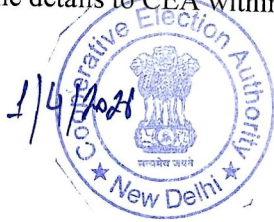
TERM	Term of the Board	Period/Periods held the office of the Chairman
Term2	2018-2022	
Term1	2014-2018	

11. RO to ensure presence of elected Directors as required under Rule 19N (1). RO to chair the meeting of the election of Office Bearers.

12. RO may note the provision relating to Accounts of election expenses (Rule 19U), Particulars of account of election expenses (Rule 19W) and notice by RO for inspection of accounts (Rule 19X) and submit the details to CEA within 30 days of declaration of result.

Seal:

Date: 1/4/2021



Sanjeev Kumar
(Sanjeev Kumar)

Director-CEA

Phone No.:011-20909039

PROFORMA

Proforma for remuneration-claims for conduct of MSCS Elections

S.No.	Name and Designation of RO, ARO and Polling Officer	Service	Pan Number	Bank account details/Bank name and Branch name with IFSC Code
1.				
2.				
3.				
4.				

5. The matter has been examined in detail and it has been decided to adopt a graded structure for payment of remuneration as proposed in the table below: -

S.No.	Nature of Election	Contest for the position	Uncontested election
1.	Regular election of Board of Directors including Office Bearers.		
	A. All societies in Schedule II.	Rs.50,000/-	Rs.25,000/-
	B. Multi State Cooperative Banks.	Rs.50,000/-	Rs.25,000/-
	C. Societies where elections of delegates or election to RGH (constitution of Representative General Body) is involved.	Rs.50,000/-	Rs.25,000/-
2.	Regular election of Board of Directors including Office Bearers of all other societies.	Rs.40,000/-	Rs.20,000/-
3.	Casual Vacancy of Board of Directors.	Rs.10,000/-	Rs.10,000/-
4.	Casual Vacancy of Office Bearers.	Rs.10,000/-	Rs.10,000/-
5.	Election of newly registered societies with less than 250 members.	Rs.10,000/-	Rs.10,000/-

6. There will be no change in the rate of honorarium of Polling personnel which is fixed at present at Rs.1,000/- per election. Additionally, PA to RO or Data Entry Operator would also be treated as Polling Personnel and eligible to Rs.1,000/- per election.

7. This order would be effective from 01.11.2025, where the date of poll is on or after 01.11.2025.

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

By Order

(Signature) 16/10/2025.

(Section Officer)

Cooperative Election Authority Officer

भारत सरकार, Government of India
 सहकार विभाग, Ministry of Cooperations
 भारतीय सहकारी चयन प्राधिकरण
 भारतीय सहकारी चयन प्राधिकरण
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Copy to:

1. All ROs/AROs appointed by CEA.
2. All MD/CEO of MSCS Societies.
3. All RCSs of States.

Copy also to:

1. Secretary, Ministry of Cooperation.
2. CRCS.
3. Internal circulation to all Officers/Staff.
4. NIC – for posting on the Website.