

CEA-12011/528/2026  
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: 07<sup>th</sup> May, 2026  
Election no. 13 /2026-27

ORDER

Sub: Appointment of "Returning Officer" and the "Election Programme" for Conduct of Election of Utkrishti Agro and Allied Multi State Cooperative Society Limited, Plot No. 579, DESIL Titlagarh, Balangir, Odishi, Pin Code-767033-. -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: -

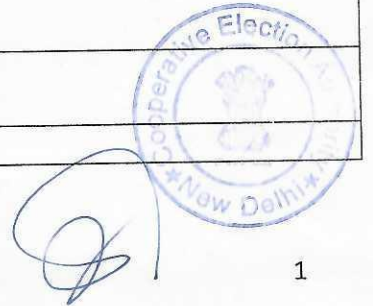
- i. Conduct of elections of the multi-state cooperative society;
- ii. Supervise, direct and control the matters relating to preparation of electoral rolls; and
- iii. Such other functions as may be prescribed.

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 by MSCS Amendment Rules in 2023, the Co-operative Election Authority hereby appoints **District Magistrate/Collector, Balangir, Odisha** 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	<u>Utkrishti Agro and Allied Multi State Cooperative Society Limited, Plot No. 579, DESIL Titlagarh, Balangir, Odishi, Pin Code-767033</u>
2	Registration Number	MSCS/CR/1646/2025 dated 13.10.2025
3	Returning Officer	District Magistrate / Collector, Balangir
4	Post for which election being held	Board Member- 11 (General- 08, Women- 02 & SC/ST- 01) Office Bearers-2 (Chairman-1 & Vice-Chairman-1)
5	Area of Operation	Odisha ^ Andhra Pradesh
6	Regular Members	105 (Odisha -53 and Andhra Pradesh-52)
7	Polling Booth	To be decided by RO



8	CEO contact details	Chief Promoter	Mobile No	Email Id.
		Pritish Agasti	9668737767	Utkrishtimultistatecooperative@gmail.com

**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) Election program for Board of Directors**

1	Publication of Provisional List of Members / Eligible to Vote	22 <sup>nd</sup> June, 2026 (Monday)	By Evening
2	Time Window for Raising Objection to the Provisional List	23 <sup>rd</sup> June, 2026 to 26 <sup>th</sup> June, 2026 (Tuesday to Friday)	11:00 AM to 3:00 PM
3	Scrutiny of objection received to the Provisional List (if any)	27 <sup>th</sup> June, 2026 to 30 <sup>th</sup> June, 2026 (Saturday to Tuesday)	11:00 AM to 3:00 PM
4	Publication of Final List of Members Eligible to Vote	30 <sup>th</sup> June, 2026 (Tuesday)	By Evening
5	Issue and Filing of Nomination Form	02 <sup>nd</sup> July, 2026 to 06 <sup>th</sup> July, 2026 (Thursday to Monday)	11:00 AM to 3:00 PM
6	Publication of List of Nominations Received	06 <sup>th</sup> July, 2026 (Monday)	By 5:00 PM
7	Scrutiny of Received Nomination Forms	07 <sup>th</sup> July, 2026 (Tuesday)	11:00 AM onwards
8	Publication of List of Valid Nominations	07 <sup>th</sup> July, 2026 (Tuesday)	By 5:00 PM
9	Withdrawal of Nominations	08 <sup>th</sup> July, 2026 (Wednesday)	11:00 AM to 3:00 PM
10	Publication of Final List of Contesting Candidates	08 <sup>th</sup> July, 2026 (Wednesday)	By Evening



11	Date of Polling, if Necessary	22 <sup>nd</sup> July, 2026 (Wednesday)	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	24 <sup>th</sup> July, 2026 (Friday)	08:00 am Onwards
13	Submission of Form 19M with recommendation for seeking approval of CEA before declaration of result of BOD	24 <sup>th</sup> July, 2026 (Friday)	
14	Declaration of Result of Board of Directors	On or before 31 <sup>st</sup> July 2026 (Friday) after approval of Cooperative Election Authority, New Delhi on Format 19M	
<b>(C) Election Program of Office Bearer (After Declaration of Result of Board Members' Election)</b>			
1	Announcement of Election Schedule	04 <sup>th</sup> August, 2026 (Tuesday)	
	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)	05 <sup>th</sup> August, 2026 (Wednesday)	11:00 AM Onwards
3	Declaration of Result of Election of Office Bearers	After approval of Cooperative Election Authority, New Delhi on Format 19N	

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 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 provisions of the Bye-Laws and decision taken by CEA in this regard shall be final.

6. RO may submit proposal for appointment of adequate number of ARO
7. The Constituency shall be as per registered and approved Bye-Laws of the Society. Contestant would be from respective constituency. **Every voter member has a right to elect all the directors individually.**
8. 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 to seeking prior approval of Board of Directors and Office Bearers. These documents are available on the website <https://crce.gov.in> under the heading "**Cooperative Election Authority**". Instructions contained in these documents must be followed in letter and spirit so as to ensure free and fair election.
9. A Checklist for RO is attached for monitoring the election process and recording various important information and details. (Annexure II)
10. This issues with the approval of Cooperative Election Authority.

Seal:

Date:



*Sanjeev Kumar*  
(Sanjeev Kumar)

Director-CEA

Phone No.:011-20909039

To

District Collector/ Magistrate, Balangir,  
Collectorate, District Balangir  
Odisha, Pin Code- 767001  
Contact: 06652-232223  
E-Mail ID – [dm-balangir@nic.in](mailto:dm-balangir@nic.in)

Copy to :

1. The Chief Promoter of Utkrishti Agro & Allied Multi State Cooperative Society Limited, Plot No. 579, DESIL Titlagarh, District- Balangir, Odisha, Pin Code - 767033 Email/contact details- [utkrishtimultistatecooperative@gmail.com](mailto:utkrishtimultistatecooperative@gmail.com) / Contact Number - 9668737767  
-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 (Annexure IV). 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 Chief Promoter 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. The Registrar of Cooperative Societies, Govt. of Odisha
  3. The Central Registrar of Cooperative Societies – for information
  4. NIC with a request to upload on ([www.crcs.gov.in](http://www.crcs.gov.in)).

Important Instructions

The following instructions are part of the order dated 28.01.2026. RO shall follow these instructions in letter and spirit so as to ensure free and fair conduct of election.

1. **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
2. **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.
3. **Publication of election programme on website of the society:** Returning Officer is requested to publish election programme on the website of the society.
4. **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).
  - 4.1. **Returning Officer is requested to send the newspaper cutting to the CEA.**
5. 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 to ensure wide publicity about the election of the society
6. **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 date of poll. 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) and Section 10A(2A)(i) of Banking Regulation Act-1949. Banking regulation are applicable for societies having Banking Licence from RBI.
8. **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.
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 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.
10. **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.



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

14. **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.

15. **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.

16. RO may note the provision relating to Accounts of election expenses (Rule19U), 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.

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**Check List for Returning Officer appointed under Section 45K of the Multi State Cooperative Societies Act, 2002 (amended in 2023) for conduct of election of MSCS**

	<b>Action to be taken by Returning Officer</b>	<b>Date</b>
1	Meeting with Secretary/CEO of the Society. (Rule 19H (8))	
2	Issue of election notice under signature of Returning Officer.	
3	Publication of Election Programme on the website of the Society	
4	Publication of draft voter list on the website of the society	
5	Sending Proposal for appointment of ARO to Cooperative Election Authority on email <a href="mailto:cea-2023@gov.in">cea-2023@gov.in</a>	
6	Publication of election notice in the newspaper in the area of operation of the Society (Rule 19I (3))	
7	Publication of list of nomination forms received on the website of the Society	
8	Sending of newspaper cutting to the CEA with reference to (6) above	
9	Scrutiny of nomination papers by RO. (Rule 19L)	
10	Publication of list of valid nominations accepted by RO. (Rule 19L(1)(e))	
11	Publication of list of withdrawals after scrutiny on the website	
12	Publication of list of rejections after scrutiny on the website	
13	Publication of final list of candidates under the signature of RO on the website of the Society	
14	Sending the list of the candidates to the <b>Cooperative Election Authority</b> with the details - (i) filed nomination (ii) rejected nominations with reasons (iii) withdrawal of nomination and (iv) valid nominations with reference to the number of post of directors on email <a href="mailto:cea-2023@gov.in">cea-2023@gov.in</a>	
15	Ballot paper and making arrangements for its printing and other logistic arrangement for transportation in case polling station are being setup in multiple cities/districts/states	
16	Sending of recommendation after conduct of election of Board of Directors in Form 19M for seeking prior approval of CEA along with detailed report	
17	Issue of proceedings of result of Board of Directors after receipt of approval of CEA	
18	Sending the Account and PAN details of RO/ARO to CEA for payment of remuneration and name of Polling Officers appointed by RO on email <a href="mailto:cea-2023@gov.in">cea-2023@gov.in</a>	
19	Chairing of meeting by RO in person for elections of Office Bearers i.e. Chairman & Vice-Chairman only (Rule 19N (2))	
20	Sending recommendation in Form 19N after election of Office Bearers for seeking prior approval of CEA along with detailed report (Rule 19N)	
21	Declaration of result under Rule 19N (6)	

F.No.4-11/2025/CEA  
Government of India  
Ministry of Cooperation  
Cooperative Election Authority

9<sup>th</sup> Floor, Tower-E, World Trade Centre,  
Nauroji Nagar, New Delhi - 110 029.

Dated: 16<sup>th</sup> October, 2025.

ORDER

Subject: - Revised norms for payment of remuneration to Returning Officer (RO)/Asstt. Returning Officer (ARO) for conduct of elections of Multi State Cooperative Societies (MSCS).

CEA is paying remuneration to Returning Officer (RO), Asstt. Returning Officer (ARO) and Polling Officer as per the Office Order dated 3<sup>rd</sup> June, 2024. As per this order RO and ARO are paid not more than 15 days of basic pay as honorarium.

2. As per Rule 19T of the Multi State Cooperative Societies Act, 2002 as amended in 2023, the dues of the remuneration have to be paid by Society to Cooperative Election Authority (CEA) and CEA in turn pays to RO based on the claims submitted by the Returning Officer.

3. During the process of release of funds, the following aspects have come to the notice of the Authority:

- 1) There is wide variation in the basic pay structure of Returning Officers. Due to this reason, the payment of 15 days' basic pay may range between Rs.98,000/- to Rs.39,000/- depending upon the seniority of the District Magistrates in the respective districts. In few cases, the remuneration paid to ARO is higher than the Returning Officer.
  - 2) The rate of remuneration is same even if the elections are not contested. There is no substantial activity after the stage of nomination process. The rates claimed are same for contesting elections as well as uncontested elections.
  - 3) Even in case of casual vacancy, say for one Director, the same rate is paid to the Returning Officer. Similarly, casual vacancy of Office Bearers also results into the same amount of payment.
  - 4) The society's HQ is concentrated at State Capitals or at those districts which have history of cooperative movements. It results into conduct of multiple election by same RO/ARO.
4. The Authority is in receipt of representation from newly registered societies expressing their inability to pay such large amount due to lack of adequate resources with the newly formed society. Their economic activity may be at nascent stage of development. They have requested that they may be exempted from such remuneration.

  
*[Signature]*

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

*Waseel* 16/10/2025

(Section Officer)

Cooperative Election Authority Officer

The Government of India  
Ministry of Cooperation  
Cooperative Election Authority  
New Delhi

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.

**PROFORMA FOR REMUNERATION CLAIMS FOR CONDUCT OF MSCS ELECTIONS****1. General Information**

(a)	Name of MSCS	
(b)	Type of Held Election (General Election/Casual Vacancy)	
(c)	Date & Order No. of issue of Election Programme and Appointment of RO	
(d)	No. of ARO appointed by CEA	
(e)	Whether Election held- Unopposed or by Poll	
(f)	No. of Polling Booth (if polling held)	
(g)	No. of Polling Officers appointed by RO (Not more than 03 polling officers in one polling booth)	

**2. Details of RO and ARO**

S.No.	Name & Designation	Service as RO/ARO	Bank Account Details, Bank Name, Branch Code & IFSC Code	Pan Number	Remarks

**3. Details of Polling Officers (if polling held)**

S.No.	Name & Designation of polling officers	Name of Polling Station & Booth	Bank Account Details, Bank Name, Branch Code & IFSC Code	Number of Working days

Declaration: It is hereby declared that no claim for conduct of this election has been made earlier.

(Signature of RO with seal)

Name of RO \_\_\_\_\_

Designation \_\_\_\_\_

Mobile No. \_\_\_\_\_

**Seeking additional details in case of members who are central govt. employees in term of DOP&T Office Memorandum F.No.11013/1/2016-Estt.A-III 27th February, 2020 Government employee Under the rule 15(1)(c) of CCS (Conduct) Rules, 1964 at the time of filing nomination.**

i	Name & Membership no.			
ii	Whether he has held elected office prior to the present election (please tick)	Yes	No	NA
iii	Name of body/organisation where the Central Government servant held elective office			
iv	Whether permission of the Competent Authority has been taken to contest present election	Yes	No	
v	If answer to (iv) above is affirmative, then please annex a copy of prior permission			

Date:

Name in Capital Letter

Place:

Signature of member contesting election)



## **Handbook of Returning Officer**

### **Preparation of Member List**

**November 2025**

**COOPERATIVE ELECTION AUTHORITY**

**9<sup>TH</sup> FLOOR, TOWER-E, WORLD TRADE CENTRE  
NAUROJI NAGAR, NEW DELHI – 110029.**

**Cooperative Election Authority****Handbook of Returning Officer****Preparation of Member List**

- (1) Member list is the most basic and fundamental document along with the register of members. In case of any doubt or objection at the time of filing nomination, scrutiny, etc. Returning Officer (RO) shall always refer these basic documents to satisfy himself before taking a final decision.
- (2) It is the duty of the Board of Directors/Administrator to bring updated and authenticated list of Members and register of Members to RO. [Rule 19H(8)] RO shall insist to get duly authenticated list to ensure fair election.
- (3) Before handing over the list of Members to Returning Officer, Board of Director may ensure the following:
  - a) Member's whose business is in conflict or competitive with the business of the Society – such names to be deleted.
  - b) Members who failed to use minimum level of products or services for two consecutive years such name should be deleted. Minimum level of products or services are to be specified in the bye-laws of the societies. [Section 29]
  - c) If a Member has not attended three consecutive general meetings of the society and his absence has not been condoned by the Members in the General Meeting, such names may be deleted. (Section 29)
  - d) Name of Member who is defaulter to society should be deleted. (Section 29)
  - e) Any account closed with the society will result into deletion of his name from the list.
  - f) Names of deceased Member should be removed from the list.
  - g) If application for membership has been filed with the society, such names should be added into the list as per the provisions under Section 25(4) within four months of the date of receipt of the application.

- h) Decision of the society on the membership application should be communicated to the applicant within 15 days from the date of the decision by Board.
  - i) There should not be any variation in the name of the Member on account of spelling errors etc. in the Member's register & Voter list.
- (4) Nominated or associate Member of the Society has no right to vote or elect a director of the Board.
- (5) No individual can be a member of a National Cooperative or a Federal Cooperative.
- (6) Society may prepare Members list as on 31<sup>st</sup> March of the preceding year of the election. However, names can be added or deleted one month prior to the date of election. (Rule 19I)
- (7) Updated list of the Member should be handed over to the Returning officer at least 30 days prior to the date fixed for the General Meeting for the purpose of conducting the election. [Rule 19H(8)]



# **Handbook of Returning Officer**

## **Preparation of Voter List**

**December 2025**

**COOPERATIVE ELECTION AUTHORITY**

**9<sup>TH</sup> FLOOR, TOWER-E, WORLD TRADE CENTRE  
NAUROJI NAGAR, NEW DELHI – 110029.**

**Cooperative Election Authority****Handbook of Returning Officer****Preparation of Voter List for conduct of election to Board of Directors**

- (1) It is very essential to have clarity and transparency in the voter list, constituencies, contesting right of the members and voting rights of the Members.
- (2) The elections are held at a general body meeting of the Society convened for the purpose of conduct of election.
- (3) The general body of MSCS shall consist of all the members of the society.
- (4) Every member of the society shall have one vote & it has to be exercised in person.
- (5) **VOTER LIST**
  - 5.1 Voter list consists of names of individual members and names of representatives/delegates as the case may be.
  - 5.2 Each person listed in Sub-section 1 of Clauses (b) to (g) of Section 25 if nominated by such authority or society shall have one vote and should be included in voter list. The list is as follows:
    - (b) Any Multi State Cooperative Society or any cooperative society;
    - (c) The Central Government;
    - (d) A State Government.
    - (e) The National Cooperative Development Corporation established under the National Cooperative Development Corporation Act, 1962 (26 of 1962).
    - (f) Any other corporation owned or controlled by the Government.
    - (g) Any Government company as defined in section 617 of the Companies Act, 1956 (1 of 1956).
  - 5.3 **Constitution of smaller body – Section 38(1) may be referred:**
    - (i) If bye-laws of the society has provision for constitution of a smaller body consisting of delegates, such delegate will have one vote. For example, bye-laws of a society has a provision for a smaller

representative general body as the number of regular members of the society is more than 1000, then a smaller body i.e. representative general body may be formed as per the registered bye-laws of the society.

- (ii) Delegate from smaller body could be selected or elected under the supervision of the Returning Officer. Separate schedule for election of delegate may be drawn by CEA or RO as per instruction of CEA. A model Delegate Election Schedule is given at Annexure-1. Nomination Form for election of delegates to General Body is given at Annexure-2. Request letter for nomination form for the election of delegates is given as Annexure-3. Schedule for election of delegate to be published on the notice Board of Society and on the website of the Society.
- (iii) After election of delegates to General Body, all names of delegate are to be included in the list of voters for the election of Board of Directors. [Table 1]

S.No.	Name of Constituency	Number of Members	No. of Delegates	Name of Delegate

5.4 Names of representatives/delegate from the societies who are Members of the Multi State Cooperative Societies are to be included in the list of the voters. [Rule 19H(5)].

5.4.1 Who can be sent as representative by societies and process involved.

- (i) Society can send the name of their Chairperson OR Chief Executive Officer OR a duly authorised Member of the Board of other Multi State Cooperative Society.
- (ii) A resolution of the Board is required to send the name as delegate/representative.

(iii) Fresh resolution is required for each separate election.

Example: Suppose simultaneous three elections of different MSC societies are going on and a member society intends to send its delegate to participate in these three elections, then three separate resolutions of the Board would be required to be sent to respective RO.

(iv) Such resolution should be sent to the Returning Officer at least 21 days prior to the date fixed for the General Meeting [Rule 19H(5)] (as per the original election programme issued by the CEA).

(v) In case of societies having administrator, Administrator himself or CEO of the Society could represent as delegate for the election of the Board of Director.

(vi) The details of delegate should be sent by the Society in the proforma which is kept as Annexure-4. Model Draft Letter from Society to RO is kept at Annexure-5.

(vii) Provisional list of delegates for election of Board of Director should be prepared by RO and it may contain the following details [Table 2]:

Name & Address of the Federation/ Society which the delegate represent.	Admission No.	Membership No.	Name of the delegate.

Signature of RO/ARO

(viii) The Provisional List of delegates should be published on the Notice Board & the website.

5.4.2 Nomination of delegate by institutions - An institution listed in Section 25 could nominate delegate as per the provisions contained in Section 38(3). Proforma at Annexure – 4 should be used for this purpose.

5.5 Election among representatives/delegates: In certain societies, as per the registered bye-laws of the Society, there are restrictions on the number of delegates from a district or from a constituency. In such cases, elections have to be conducted where representatives/delegates will vote to select their delegates from the district/constituency society who will have voting right for the election of the Board of Director. In such scenario, separate election schedule has to be drawn and entire election process has to be followed on similar line as indicated in Para 5.3.

Example: Suppose, a federation has 1641 members from PACS. These 1641 PACS could send their one representative to the Returning Officer as representative. As per the bye-laws of the society, there are restriction to have maximum seven (7) delegates from a district. However, there are 25 representatives from that district with RO. Therefore, election has to be conducted to elect seven delegates from that district. Members are located in 38 districts. So, the elected delegates from 38 districts ( $38 \times 7 = 266$ ) would be elected delegates who will form the voter list to elect 21 Board of Directors of the MSCS.

- (6) Returning Officer after incorporating name of such delegates should prepare the list of voters eligible to vote on the date 30 days prior to the date fixed for poll.
- (7) Such list should be put on the notice board at the principal place of business of the society, its branches and on the website of the society at least 15 days prior to the date of election.
- (8) The list should also contain the admission number of the member, name of the voter or husband and particulars of such member.
- (9) The list of delegates should be published giving all the information like name of the delegate, the name of intended purpose in the case of member society, admission number, etc.
- (10) The format for preparing draft list of delegates who would be the voter is kept at Annexure-6.

Illustrative PurposeDelegates Election Schedule

S.No.	Details	Date & Time	Day
1.	Date of publishing and displaying the list of members having the right to vote.		
2.	Last date of addition, deletion and alteration of the name in the voter's list published by the society.		
3.	Date of publishing the final voters' list.		
4.	Dates of availing nomination papers.		
5.	Last day of filing nomination paper.		
6.	Date for publishing the names of candidates, their supporters, proposer on the notice board of the society.		
7.	Date for verification of the nomination papers.		
8.	Date for publishing the names of valid candidates.		
9.	Date of withdrawal of candidature.		
10.	Date for publishing the final list of candidates.		
11.	Date of Election, Place and time.		
12.	Date for counting of votes, place and time.		

Returning Officer

Place :

Election of the delegates of the

Members of the society (Name of the Society)

Date :

**Election of delegates to General Body.**

Delegate Election Year : \_\_\_\_\_

Nomination Paper for Constituency : \_\_\_\_\_ Group No. \_\_\_\_\_

1. Name of candidate : \_\_\_\_\_
2. S.No. in the register of members : \_\_\_\_\_
3. Address : \_\_\_\_\_  
\_\_\_\_\_
4. Name of the proposer : \_\_\_\_\_
5. S.No. of the proposer in  
the register of members : \_\_\_\_\_
6. Signature of the proposer : \_\_\_\_\_
7. Name of seconder : \_\_\_\_\_
8. S.No. of the seconder in  
the register of members : \_\_\_\_\_
9. Signature of the seconder : \_\_\_\_\_

**CANDIDATES DECLARATION**

I hereby declare that I have read the rules, bye-laws of the society and those of the election of the delegates and I possess necessary qualification as mentioned in the election rules and do not attract any disqualifications for being delegates to general body as per Act, rules and bye-laws and the same are binding to me. I further declare that all the above-mentioned details are true and correct.

Any of the above declaration if found untrue/false my candidature/delegate ship will be liable to be cancelled as per Act, rules and bye-laws.

Date : \_\_\_\_\_ Signature of candidate \_\_\_\_\_  
Place : \_\_\_\_\_

**ENDORSEMENT BY THE RETURNING OFFICER**

This nomination paper was presented to me in person by Shri \_\_\_\_\_ /  
received on \_\_\_\_\_ at \_\_\_\_\_ hours.

Place :

Date :

Signature of Returning Officer  
or person authorised by him.

### VERIFICATION BY RETURNING OFFICER

After the scrutiny of the nomination paper the above information is found correct/incorrect. The nomination is, therefore, valid/invalid.

Place :

Date :

Signature of the Returning Officer

### Receipt of Nomination

Nomination paper was presented to me in person by Shri \_\_\_\_\_  
on Date \_\_\_\_\_ at \_\_\_\_\_ hrs.

Place :

Date :

Signature of the Returning Officer  
or person authorised by him.

**Request for nomination form for the election of delegates.**

Name of Society :

Address :

Date :

To,  
Returning Officer,

My Membership No. is \_\_\_\_\_, I request you to give me form for election of delegates.

Thanking you,

Yours truly,

Signature

Name :

Address :

PROFORMA TO BE SUBMITTED BY THE MEMBER SOCIETY TO THE RETURNING OFFICER [UNDER RULE 38(3) of MSCS ACT] and UNDER RULE 19H (5), 19H(6), 19H (7), of MSCS RULE TO SEND THE NAME OF DELEGATE FOR GENERAL BODY MEETING.

	Particulars	Details	
1.	Name of Member Society/Institution		
2.	Address of Member Society/Institution		
3.	Membership number of Society		
4.	<b>Details of delegate:</b>		
	a) Name		
	b) Position (Chairman/Chief Executive/Director/Administrator) held by the delegate		
	(c) Society address of the delegate for correspondence and telephone and Mobile number and Father's name		
	(d) Specimen signature of the delegate duly attested		
	(e) Signature attested		
	(Name & designation of the person attesting the signature)		
5.	Nomination details (original copy to be enclosed*)	Board Resolution No.	Date

6.	Name of the Board/Administrator competent to nominate	
7.	Date of expiry of the term of Managing Body/Board	

**Declaration:** I \_\_\_\_\_ (NAME) \_\_\_\_\_ hereby declare, to the best of my knowledge and belief, that the delegate has not incurred any disqualification of membership of this society/institution under Section 29 of MSCS Act and is not disqualified for being a member of the Board of the \_\_\_\_\_ under Section 43 of MSCS Act and all pertinent sections of the MSCS Act 2002 as amended in 2023, its associated rules, and the bye-laws of the Society (Name of the Society)

(Signature of Chairman/Secretary/Managing Director  
/Chief Executive Officer/Administrator)

Date:

Place:

Seal of the Society/Institution

\* Please enclose original copy of the Resolution

Note: - This duly filled Proforma should reach to Returning Officer at least 21 days prior to the date fixed for the General Boday Meeting (Date of Polling)

Draft Model Letter from Society to the Returning Officer.

To,

The Returning Officer.

It is to inform that our Society (Name of the Society) having Membership No. \_\_\_\_\_ is a member of the \_\_\_\_\_ Multi State Cooperative Society whose elections are going on:

Please find enclosed Resolution No. \_\_\_\_\_ dated \_\_\_\_\_ nominating representative/delegate of our Society to the said election and the General Body Meeting as per Rule 19H(5) & (7) of the Multi State Cooperative Society.

Yours sincerely,

Secretary of the Society/  
CEO of the Society with Stamp.

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Seal : \_\_\_\_\_

Draft Voter List

Draft list of members and their delegates for election of Board of Directors of (..... name of the society .....) to be held on \_\_\_\_\_.

S.No.	Constituency name	Name and address of federation/society which the delegate represents	Membership Number	Name of the delegate & designation
1.	2.	3.	4.	5.



## **Handbook of Returning Officer**

**Seeking prior approval of result of election -  
Instructions for the Returning Officer for filling  
up Format 19M & 19N.**

**January 2026**

**COOPERATIVE ELECTION AUTHORITY**

**9<sup>TH</sup> FLOOR, TOWER-E, WORLD TRADE CENTRE  
NAUROJI NAGAR, NEW DELHI – 110029.**

Cooperative Election Authority

**Cooperative Election Authority**

**Handbook of Returning Officer**

**Instructions for filling up Format 19M for the Returning Officer to seek prior approval of result of election of Board of Directors.**

1. The Returning Officer shall declare result only after seeking prior approval from the Cooperative Election Authority [Rule 19M(14)].
2. This form should be carefully filled by Returning Officer and ensure that each and every column is filled up and no column is left blank. In case information asked is not relevant, then write "Not applicable".
3. Date of poll is mandatorily to be written. In case no elections are held (due to lack of nomination), scheduled date of polling as in "Election Program" issued/ approved by the Cooperative Election Authority, the same date should be written as "date of poll".
4. Each page of the Format 19M should be signed by the Returning Officer along with his seal.
5. Over-writing should be strictly avoided.
6. The **Returning Officer should indicate his mobile number** to established direct communication in case of any clarification. It may be noted that time period between conduct of elections of Board of Directors and of Office Bearers of the society is limited.
7. The duly filled Format 19M should have a covering letter as given in Annexure-I. The covering letter to be signed by the Returning Officer.

8. In case there is no contest, then Form 19M may be submitted after publication of final list of candidates after the process of withdrawal is completed.

9. This form (19M) along with covering letter should be submitted to office of Cooperative Election Authority, 9th Floor, Tower-E, World Trade Center, Nauroji Nagar, Delhi-110029 through email ([cea-2023@gov.in](mailto:cea-2023@gov.in)) and by speed post with a covering letter (Refer Annexure-II) under signature & seal of Returning Officer.

**Instructions for filling up Format 19 N for the Returning Officer to seek prior approval of result of election of Officer Bearer.**

1. The Form 19 N is to seek prior approval for declaration of election result of the Office Bearers [Rule 19N(6)]. There are only two office bearers – namely
  - (i) Chairperson and Vice-Chairperson or
  - (ii) President and Vice-President
2. Returning Officer shall cross check and verify to ensure that candidates indicated in the form 19 N are duly elected members of the Board and their names are available in Form 19 M also.
3. No Candidate who has been nominated in the Board or coopted in the board is eligible to contest for the post of Office Bearers.
4. This form should be carefully filled by Returning Officer and ensure that each and every column is filled up and no column is left blank. In case information asked is not relevant, then write "Not applicable".
5. Date of poll is mandatorily to be written. In case no elections are held (due to lack of nomination), scheduled date of polling in "Election Program" issued/ approved by the Cooperative Election Authority, the same date should be written as "date of poll".
6. Each page of the Format 19N should be signed by the Returning Officer along with his seal.
7. Over-writing should be strictly avoided.
8. The Returning Officer should indicate his mobile number to established direct communication in case of any clarification. It may be noted that time period between conduct of elections of Board of Directors and of Office Bearers of the society is limited.

9. The Returning Officer shall prepare proceedings of the elections of the Office Bearers and submit a copy of proceedings immediately after the meeting on the same day. A copy of such report together with a copy of the Return [Rule 19M(14)] of the polling, to the Authority (Rule 19 N (5) of MSCS Act and Rules.

10. This form should be submitted to office of the Cooperative Election Authority, 9th Floor, Tower-E, World Trade Center, Nauroji Nagar, Delhi-110029 through email ([cea-2023@gov.in](mailto:cea-2023@gov.in)) and by speed post with a covering letter under signature & seal of Returning Officer.

**Draft illustrative letter & report from Returning Officer (RO) to Cooperative Election Authority (CEA).**

Dated: \_\_\_\_\_

Place: \_\_\_\_\_

To,

The Cooperative Election Authority,  
Ministry of Cooperation,  
9<sup>th</sup> Floor, Tower-E, World Trade Centre,  
Nauroji Nagar, New Delhi – 110029.

Subject: - Submission of Form 19M for seeking approval of election of Board of Director of (Name of MSCS).

Sir,

I have been appointed as a Returning Officer for conduct of election of Board of Director & Office Bearer of the (Name of MSCS) vide Order No. \_\_\_\_\_.

2. I have received the order of appointment of Returning Officer (RO) on \_\_\_\_\_. Subsequently, the election notice was issued under the signature of the RO on \_\_\_\_\_. The election notice was posted on the notice board of the Society as well as on the Website of the Society for publicity (link of the website to be given).

3. The election notice was also published in the following newspapers as per the detail given below.

1	2	3
Area of operation of Society.	Name of the newspaper & its edition.	Date of publication

Copy of the newspaper cuttings have already been sent to the Authority.

4. The process of nomination was conducted from (dated) to (date). RO has received number of nominations. The details are given in the following table.

<b>Elections to the Board of Directors of (Name of the Society), (Place)</b>					
Category	Total No. of posts of Board of Directors to be elected.	No. of nominations received.	No. of nominations found invalid during scrutiny on	No. of nominations withdrawn on	Total number of final contesting candidates as published at ____ pm on
General					
Women					
SC/ST					
Total					

Cooperative Election Authority

5. Scrutiny has been conducted personally by the RO at (name of the location). There was no objection raised during the process of scrutiny/objection raised has been duly verified and written orders have been passed.

6. The voting took place on day \_\_\_\_\_ at \_\_\_\_\_ (location). Number of Polling Booth set up \_\_\_\_\_.

Details of Polling Station.

Number	Details of location	Name of the District	Name of the State

7. Based on these, I am satisfied that the election was held as per procedure laid down in the Multistate Cooperative Society Act and Rules and, therefore, I recommend to accept the recommendation as contained in the Form 19M. Form 19M is attached.

8. Therefore, I am requesting the Cooperative Election Authority to approve the election of Board of Directors.

Returning Officer

Encl: Duly filled in Form 19M.  
(Total no. of pages).

Name \_\_\_\_\_  
Mobile No. \_\_\_\_\_  
Landline No. \_\_\_\_\_

Cooperative Election Authority

**Format 19 M for Seeking Approval for Declaration of Election Result of  
the Board of Directors  
(Under Rule 19 M)**

**Section A –Election Summary [To be filled by the Returning Officer (RO)]**

1. General information								
(i) Name and Registration no. of the MSCS		:						
(a) Whether polling held (Yes / No).		:						
(b) Scheduled date of polling as per notification.		:						
(iii) Whether the election held peacefully (Yes / No)		:						
2. Information related to seats on the Board								
(iv) Number of elected members in the Board of Directors as per bye-laws	General		Women		SC/ST		Total	
(v) Number of elected members in the Board of Directors notified to be filled up through election	General		Women		SC/ST		Total	
3. Information related to the number of contestants								
(vi)	General		Women		SC/ST		Total	
	No. of nomination form(s) received	No. of contesting candidates	No. of nomination form(s) received	No. of contesting candidates	No. of nomination form(s) received	No. of contesting candidates	No. of nomination form(s) received	No. of contesting candidates

	c e i v e d							
(a) Details about nomination received.								
(b) Details about nomination rejected								
(c) Details about nomination withdrawn								
(d) Final details about contesting candidates								
<b>4. Information related to voters and votes polled</b>								
(vii) Number of eligible voters	:							
(viii) Total number of voters who casted their vote	:							
(ix) Number of votes rejected during counting	:							
<b>5. Information on un-opposed seat(s) and seat(s) for which polling was held</b>								
(x) Number of elected seats recommended to be filled up un-opposed (if any)	General	Women	SC/ST	Total				
(xi) Number of elected seats for which polling was held	General	Women	SC/ST	Total				
<b>6. Candidate-wise voting details and recommendations of RO</b>								
<b>(a) For general category contestants (in descending order of number of votes obtained)</b>								
SN	Name & area of Constituency if any (as per Bye-Laws)	Name of contestant, Father / Husband Name, Adress & Mobile No. (In case of	Member-ship No.	Elected unopposed under rule 19M (1)	If polling held, no. of votes obtained	Recomm endation of the RO – whether the candidate		

		delegate, write name and address of the society which the delegate represent.)		(Write Unopposed)		elected (Yes or No)

**(b) For women category contestants (in descending order of number of votes obtained)**

SN	Name of Constituency & Area	Name of contestant, Father / Husband Name, Address & Mobile No. (In case of delegate, write name and address of the society which the delegate represent.)	Membership No.	Elected unopposed under rule 19M(1)	If polling held, no. of votes obtained	Recommendation of the RO – proposed to be elected (Yes / No)

**(c) For SC/ST category contestants (in descending order of number of votes obtained)**

SN	Name of Constituency & Area	Name of contestant, Father / Husband Name, Address & Mobile No. (In case of delegate, write name and address of the society which the delegate represent.)	Membership No.	Elected unopposed under rule 19M(1)	If polling held, no. of votes obtained	Recommendation of the RO – proposed to be elected (Yes / No)

**7. Detail of recommended vacant seats in the Board after counting**

SN	Name of Constituency & Area	Seat Category (General/Women/SC/ST)	No. of recommen	Reason for recommendation

			ded vacant seats	
1				
2				
3				

8. Any Court case arisen during election- YES / NO, if yes provide details in separate annexure.

9. Any other explanatory notes relating to conduct of election.

I, \_\_\_\_\_ (name of RO), declare that the above recommendations have been made after conducting the election as per the MSCS Act, 2002 and MSCS Rules, 2002 as amended by the MSCA (Amendment) Act 2023 and Amended Rules 2023

Place:  
Date:

(Signature of RO)

Name and seal of RO-

Mobile Number-\_\_\_\_\_

Land Line Number-\_\_\_\_\_

**Section – B (for Cooperative Election Authority only)**

1. It is conveyed that the Cooperative Election Authority, has approved the recommendation of the Returning Officer as given in Section A above.

OR

Cooperative Election Authority has not accepted the recommendation of Returning Officer due to following reasons.

Cooperative Election Authority

2. After declaration of result by RO the details of elected Board of Directors should be displayed in the website of the society and on the Notice Board of the Society. This may be ensured by Chief Executive of the society.

For Cooperative Election Authority  
Phone Number

Seal

Date

**Format 19 N for Seeking Approval for Declaration of Election Result of the Office Bearer  
(Under Rule 19 N)**

**Section A – Election Summary (To be filled by the Returning Officer (RO))**

<b>1. General information</b>	
(i) Name and Registration no. of the MSCS	:
(ii) (a) Whether polling held (Yes / No) If yes, provide date and time of polling	:
(b) If no polling is held, then indicate scheduled date of polling	:
(iii) Whether the election held peacefully (Yes / No) [In case No, please describe the instances of disruption, violence, etc. and their impact on RO's endeavour to conduct a free & fair election, in a separate sheet]	:
(iv) Whether the meeting to conduct election of Office Bearers has been chaired by Returning Officer	Yes / No Name of Returning Officer:
<b>2. Information related to post of the Office Bearers (Pre-counting)</b>	
(v) Name of post of Office Bearers as per Bye-Laws	:
(vi) Name of post of Office Bearers notified to be filled up through election	:
<b>3. Information related to the contestants</b>	
(vii) Number of valid contesting candidates - a. For President or Chairperson: b. For Vice President or Vice Chairperson:	
<b>4. Information related to Board Meeting as per rule 19N (1)</b>	
(viii) Date and Time of Board Meeting	
(ix) Venue of the meeting	
(x) Number of incumbent elected directors in the Board	:
(xi) Number of incumbent elected directors who attended Board meeting convened by RO	:
<b>5. Information on un-opposed post and post for which polling was held</b>	
(xii) Name of posts recommended to be filled up un-opposed,	
(xiii) Name of posts for which polling was held	

6. Candidate-wise voting details and recommendations of RO					
6 (a) For the post of President or Chairperson (in descending order of number of votes obtained)					
SN	Name of contestant, Father / Husband Name, Address & Mobile No	Membership No.	Elected unopposed under rule 19N (4)	If polling held, no. of votes obtained	Recommendation of the RO – proposed to be elected (Yes / No)
6 (b) For the post of Vice-President or Vice-Chairperson (in descending order of number of votes obtained)					
SN	Name of contestant, Father / Husband Name, Address & Mobile No	Membership No.	Elected unopposed under rule 19N(4)	If polling held, no. of votes obtained	Recommendation of the RO – proposed to be elected (Yes / No)
7. Detail of recommended vacant seats of Office Bearer after counting					
SN	Name of post recommended to be vacant	Reason for recommendation			
1					
2					

**8. Any Court case arisen during election- YES / NO, if yes provide details in separate annexure**

I, \_\_\_\_\_ (name of RO), declare that the above recommendations have been made after conducting the election as per the MSCS Act, 2002 and MSCS Rules, 2002 as amended from time to time.

Place:

(Signature of RO)

Date:

Name and seal of RO-

Mobile Number-\_\_\_\_\_

Land Line Number-\_\_\_\_\_

**Section – B (for the Cooperative Election Authority only)**

1. It is conveyed that the Cooperative Election Authority, has approved the recommendation of the Returning Officer as given in Section A above.

OR

Cooperative Election Authority has not accepted the recommendation of Returning Officer due to following reasons.

2. After declaration of result by RO the details of Office Bearers should be displayed in the website of the society and on the Notice Board of the Society. This may be ensured by Chief Executive of the society.

For Cooperative Election Authority

Phone Number -----

Seal

Date

Cooperative Election Authority