



**Tamil Nadu State Co-operative Societies Election Commission**

From  
Thiru. M.R. Mohan, I.A.S., (Retd)  
Commissioner,  
TamilNadu State Co-operative Societies  
Election Commission,  
Kamadhenu Super Market Building(1<sup>st</sup> Floor),  
273, Anna Salai,  
Teynampet, Chennai-600 018.

To  
1. The Registrar of Co-operative  
Societies  
2. All Functional Registrars

Rc.No.329/2013/CE.5

Dated:21.04.2015

Sir,

Sub : Co-operative Election – Conduct of Elections of the members to the Boards and Office Bearers of Co-operative Societies in the State - Preparation of voters list and publication by Electoral Officer – Regarding.

Ref : Commission's letter Rc.No.329/2013/CE5 dated 10.06.2014.

\*\*\*\*\*

Your kind reference is invited to the letter cited (copy enclosed) wherein the Commission had requested you to issue suitable instructions to all societies under your jurisdiction to comply with all the provisions of the Tamil Nadu Co-operative Societies Act, 1983 and the Tamil Nadu Co-operative Societies Rules, 1988 in the matter of membership of the society which forms the basis for the preparation of the members list, in other words voters list with an annexure containing some important such related provisions.

Though the Registrar of Co-operative Societies and some other Functional Registrars were kind enough to issue instructions as requested, the Commissioner, during his visits to the districts, observed that the officers at the District level and also the societies have not attached any importance and evinced no interest to the extent it requires in the preparation of the members list which forms the basis for voters list.

The Commission therefore requests you to ensure that all societies under your jurisdiction should invariably maintain the admission register/register of members up to date with all additions and deletions duly carried out without any omission.

In this connection the Commission also wants you to ensure that all these societies have furnished to you a copy of the list of members as on 31.03.2015 as required under Rule 25 (5) before 30.04.2015 without fail.

..2

A proforma detailing the books, records, registers and documents that are relevant and connected with the process of membership is also enclosed for an easy reference and understanding.

As the preparation of members list / voters list is of paramount importance in the conduct of a free and fair election, it is considered that a discussion with the societies and the concerned officials on the proper adherence of the instructions during the visits by the Commissioner, in a phased programme that will be communicated in due course, will go a long way in achieving the avowed purpose.

The Commission shall be thankful for a copy of the instructions issued by you in this regard by 30.04.2015.

**(Sd./-)**

**Commissioner**

**Encl:** Annexure

## ANNEXURE

(R.c.329/2013/CE5/21.04.2015)

**Books, records, register and documents belonging to or in the custody of the society that may be required by the Electoral Officers in preparation and finalization of Members / Voters list (Rule 52 (7g)) and to be maintained up to date**

- |   |  |
|---|--|
| <p>(1) Whether a <b>Register of application</b> for Membership is maintained containing the Name and address of the Applicant, the date of receipt of application, the date of admission. In the case of refusal of admission the date of communication of the decision refusing admission (Rule 20 (1) (b)).</p> <p>(2) For Admission of members who are qualified to become members as per Sec.21 whether the membership Application in Form No.16 (Rule 27 (1)) is obtained and the procedure as laid down under Rule 27 and 31 is followed</p> <p>(3) Whether an <b>Admission Book</b> showing the Name and address of each member, the date of admission is maintained (Rule 20 (1) (c) )</p> <p>(4) Whether the signature of the member is obtained in the column provided so as to verify the signature if need be at the time of filing of nomination</p> <p>(5) Whether the names of members who have ceased to be members by death, resignation, expulsion, transfer of shall and for any other reasons and as stated under sec 23 (2) have been deleted from the Admission Book then and there. (Sec 25, 30, Rules 35, 43)</p> <p>(6) Is there any reference to the Resolution of the Board / General Body or Authority for such deletion in the Admission Book</p> <p>(7) Whether a Register showing the list of members is maintained (Section 46)</p> <p>(8) Whether the total number of members as per the Register of members tally with the Final Audit Memorandum and the Annual Report as on the last date of the Financial Year</p> <p>(9) Whether this register of members has been kept open to inspection as required u/s 38 of the Act</p> <p>(10) Whether a list of members as on the last date of financial year has been prepared and a copy of the same has been furnished to the Registrar within one month from the close of such year as per Rule 25 (5)</p> <p>(11) While preparing the members list as required under Rule 52 (7) (a) <b>the procedure</b></p> |  |
|---|--|

adopted by the society to identify those members who, on the date thirty days prior to the date of poll were qualified in accordance with provisions of the Act, Rules and bylaws to vote at election?

- (12) What are the records that are maintained for the purpose of identifying members who are not qualified to vote? (Sec 26, Rule 38)
- (13) For the purpose of identification as in (12) above whether, among other Registers, the following registers are maintained?
- 1) **Register of overdue loans** (Rule 21 Sl.No.36)
  - 2) **Register of fore closed loans** (Rule 21 Sl.No.37)
  - 3) **Diary of due dates of loans taken by members** (Rule 21- Sl.No.20 Read with Rule 38)
- (14) Register in respect of advances taken by members and in default (**Suspense Recoverable Register or Ledger** – Rule 21 – Sl.No.21)
- (15) Register in respect of dues under credit purchases made by member and in default
- (16) Register showing the default of members in utilizing the services of the society up to the minimum level as specified in the bylaws. (Section 23 (2) (h))
- (17) Register showing the names of members who have absented themselves from attending three consecutive general meeting of the society (Sec 23 (2) (i))
- (18) Any other register to show the details of members who have ceased to be member by any of the reasons mentioned u/s 23(2) other than those as stated above and for cases of death or expulsion or permanent shifting of residence (Section 29))
- (19) Whether the bylaws have been suitably amended for the qualification, election of members of the Committee voting rights etc., in the matter of election in accordance with the Act & Rules.
- (20) **Verification of Minute Book**  
In connection with the admission, expulsion, removal resignation of member.