

CEA-12011/387/2026  
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: 31<sup>th</sup> July, 2026

Election No. 49/2026

**ORDER**

**Sub: Appointment of "Returning Officer" and the "Election Programme" for Conduct of Election of Varachha Co-operative Bank Ltd., Surat, Sahakar Bhavan, Opp. Rushikesh Township, Near Vijay Chowk, Sarthana Jakatnaka, Varachha Road, Surat – 395013 -reg.**

The undersigned is directed to refer to this Authority letter of even no. dated 30<sup>th</sup> July, 2026 and to state that due to some inadvertent errors therein, a revised election programme is being issued.

2. The revised election programme is as under:-

**Election Program**

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

| A. General Information                                                                                                                                                                       |                                    |                                                                                                                                                                                                                          |                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 1                                                                                                                                                                                            | Name of MSCS                       | Varachha Co-operative Bank Ltd., Sahakar Bhavan, Opp. Rushikesh Township, Near Vijay Chowk, Sarthana Jakatnaka, Varachha Road, Surat – 395013.<br><br>E Mail : adm@varachhabank.in<br><br>Website : www.varachha.bank.in |                     |
| 2                                                                                                                                                                                            | Registration Number                | Regd. No. MSCS/CR/1402/2023 Date: 27.03.2023                                                                                                                                                                             |                     |
| 3                                                                                                                                                                                            | Returning Officer                  | District Magistrate / Collector, Surat                                                                                                                                                                                   |                     |
| 4                                                                                                                                                                                            | Post for which election being held | Vice-Chairman (Casual vacancy) - 1                                                                                                                                                                                       |                     |
| 5                                                                                                                                                                                            | Polling Booth                      | One booth to be set up.                                                                                                                                                                                                  |                     |
| 6                                                                                                                                                                                            |                                    | CEO                                                                                                                                                                                                                      | Mobile No           |
|                                                                                                                                                                                              |                                    | Sh. Vitthalbhai B. Dhanani                                                                                                                                                                                               | 9375309898          |
|                                                                                                                                                                                              |                                    |                                                                                                                                                                                                                          | Email Id.           |
|                                                                                                                                                                                              |                                    |                                                                                                                                                                                                                          | adm@varachhabank.in |
| The Returning Officer is requested to publish election programme on the website of the society and on the Notice Board. All elected directors of the board are eligible to contest and vote. |                                    |                                                                                                                                                                                                                          |                     |
| C. Election Program of Office Bearer                                                                                                                                                         |                                    |                                                                                                                                                                                                                          |                     |





|   |                                                                                                                |                                              |                  |
|---|----------------------------------------------------------------------------------------------------------------|----------------------------------------------|------------------|
| 1 | Announcement of Election Schedule                                                                              | 18 <sup>th</sup> August, 2026<br>(Tuesday)   |                  |
|   | 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                                     |                  |
| 2 | Meeting of Board & Publication of List for valid Nominations, Polling (if required)                            | 18 <sup>th</sup> August, 2026<br>(Tuesday)   | 11:00 AM Onwards |
| 3 | Submission of Form 19N seeking approval of Cooperative Election Authority (CEA)                                | 18 <sup>th</sup> August, 2026<br>(Tuesday)   | By evening.      |
| 3 | Declaration of Result of Election of Office Bearers after the approval of Cooperative Election Authority (CEA) | 26 <sup>th</sup> August, 2026<br>(Wednesday) |                  |

4. 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.

5. The meeting of election has to be chaired by RO as per Rule 19N(2).

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

  
31/07/2026  
(Arun Kumar Singh)

Under Secretary  
Cooperative Election Authority





To

District Collector/Magistrate, Collector Office, Jilla Seva Sadan-II, "B" Block, 5th Floor, Athwalines, Surat - 395001. Email : collector-sur@gujarat.gov.in

Copy to:

1. The Chief Executive Officer/Managing Director of Varachha Co-operative Bank Ltd., Sahakar Bhavan, Opp. Rushikesh Township, Near Vijay Chowk, Sarthana Jakatnaka, Varachha Road, Surat – 395013 with a request to :

- 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. 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                 |

This may be ensured by C.E.O / M.D that the following documents must be uploaded on Official Website of the Society

- Order of CEA for appointment of Returning Officer and election programme.
  - Notification issued by Returning Officer giving details of election schedule and details of constituency etc.
  - Provisional list of Members/Delegates who are eligible to vote.
  - Publication of final list of Members/Delegates who are eligible to vote.
  - List of nomination which has been rejected along with reasons for rejection.
  - Publication of final list of contesting candidates.
  - Election Notice under signature of RO to be published in newspapers by CEO.
- The Registrar of Cooperative Societies, Govt. of Gujarat
  - The Central Registrar of Cooperative Societies – for information
  - NIC with a request to upload on (www.crcs.gov.in).





Important Instructions

The following instructions are part of the order dated 30.07.2026. RO shall follow these instructions (as applicable in the instant matter) 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 (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.



  
31/07/2026  
(Arun Kumar Singh)  
Under Secretary  
Cooperative Election Authority