

F.No.CEA-12011/66/2024
Government of India
Ministry of Cooperation
Office of Chairperson, Cooperative Election Authority

Tower-E, 9th Floor, World Trade Centre,
Nauroji Nagar, New Delhi-110029.

Dated: the 31 December, 2024

CIRCULAR

Subject:- Conduct of elections of Member of Board in timely manner.

The Cooperative Election Authority has been notified by Central Government in exercise of powers conferred by Section 45(I) of the Multi State Cooperative Societies Act, 2002 (39 of 2002) and Amendment (11 of 2023) on 11.03.2024.

2. As per Section 45-I of the MSCS Act, 2002 (as amended in 2023), the Authority shall discharge the following functions, namely :

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

3. CEA is responsible for preparation of electoral rolls consisting of individual eligible members or/and delegates/representatives as per MSCS Act and Rules framed thereunder and as per bye-laws, conduct of elections of Board of Directors and Office Bearers of the MSCS.

4. Section 45J(8) reads as follows:

"The Chairperson and the Chief Executive of the Multi State Cooperative Society shall inform the Authority, six months before the expiry of the term of the existing board, to conduct the elections within time".

5. As per Section 10(2)(u) of the Act, the tenure of Directors, Chairperson and all the Office Bearers of the Society shall not exceed five (5) years. As per Section 45(5), the term of office bearers shall be co-terminus with the term of Board. Therefore, continuation of the Board beyond the period as stipulated in the Act is without Authority. There is no provision for extension of the period of the Board in the Act. Therefore, it is essential to submit the request for conduct of election in time as well as to complete the entire election process before expiry of the Board.

6. Conduct of election and its completion of election process is not only the responsibility of the CEA but equally of the Society and the existing Chairperson and CEO. It is the duty of the CEO to follow up with the Cooperative Election Authority to





furnish all the information/documents as required by CEA and get the election programme issued.

7. In case of newly registered society, promoter members should conduct first general meeting within six months of the registration of the society (Rule 14) for the election of the board of directors and submit the request to CEA accordingly.

8. The following steps should be followed to submit the election request through the portal of CRCS (<https://crs.gov.in>).

- I. Log in to CRCS portal using the credentials (ID & Password) of the Society.
- II. Navigate to the election request section.
- III. Fill the required details completely and accurately in the respective field.
- IV. Attach following necessary document in the portal in PDF:
 - a) Election Request signed by Chairperson & CEO/MD of Society.
 - b) Resolution of present Board of Directors to conduct election.
 - c) Previous schedules of election of Members of Board of Directors and Office Bearers including proceedings of Returning Officers.
 - d) Latest approved Bye-Laws of the Society.
 - e) Fact sheet signed by Chairperson & CEO/MD of Society.
- V. Submit the request online.

9. Providing incomplete information may lead to delays in finalization of election programme. Therefore, personal involvement and supervision of CEO is essential in this process.

10. This circular is issued in order to ensure free, fair and transparent conduct of election of MSCS in a timely manner.

This issues with the approval of the Competent Authority.



(Ved Prakash Dwivedi)
Assistant Registrar
Cooperative Election Authority
लोधी रोड, नई दिल्ली / Lodhi Road, New Delhi-110003

Copy to :

1. All the CEOs of MSCSs.
2. Portal of CRCS.
3. Portal of Ministry of Cooperation website.
4. Secretary, Ministry of Cooperation.
5. Central Registrar of Cooperative Societies.
6. NCUI.
7. Guard file.