

Speed Post/E-mail

No. M-13033/63/2025
Government of India
Ministry of Cooperation
Office of Central Registrar of Cooperative Societies

9th Floor, Tower-E, World Trade Center,
Nauroji Nagar, Delhi-110029
Dated: 25th August, 2026

To,

The Registrar of Cooperative Societies
Govt. of Maharashtra
2nd Floor, New Central Building,
Ambedkar Wellesly Road, Pune,
Maharashtra-41100

Sub.: Conduct of Annual General body Meeting of Shivraj Multi State Cooperative Milk & Agro Processing Society Ltd, Chh. Sambhaji Nagar under Section 39(2) of MSCS Act.

Sir,

I am directed to refer to this office letter of even number dated 19.01.2026 (copy enclosed for ready reference) and to say that the report is awaited. In this context, it may be recalled, a requisition to hold election, seven months after the expiry of the tenure of board, was received in the office of Cooperative Election Authority (CEA) from a multi-state cooperative society by Shivraj Multi State Cooperative Milk & Agro Processing Society Ltd, At/Post-Phulambri, Tq. Phulambri, Dist. Chh. Sambhaji Nagar, Maharashtra, -bearing registration number MSCS/CR/1164/2014. As per MSCS Act such a requisition should have been submitted six months before the expiry of the tenure of the board. In order to have democratically elected board, this delay has now been condoned by the competent authority.

2. As there is no subsisting board in the society as per provisions of the Act, a person authorized by CRCS need to convene AGM under Section 39(2) of MSCS Act with purpose of conduct of election under the supervision of Cooperative Election. Authority.

3. Therefore, it is requested that an officer of adequate seniority (Deputy registrar or above rank) from your department may be nominated to convene the General Body Meeting with inter-alia, following agenda: -

- i. Preparation of Election Roll as on 31/3/2025.
- ii. For Conduct of Election by CEA.
- iii. Amendment of Bye-Laws, if not aligned with amendments made in MSCS Act, 2023.

4. The entire exercise of convening meeting and passing of resolution as at (i & ii) above should be completed in 60 days, after appointment of the officer for the purpose. After completion of AGM and submission of report along-with electoral rolls by the designated officer, election schedule will be issued by CEA.

5. In order to have continuity in implementation of decision of AGM and to conduct of elections, the same officer will act as Assistant Returning Officer (ARO) for the election of the Society, to assist the Returning officer (District Magistrate/Collector *of the district where Head Office of the Society is located*).

6. The designated officer would also perform the following duties & responsibilities in addition to Para 3/4 above:

- a. Get the meeting notice issued through CEO of the Society for the AGM at the principal place of the Society as per Rule 13(1) and Rule 15(3) of MSCS Rules.
- b. Direct CEO to submit Fact Sheet and countersign it. (copy of Fact Sheet enclosed).
- c. Submit a detailed report to CEA along with copy of resolution passed in AGM. Report shall contain details of:

- i. Date, time and venue of the meeting.
- ii. Number of members attended the meeting.
- iii. Total membership as on 31.03.2025.
- iv. Details of quorum

d. Submit the proposal of amendment of bye laws , if not aligned with the amendment s made in the MSCS Act 2023 to CRCS.

7. The designated officer shall be entitled for Rs 10,000/- or 3 days of basic pay, whichever is less, as honorarium for convening of Special AGM and the expenses shall be met by the Society.

8. This issues with the approval of Central Registrar of Cooperative Societies and Cooperative Election Authority.


(Monika Khanna)

Joint Registrar of Cooperative Societies

Copy to:

1. The Chief Executive/Managing Director of Shivraj Multi State Cooperative Milk & Agro Processing Society Ltd, At/Post-Phulambri, Tq. Phulambri, Dist. Chh. Sambhaji Nagar, Maharashtra. Email- shivrajmilkagro@gmail.com- with direction to contact concerned officer appointed by the RCS Maharashtra.

2. PS to Central Registrar of Cooperative Societies, New Delhi.
3. Cooperative Election Authority- For Information

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Government of India
Ministry of Cooperation
Office of Central Registrar of Cooperative Societies

9th Floor, Tower-E, World Trade Center,
Nauroji Nagar, Delhi-110029
Dated: 9th January, 2026

To,

The Registrar of Cooperative Societies
Govt. of Maharashtra
2nd Floor, New Central Building,
Ambedkar Wellesly Road, Pune,
Maharashtra-41100

Sub.: Conduct of Annual General body Meeting of Shivraj Multi State Cooperative Milk & Agro Processing Society Ltd, Chh. Sambhaji Nagar under Section 39(2) of MSCS Act.

Sir,

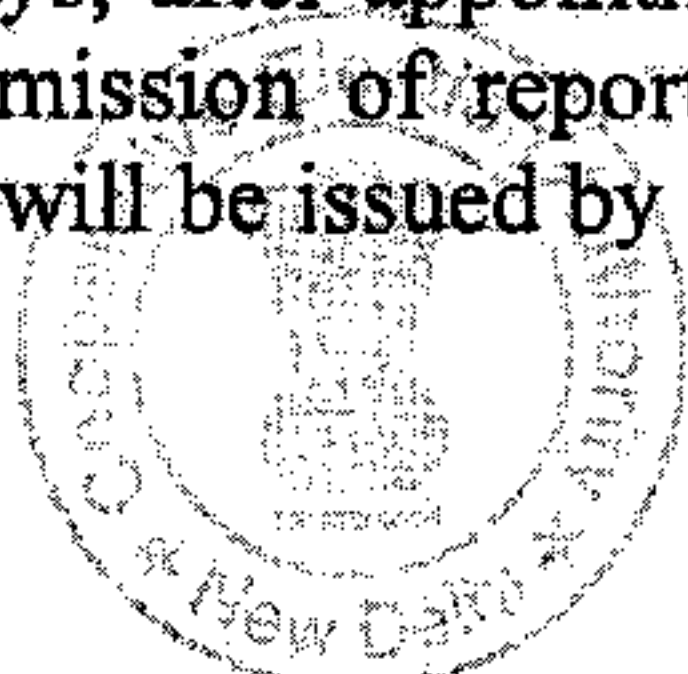
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3. Therefore, it is requested that an officer of adequate seniority (Deputy registrar or above rank) from your department may be nominated to convene the General Body Meeting with inter-alia, following agenda: -

- i. Preparation of Election Roll as on 31/3/2025.
- ii. For Conduct of Election by CEA.

4. The entire exercise of convening meeting and passing of resolution as at (i & ii) above should be completed in 45 days, after appointment of the officer for the purpose. After completion of AGM and submission of report along-with electoral rolls by the designated officer, election schedule will be issued by CEA.



5. In order to have continuity in implementation of decision of AGM and to conduct of elections, the same officer will act as Assistant Returning Officer (ARO) for the election of the Society, to assist the Returning officer (District Magistrate/Collector of the district where Head Office of the Society is located).

6. The designated officer would also perform the following duties & responsibilities in addition to Para 3/4 above:

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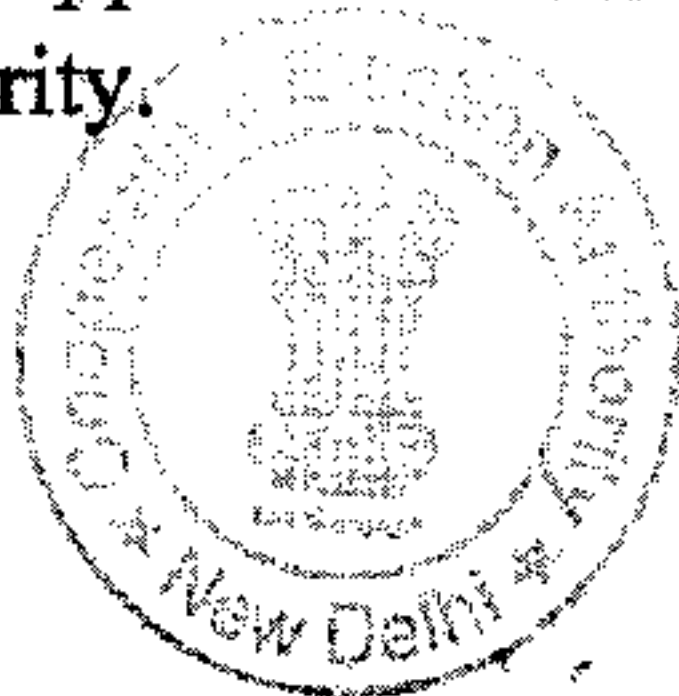
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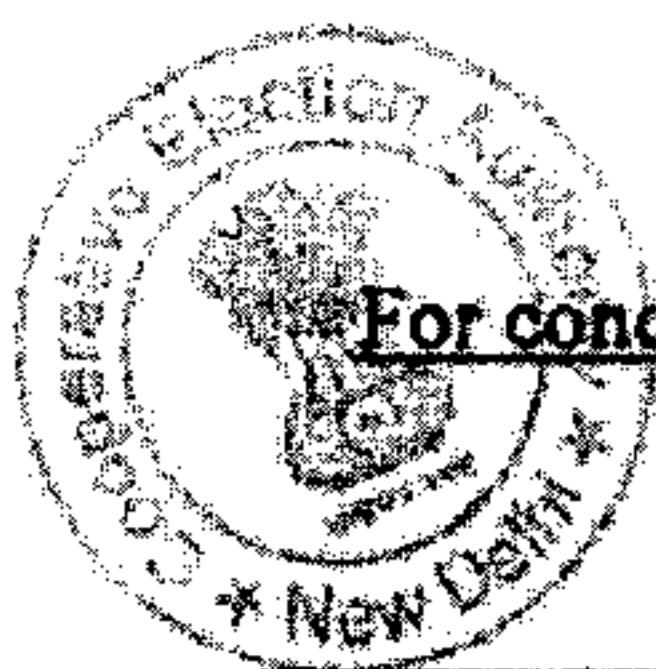

(Monika Khanna)

Joint Registrar of Cooperative Societies

Encl: Standard Fact Sheet

Copy to:

1. The Chief Executive/Managing Director of Shivraj Multi State Cooperative Milk & Agro Processing Society Ltd, At/Post-Phulambri, Tq. Phulambri, Dist. Chh. Sambhaji Nagar, Maharashtra. Email- shivrajmilkagro@gmail.com- with direction to contact concerned officer appointed by the RCS Maharashtra.
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3. Cooperative Election Authority- For Information



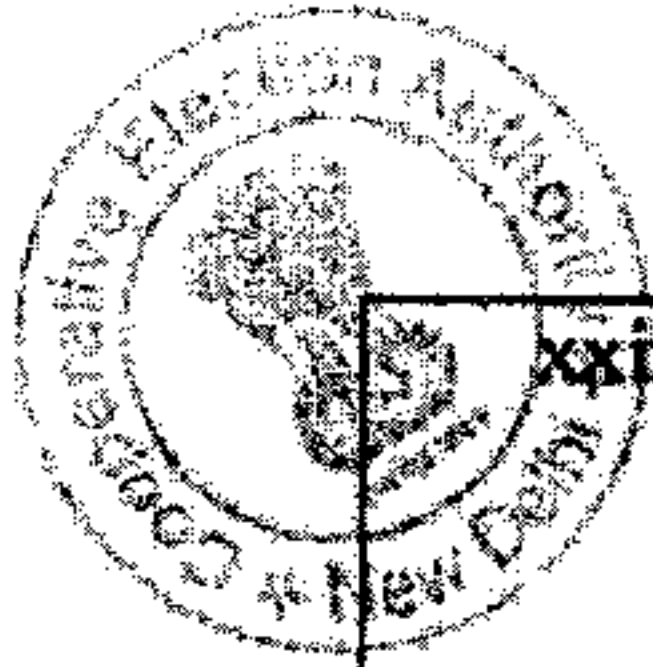
FACT SHEET

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 ☐ / No ☐ if yes, mention date of amendment				
vi	Whether society has its official website?	Yes ☐ / No ☐ if yes, mention website link				
vii	Whether the MSCS is under Liquidation?	Yes ☐ / No ☐				
viii	Whether any Election related court matter is pending?	Yes ☐ / No ☐ 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 ☐ / Society & Organisation ☐				
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 ☐ / No ☐ if yes, mention constituency wise number of RGB member				
xiv	Whether provision of delegate election provided in the bye-laws of society	Yes ☐ / No ☐ 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						

(C) Information about Board of the Society		
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 ☐ / Casual Vacancy ☐ If casual vacancy, mention number of vacancy and class of director in respect of which vacancy has arisen
(D) Disqualification for being a member of Board as per Section 43 of MSCS Act		
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 ☐ / No ☐ 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 ☐ / No ☐ 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 ☐ / No ☐ 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 ☐ / No ☐ If no, Mention the name of Board of directors with relevant period.



xxxix	Whether contribution toward Education Fund as per Section 63 (1) (b) of MSCS 2002 has been made?	Yes ☐ / No ☐ 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 ☐ / No ☐ 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 ☐ / No ☐ 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 ☐ / No ☐ If no, Mention the name of Board of directors with relevant period.
xxxiii	Any other disclosure related to disqualification for being a Board Member	
(E) Disqualification for being an Office Bearer as per Section 44 of MSCS Act		
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: