



To

The State Election Officers.

Rc.No.327/2013/CE.5

Dated: 19.03.2013

Sir,

Sub : Election – Conduct of Elections of the Members of the Boards and Office Bearers of Cooperative Societies, in the State - Preparation of members list and voters' list – Regarding.

The preparation of members list and voters list and their publication by the Electoral Officer have been dealt with under sub rule (7) of rules 52 of the Tamil Nadu State Cooperative Societies Rules, 1988.

The following guidelines are issued in the matter of members' list and voters' list as to the safety and security of these lists.

- (1) All corrections in the voters' list should have invariably been attested without omission, by the Electoral Officers with his initials.
- (2) Each page of the corrected and published voters list, and also the copies of these lists, should have the signature with the seal of the Electoral Officer with total number of corrections made in the pages duly noted.
- (3) For convenience sake two additional copies of the members' list have to be furnished to the Electoral Officer.
- (4) The copies of the corrected voters' list other than the one published in the notice board, shall be kept safely and securely till such time they are handed over to the Election Officers concerned.
- (5) On completion of the publication of the voters list by him, the Electoral Officer, keeping in mind the safety and security of the voters list, should keep them in separate covers or bundles properly sealed and secured and keeping the same under his custody and / or supervision or arranging for the proper safe custody by handing over the same to the Administrator / Secretary of the society after getting due acknowledgement till such time they are handed over to the Election Officer.
- (6) The Electoral Officer should, in all cases ensure that the Electoral Rolls are kept safely without giving room for tampering it.

The action taken has to be reported immediately.

**(Sd./-)M.R.Mohan
Commissioner**