

**No. CEA-12011/196/2024**  
**Government of India**  
**Ministry of Cooperation**  
**Co-operative Election Authority**

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09<sup>th</sup> Floor, Tower E, World Trade Centre  
Nauroji Nagar, New Delhi -110029  
Dated: 25<sup>th</sup> August, 2025  
Election no. 102/2025-26

**ORDER**

**Sub: Appointment of "Returning Officer" and the "Election Programme" for Conduct of Election of Casual Vacany under Rule 19Y for National Cooperative Organics Limited (NCOL),- Filling up of Casual Vacancy**

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/Collector, Anand** as Returning Officer for conducting Elections as under:

|                                                                                                                                                                   |                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| <b>Elections of National Cooperative Organics Limited (NCOL),<br/>Reg. Office- 1<sup>st</sup> Floor, Office Building-II, NDDDB Campus, Anand, Gujarat-388001.</b> |                                                     |
| <b>Number of Board of Directors whose election to be held (Casual Vacancy)</b>                                                                                    | <b>01 Board of Director from Class-1 Category</b>   |
| <b>Date of Occurrence of Vacancy</b>                                                                                                                              | <b>06.06.2024</b>                                   |
| <b>Registration No &amp; Date</b>                                                                                                                                 | <b>MSCS/CR/1394/2023 dated 25.01.2023</b>           |
| <b>CEO contact details</b>                                                                                                                                        | <b>Vipul Mittal (Managing Director)/ 8929113287</b> |

2. 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 inconsistent provision and decision taken by CEA in this regard shall be final.

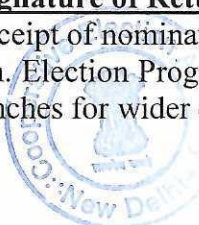
3. RO may submit proposal for appointment of ARO

4. List of Members: Members' list shall be prepared as Bye-Laws clause 19 (1) (i) and shall made available to R.O in term of Rule 19 (H).

5. **Election Programme: Election Programme from 28.08.2025 to 09.10.2025 is issued under Rule 19(H) (2), which is part of this order.**

6. **Role of Returning Officer in initiating Election Schedule:** Returning Officer may please send intimation under his signature regarding date, time and place of General Meeting (polling) to members as per Bye-Laws 19 (1) (i) of the society and such information can also be sent electronically, if possible.

7. **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.



8. **Publication of election programme on website of the society:** Returning Officer is requested to publish election programme on the website of the society.
9. **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).
10. **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).
11. **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.
12. **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.
13. **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.
14. **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.
15. Instructions for filling-up of the Format- 19M. The same should be scrupulously followed by the Returning Officer. [ **Annexure-II**]
16. **Payment of remuneration:** It is also requested to provide the requisite details about basic pay of 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. (**Annexure-III**)
17. Copy of the Election Programme is attached as **Annexure - I**.
18. A Checklist for Returning Officer is attached at **Annexure-IV** for monitoring the election process.



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



By Order

*Harinder*

(Authorized Signatory)

For Cooperative Election Authority

To

District Collector / Magistrate  
Anand (Gujarat)  
Collector Office, New Seva Sadan,  
Near Ganesh Crossing, Anand – 388001  
Email- [collector-and@gujarat.gov.in](mailto:collector-and@gujarat.gov.in)

Copy to:

1. The Chief Executive Officer/Managing Director of National Cooperative Organics Limited (NCOL), Reg. Office- 1st Floor, Office Building-II, NDDDB Campus, Anand, Gujarat-388001. Email/contact details- [md@ncol.coop](mailto:md@ncol.coop) 8929113287. **with a request**

(a) 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 CEA-12011/84/2024 dated 03.06.2024 (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                 |

(b) 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 received by the Returning Officers constituency-wise.
- List of nomination which has been rejected along with reasons for rejection.
- Publication of final list of contesting candidates.
- Declaration of result of Board of Directors.
- New Board of Directors and its Office Bearers.

(c) Election Notice under signature of RO to be published in newspapers by CEO.

- The Registrar of Cooperative Societies, Govt. of Gujarat, Block No. 10, Dr. Jivraj Mehta Bhawan, Gandhinagar, Gujarat-382010. Email- [rcs@gujarat.gov.in](mailto:rcs@gujarat.gov.in)
- The Central Registrar of Cooperative Societies – for information
- NIC with a request to upload on ([www.crcs.gov.in](http://www.crcs.gov.in)).

**No. CEA-12011/196/2024**  
**Government of India**  
**Ministry of Cooperation**  
**The Co-operative Election Authority**

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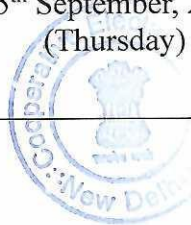
09<sup>th</sup> Floor, Tower E, World Trade Centre  
Nauroji Nagar, New Delhi -110029  
Issue Date: 25.08.2025  
Election no. 102/2025-26

**Election Program**

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

Attachment of the Order no. CEA-12011/196/2024 dated 25<sup>th</sup> August, 2025 for conduct of election

| (A) General Information                     |                                                               |                                                                                                                                                                                                      |                     |
|---------------------------------------------|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Name of MSCS                                |                                                               | National Cooperative Organics Limited (NCOL), 1st Floor, Office Building-II, NDDDB Campus, Anand, Gujarat-388001. Email/contact details- <a href="mailto:md@ncol.coop">md@ncol.coop</a> / 8929113287 |                     |
| Registration Number                         |                                                               | MSCS/CR/1394/2023 dated 25.01.2023                                                                                                                                                                   |                     |
| Returning Officer                           |                                                               | District Magistrate / Collector, Anand (Gujarat)                                                                                                                                                     |                     |
| Post for which election being held          |                                                               | 01 Board of Director from Class-1 Category                                                                                                                                                           |                     |
| Area of Operation                           |                                                               | Whole of India                                                                                                                                                                                       |                     |
| Number of Member                            |                                                               | 7031                                                                                                                                                                                                 |                     |
| Polling Booth                               |                                                               | Returning Office to decide                                                                                                                                                                           |                     |
| (B) Election program for Board of Directors |                                                               |                                                                                                                                                                                                      |                     |
| SL. No.                                     | Particulars                                                   | Date                                                                                                                                                                                                 | Time                |
| 1                                           | Submission of Members' list to Returning Officer by MD        | 28 <sup>th</sup> August, 2025<br>(Thursday)                                                                                                                                                          | By 5 pm             |
| 2                                           | Last date for receiving of resolutions /name of the delegates | 17 <sup>th</sup> September, 2025<br>(Wednesday)                                                                                                                                                      | By 5 pm             |
| 3                                           | Filing of objections, if any                                  | 18 <sup>th</sup> September, 2025<br>(Thursday)                                                                                                                                                       | By 3 pm             |
| 4                                           | Finalisation of voter list                                    | 19 <sup>th</sup> September, 2025<br>(Friday)                                                                                                                                                         | By 5 pm             |
| 5                                           | Issue and Filing of Nomination Form                           | 22 <sup>nd</sup> September, 2025<br>to<br>24 <sup>th</sup> September, 2025<br>(Monday to Wednesday)                                                                                                  | 11:00 AM to 5:00 PM |
| 6                                           | Publication of List of Nominations Received                   | 24 <sup>th</sup> September, 2025<br>(Wednesday)                                                                                                                                                      | 5:30 PM             |
| 7                                           | Scrutiny of Received Nomination Forms                         | 25 <sup>th</sup> September, 2025<br>(Thursday)                                                                                                                                                       | 11:00 AM Onwards    |



|    |                                                                                                            |                                                                           |                                                                                                                      |
|----|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| 8  | Publication of List of Valid Nominations                                                                   | 25 <sup>th</sup> September, 2025<br>(Thursday)                            | 5:00 PM                                                                                                              |
| 9  | Withdrawal of Nominations                                                                                  | 26 <sup>th</sup> September, 2025<br>(Friday)                              | 11:00 AM to 03:00 PM                                                                                                 |
| 10 | Publication of Final List of Contesting Candidates                                                         | 26 <sup>th</sup> September, 2025<br>(Friday)                              | 5:00 PM                                                                                                              |
| 11 | Date of Polling, if Necessary                                                                              | 08 <sup>th</sup> October, 2025<br>(Wednesday)                             | 8:00 AM to 02:00 PM and all those who have entered polling station at 02 PM or before should be allowed to cast vote |
| 12 | Counting of votes                                                                                          | 08 <sup>th</sup> October, 2025<br>(Wednesday)                             | Immediate after polling                                                                                              |
| 13 | Submission of Form 19M with recommendation for seeking approval of CEA before declaration of result of BOD | 09 <sup>th</sup> October, 2025<br>(Thursday)                              |                                                                                                                      |
| 14 | Declaration of Result of Board of Directors                                                                | After approval of Cooperative Election Authority, New Delhi on Format 19M |                                                                                                                      |

This issues with the approval of Cooperative Election Authority.

*Harinder*

(Authorized Signatory)

For Cooperative Election Authority



**19U. Account of election expenses.** — (1) Every candidate at an election shall keep a separate and correct account of all expenditure in connection with the election incurred or authorised by him between the date of the order calling the election and the date of declaration of the result thereof, both dates inclusive within the period of thirty days from the date of declaration of the result.

(2) The account shall contain such particulars as may be specified from time to time in addition to the particulars referred to in rule 19W.

(3) The total expenditure shall not exceed the amount as may be specified by the Authority from time to time.

(4) Every contesting candidate at an election shall lodge with the Returning Officer an account of his election expenses within the time and in the manner specified by the Authority from time to time.

**19V. Disqualification for failure to lodge account of election expenses.** — If the Authority, based on a report from the Returning Officer, is satisfied that a person has failed to lodge an account of election expenses within the time and in the manner specified in rule 19U and has no good reason or justification for such failure, the Authority shall, by order published in the Official Gazette, declare him to be disqualified for being elected as, and for being, a member of the board of any society, and any such person shall be disqualified for a period of three years from the date of the order.

**19W. Particulars of account of election expenses.** — (1) The account of election expenses to be kept by a candidate shall contain the following particulars in respect of each item of expenditure from day to day, namely: —

- (a) date on which the expenditure was incurred or authorised;
- (b) nature of the expenditure (as for example, travelling, postage or printing etc.);
- (c) amount of the expenditure: —
  - (i) amount paid;
  - (ii) amount outstanding;
- (d) date of payment;
- (e) name and address of the payee;
- (f) serial number of voucher, in the case of amount paid;
- (g) serial number of bills, if any, in case of amount outstanding;
- (h) name and address of the person to whom the amount outstanding is payable.

(2) All the vouchers shall be lodged along with the account of election expenses, arranged according to the date of payment and serially numbered by the candidate and such serial numbers shall be entered in the account under item (f) of sub-rule (1).

(3) It shall not be necessary to give the particulars mentioned in item (c) of sub-rule (1) in respect of items of expenditure, for which vouchers have not been obtained.

**19X. Notice by Returning Officer for inspection of accounts.** — The Returning Officer may, within two days from the date on which the account of election expenses has been lodged by a candidate, cause a notice to be affixed to his notice board, specifying—

- (a) the date on which the account has been lodged;
- (b) the name of the candidate; and
- (c) the time and place at which such account may be inspected



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 are enclosed.

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.

| Elections to the Board of Directors of (Name of the Society), (Place) |                                                         |                                               |                                                            |                                        |                                                          |
|-----------------------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------|------------------------------------------------------------|----------------------------------------|----------------------------------------------------------|
| Category                                                              | Total No. of posts of Board of Directors to be elected. | No. of nominations filed from _____ to _____. | No. of nominations found invalid during scrutiny on _____. | No. of nominations withdrawn on _____. | Total number of final contesting candidates as published |
|                                                                       |                                                         |                                               |                                                            |                                        |                                                          |



|         |  |  |  |  |                        |
|---------|--|--|--|--|------------------------|
|         |  |  |  |  | at ____ pm<br>on ____. |
| General |  |  |  |  |                        |
| Women   |  |  |  |  |                        |
| SC/ST   |  |  |  |  |                        |
| Total   |  |  |  |  |                        |

5. Scrutiny has been conducted personally by the RO at (name of the location). There was no objection raised during the process of scrutiny.

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 \_\_\_\_\_  
Mob.No. \_\_\_\_\_  
Landline No. \_\_\_\_\_



**Format 19 M for Seeking Approval for Declaration of Election Result of the Board of Directors**

**[Under Rule 19 M (1) & (14)]**

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

| <b>1. General information</b>                                                                                                                                                                                                       |                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| <b>(i)</b> Name and Registration no. of the MSCS                                                                                                                                                                                    | :                               |
| <b>(ii)</b>                                                                                                                                                                                                                         | :                               |
| (a) Whether polling held (Yes / No), If yes, provide date and timing of polling                                                                                                                                                     | :                               |
| (b) If no polling is held, then indicate scheduled date of polling                                                                                                                                                                  |                                 |
| <b>(iii)</b> Whether the election held peacefully (Yes / No)<br>[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] | :                               |
| <b>2. Information related to seats on the Board (Pre-counting)</b>                                                                                                                                                                  |                                 |
| <b>(iv)</b> Number of elected members in the Board of Directors as per bye-laws                                                                                                                                                     | General –                       |
|                                                                                                                                                                                                                                     | Women –                         |
|                                                                                                                                                                                                                                     | SC/ST –                         |
| <b>(v)</b> Number of elected members in the Board of Directors notified to be filled up through election                                                                                                                            | General –                       |
|                                                                                                                                                                                                                                     | Women –                         |
|                                                                                                                                                                                                                                     | SC/ST –                         |
| <b>3. Information related to the number of contestants</b>                                                                                                                                                                          |                                 |
| <b>(vi)</b> Number of nominations received                                                                                                                                                                                          | General –<br>Women –<br>SC/ST – |
| <b>(vii)</b> Number of nominations rejected                                                                                                                                                                                         | General –<br>Women –<br>SC/ST – |
| <b>(viii)</b> Number of nominations withdrawn                                                                                                                                                                                       | General –<br>Women –<br>SC/ST – |
| <b>(ix)</b> Number of valid contesting candidates                                                                                                                                                                                   | General –<br>Women –<br>SC/ST – |
| <b>4. Information related to voters and votes polled</b>                                                                                                                                                                            |                                 |
| <b>(x)</b> Number of eligible voters                                                                                                                                                                                                | :                               |
| <b>(xi)</b> Total number of voters who casted their vote                                                                                                                                                                            | :                               |
| <b>(xii)</b> Number of votes rejected                                                                                                                                                                                               | :                               |
| <b>5. Information on un-opposed seat(s) and seat(s) for which polling was held</b>                                                                                                                                                  |                                 |
| <b>(xiii)</b> Number of elected seats recommended to be filled up un-opposed (if any)                                                                                                                                               | General –                       |
|                                                                                                                                                                                                                                     | Women –                         |
|                                                                                                                                                                                                                                     | SC/ST –                         |



|                                                          |           |
|----------------------------------------------------------|-----------|
| (xiv) Number of elected seats for which polling was held | General – |
|                                                          | Women –   |
|                                                          | SC/ST –   |

### 6. Candidate-wise voting details and recommendations of RO

#### (a) For general category contestants (in descending order of number of votes obtained)

| SN | Name & area of Constituency if any (as per Bye-Laws) | Name of contestant, Father / Husband Name, Address & Mobile No. | Membership No. | Elected unopposed under rule 19M (1) (Write Unopposed) | If polling held, no. of votes obtained | Recommendation of the RO – whether the candidate 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. | 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. | 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 | No. of recommended vacant seats | Reason for recommendation |
|----|-----------------------------|---------------|---------------------------------|---------------------------|
|    |                             |               |                                 |                           |



|   |  |         |  |  |
|---|--|---------|--|--|
| 1 |  | General |  |  |
| 2 |  | Women   |  |  |
| 3 |  | SC/ST   |  |  |

**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 by the MSCA (Amendment) Act 2023 and Amended Rules 2023

Place:

(Signature of RO)

Date:

Name and seal of RO-

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

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

#### **Section – B (for office of Cooperative Election Authority only)**

Under Rule 19 M (1) & (14) of the MSCS Rules, 2023 as amended from time to time, it is conveyed that the Cooperative Election Authority, has approved / rejected the recommendation of the Returning Officer as given in Section A above. The reason(s) for approval / rejection of recommendations is/are \_\_\_\_\_.

After declaration of result by RO the details of Board of Directors as contained in Point 6(a), 6(b) & 6(c) should be displayed in the website of the society. This may be ensured by Chief Executive Officer of the society.

(Authorized Signatory)

For Cooperative Election Authority



### **Instructions for filling up Format 19M for the Returning Officer**

1. The Returning Officer shall declare result only after seeking prior approval from the Cooperative Election Authority (Rule 19M)
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. This form 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 under signature & seal of Returning Officer.

Authorized Signatory



**PROFORMA**

Proforma for remuneration-claims for conduct of MSCS Elections

| S.No. | Name and Designation | Service | Pan Number | Bank account details/Bank name and Branch name with IFSC Code | Basic Pay drawn in the moth in which Election Programme is issued |
|-------|----------------------|---------|------------|---------------------------------------------------------------|-------------------------------------------------------------------|
| 1.    |                      |         |            |                                                               |                                                                   |
| 2.    |                      |         |            |                                                               |                                                                   |
| 3.    |                      |         |            |                                                               |                                                                   |
| 4.    |                      |         |            |                                                               |                                                                   |



| <b>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> |                                                                                                                                                                                                                                                                                                                                          |             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
|                                                                                                                                                                          | <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 details (basic pay 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)                                                                                                                                                                                                                                                                                                 |             |

