



**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-18.

To  
The Registrar of Co-operative  
Societies.

All Functional Registrars.

Rc .NO.1590/2015/CE 1

Dated: 04.11.2015

Sir,

Sub : Co-operative Election - Election of Members and Office Bearers of the Boards of the Co-operative Societies – Reporting for the conduct of election – Certain instructions issued.

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Under Rule 52 (1) (a) and Rule 53 (14) of the Tamil Nadu Co-operative Societies Rules, 1988 every society is required to report the date of expiry of the term of office of the members of the board for which election is to be held and the number of members to be elected and also to report the particulars of casual vacancy to the Election Commission.

In order to satisfy itself the authenticity and propriety of such reporting, the Election Commission in turn, has put in practice the reporting of such vacancies only through the Registrar of Co-operative Societies and other Functional Registrars under whose jurisdiction the societies are functioning.

The Election Commission observes that in many instances the reports sent by these Registrars are not complete in detail and thus making it difficult to draw up Election programme and to communicate to the concerned as and when required. Delays are also noticed in forwarding such reports and not providing sufficient days for drawing up the Election programme.

To obviate all these difficulties in holding elections, the Commission issues the following instructions to be followed without any omission:

(1) every society shall send its report as required under Rule 52(1) (a) and Rule 53(14) to the Commission with correct and complete details in the form now prescribed by the Commission which is enclosed.

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(2) The society shall also send three copies of such report in the form prescribed along with enclosures to the Circle Deputy Registrar or to the territorial / jurisdictional administrative officer of the respective Functional Registrar under whose jurisdiction the Co-operative Society is functioning.

(3) On receipt of the report from the society, as in (2) above the concerned administrative officer after due verification and retaining one copy in his / her office forward the remaining 2 copies to the Registrar of Co-operative Societies / Functional Registrars as the case may be within 7 days from the date of receipt.

(4) The Registrar of Co-operative Societies / Functional Registrars on receipt of the report as in (3) above, after due verification and after retaining one copy of the report, forward the remaining copy with his recommendation within 7 days from the date of receipt to the Election Commission for drawing up the Election Programme.

(5) The prescribed date lines should strictly be adhered to, so that election are conducted in time and the newly elected members assume charge on the due dates as required.

The Commission requests the Registrar of Co-operative Societies and other Functional Registrars to communicate these instructions to all the societies under their administrative control for strict observance.

The Commission shall be thankful for an action taken report positively by 13.11.2015.

**(sd./)  
Commissioner.**

**Encl:** Proforma

**Copy to:** All Deputy Registrars and other respective jurisdictional / administrative officers of other functional Registrars- They are also requested to send the filled up format separately for the societies for which election programme is already sought and the programme is yet to be given by the election commission.

## FORM

(See clause (a) of sub rule (1) of rule 52 and sub rule(14) of rule 53 of the TamilNadu Co-operative Societies Rules, 1988)

To  
The TamilNadu State Co-operative Societies  
Election Commission  
Chennai.

We send herewith the proposal for the conduct of election of members of the board of our society as required under clause (a) of sub- rule (1) of rule 52 together with necessary enclosures.

1. Full Name of the society with Registration Number :
2. Address of the Society :
  - a) Head Quarters
  - b) Name of the Village / Town
  - c) Panchayat Union in which the village situated
  - d) Taluk
  - e) District
  - f) Phone
3. Type of Society : Apex / Central / Primary  
(See sub rule (5), (9)and (21) of Section 2)
4. Name of the Concerned :
  - a) Administrative Department
  - b) Designation of the Head of the Department
5. Name of the Circle /District / Region to which the society belongs :
6. Designation of the Jurisdictional / Administrative officer exercising the power of the Register in respect of the Society with address :
7. (a) Date of last election of members of the existing board :  
(b) Date of last Election of Office Bearers of the Board
8. Date of expiry of the term of office of the elected members of the existing board. :
9. In the case of Administrator----- :
  - a) Date of appointment of Administrator (see clause (iv) of sub sec (1) of sec 88)
  - b) Date of Expiry of period of Administrative (see sub sec (5) of sec 88 and sub sec (2) of sec 89)
10. In the case of interim board ---- :
  - a) Date of continuation of interim board

- b) Date of expiry of the period of the interim board (see sub clause (i) of clause (d) of sub section (1) and sub-section (2) of sec 13 and the fifth proviso to sub sec (1) of sec 33 and clause (ii) of sub sec (1) of sec 89 ).
11. In the case of restoration u/s 142, :  
 details of order u/s 142
12. Strength and composition of the board :  
 to be elected  
 (Women, SC/ST, General)
13. Details of constituencies if any :
14. The details of the restoration of the :  
 Board / Administrative / Interim Board /  
 Liquidator (u/s 142) for the conduct of  
 election.
15. In the case of Casual Vacancies :  
 a) Name of the Vacancy : Director/  
 President / Vice- President  
 b) Date of occurrence  
 c) Whether the remaining term of  
 office board is not less than half  
 of its original term.  
 (see second proviso to sub  
 clause (ii) of clause (c) sub sec  
 of Sec 33)

I / We declare that the information given above including those in the enclosure are correct to the best of my / our knowledge.

For and on behalf of ..... Society

Place : President /  
 Date : Chief Executive / Secretary /  
 Administrator / Liquidator

Three certified copies to Jurisdictional officer exercising the power of the Registrar.

Enclosure:

- (1) Order / notification for the classification of Apex / Central / Primary
- (2) Copy of bye-laws relating to the strength composition and constituencies for the election of members of the board and office bearers
- (3) Copy of the resolution for the conduct of election
- (4) Copy of the Order of Appointment of Administrator
- (5) Copy of the order of constitution of Interim Board
- (6) Copy of the order for restoration u/s 142