



No. CEA-12011/66/2024  
Government of India  
Ministry of Cooperation  
The Co-operative Election Authority

09<sup>th</sup> Floor, Tower E, World Trade Centre  
Nauroji Nagar, New Delhi -110029  
Dated: 5 December, 2024

**ORDER**

**Sub: Appointment of "Returning Officer" and the "Election Programme" for Conduct of Apna Sahakari Bank Limited.**

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, Mumbai City** as Returning Officer for conducting Elections as under:

Elections of the Apna Sahakari Bank Limited, Lalitpur	
Number of Director to be elected	Fifteen Director (General 12, Women 2 & SC/ST 1)
Office Bearers (2)	(i) Chairman -01 & (ii) Vice Chairman- 01

- RO may submit proposal for appointment of adequate number of ARO.
- The Constituency shall be as per registered and approved Bye-Laws of the Society.
- Further, in view of Rule 19(H)(2) of the MSCS Rules 2002 as amended in 2023 with MSCS Rules as 2023, the Election Programme for conducting election of the aforementioned Society is enclosed for further necessary action. RO is requested to ensure the election is conducted as per the MSCS Act, 2002 and Rules framed thereunder.
- After conduct of Elections of Board of Directors, the RO is mandated to submit the requisite details in Format 19 M (for members of the Board of Directors) under rule 19 M for seeking **prior approval** of the Co-operative Election Authority.
- After conduct of elections of Office Bearers, the RO shall submit the requisite details in Format 19-N for seeking **prior approval** of CEA before declaration of results.
- 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 for enabling free, fair and transparent elections.

8. Wide publicity be given for holding of Elections in terms of provision of the MSCS Act and the rules framed thereunder.

9. Instructions for filling-up of the Format- M and N have been appended below the Format M and N, the same should be scrupulously followed by the Returning Officer.

By Order

Ved Prakash Dwivedi  
Assistant Registrar (Cooperation)

To

District Collector / Magistrate, Mumbai City  
Office of Collector and District Magistrate,  
First floor, Collector Office of Mumbai City,  
Old Custom House, Fort, Mumbai - 400 001  
Email- [collector.mumbaicity@maharashtra.gov.in](mailto:collector.mumbaicity@maharashtra.gov.in)

Copy to:

1. The Chief Executive Officer/Managing Director of Apna Sahakari Bank Limited, Apna Bazar, 106-A, Naigaon, Mumbai-400014., Email-admin@apnabank.co.in  
**This may be ensured by C.E.O / M.D that the following documents must be uploaded on Official Website of the Society.**
  - i. Order of CEA for appointment of Returning Officer and election programme.
  - ii. Notification issued by Returning Officer giving details of election schedule and details of constituency etc.
  - iii. Provisional list of Members/Delegates who are eligible to vote.
  - iv. Publication of final list of Members/Delegates who are eligible to vote.
  - v. List of nomination received by the Returning Officers constituency-wise.
  - vi. List of nomination which has been rejected along with reasons for rejection.
  - vii. Publication of final list of contesting candidates.
  - viii. Declaration of result of Board of Directors.
  - ix. New Board of Directors and its Office Bearers.
2. The Registrar of Cooperative Societies, Govt. of Maharashtra, Goa, Karnataka & Gujarat
3. The Central Registrar of Cooperative Societies. – for info please
4. NIC-for uploading on website

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Nauroji Nagar, New Delhi -110029

Issue Date: 05/12/2024

**Election Program**

Attachment of the Order no. CEA-12011/66/2024 dated 5<sup>th</sup> December, 2024 for conduct of election

<b>(A) General Information</b>			
Name of MSCS	Apna Sahakari Bank Limited		
Registration Number	MSCS/CR/816/2013		
Returning Officer	District Magistrate / Collector, Mumbai City		
Post for which election being held	Board Member- 15 (General-12, SC/ST-1 & Women-2) and Office Bearers-2 (Chairman-1 & Vice-Chairman-1)		
Operation Area	Maharashtra, Goa, Karnataka & Gujarat		
Regular Member	75714		
Polling Booth	Adequate polling booth in each state		
<b>(B) Election program for Board of Directors</b>			
SL. No.	Particulars	Date	Time
1	Publication of Provisional List of Members / Delegates, Eligible to Vote	27 <sup>th</sup> December, 2024 (Friday)	11:00 AM
2	Time Window for Raising Objection & Scrutiny (if any) to the Provisional List	28 <sup>th</sup> December, 2024 to 03 <sup>rd</sup> January, 2025 (Saturday to Friday)	11:00 AM to 3:00 PM (Every Day)
3	Publication of Final List of Members / Delegates, Eligible to Vote	04 <sup>th</sup> January, 2025 (Saturday)	11:00 AM
4	Issue and Filing of Nomination Form	06 <sup>th</sup> January, 2025 to 09 <sup>th</sup> January, 2025 (Monday to Thursday)	11:00 AM to 3:00 PM (Every Day)
5	Publication of List of Nominations Received	09 <sup>th</sup> January, 2025 (Thursday)	5:00 PM
6	Scrutiny of Received Nomination Forms	10 <sup>th</sup> January, 2025 (Friday)	11:00 AM to 3:00 PM
7	Publication of List of Valid Nominations	10 <sup>th</sup> January, 2025 (Friday)	5:00 PM
8	Withdrawal of Nominations	11 <sup>th</sup> January, 2025 (Saturday)	11:00 AM to 3:00 PM
9	Publication of Final List of Contesting Candidates	11 <sup>th</sup> January, 2025 (Saturday)	5:00 PM
10	Date of Polling, if Necessary	19 <sup>th</sup> January, 2025 (Sunday)	8:00 AM to 04:00 PM and all those who have entered polling station at 04 PM or before should be allowed to cast vote

11	Counting of votes	21 <sup>st</sup> January, 2025 (Tuesday)	08:00 AM Onwards
12	Declaration of Result of Board of Directors	24 <sup>th</sup> January, 2025 (Friday)	After approval of Cooperative Election Authority, New Delhi on Format 19M
<b>(C) Election Program of Office Bearer</b>			
1	Announcement of Election Schedule I. Time window for filing nomination II. Scrutiny of nomination papers III. Time and date for withdrawal IV. Display of list of the contesting candidate and schedule of election	25 <sup>th</sup> January, 2025 (Saturday)	After Declaration of Result of Board Members' Election
2	Meeting of Newly Constituted Board & Publication of List for valid Nominations, Polling (if required)	27 <sup>th</sup> January, 2025 (Monday)	11:00 AM Onwards
3	Declaration of Result of Election of Office Bearers	After approval of Cooperative Election Authority, New Delhi on Format 19N	

This issues with the approval of Cooperative Election Authority

(Authorized Signatory)

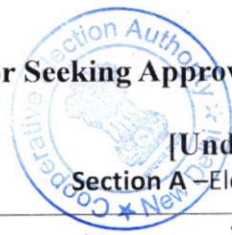
वेद प्रकाश द्विवेदी / VED PRANASH DWIVEDI  
सहायक निबंधक / Assistant Registrar  
भारत सरकार / Government of India  
सहकारिता मंत्रालय / Ministry of Cooperation  
अटल अक्षय ऊर्जा भवन / Atal Akshay Urja Bhawan  
लोधी रोड, नई दिल्ली / Lodhi Road, New Delhi-110003



**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))**



1. General information						
(i) Name and Registration no. of the MSCS		:				
(ii)		:				
(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						
(iii) Whether the election held peacefully (Yes / No) [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]		:				
2. Information related to seats on the Board (Pre-counting)						
(iv) Number of elected members in the Board of Directors as per bye-laws		General –				
		Women –				
		SC/ST –				
(v) Number of elected members in the Board of Directors notified to be filled up through election		General –				
		Women –				
		SC/ST –				
3. Information related to the number of contestants						
(vi) Number of valid contesting candidates		General –				
		Women –				
		SC/ST –				
4. Information related to voters and votes polled						
(vii) Number of eligible voters		:				
(viii) Total number of voters who casted their vote		:				
(ix) Number of votes rejected		:				
5. Information on un-opposed seat(s) and seat(s) for which polling was held						
(x) Number of elected seats recommended to be filled up un-opposed (if any)		General –				
		Women –				
		SC/ST –				
(xi) Number of elected seats for which polling was held		General –				
		Women –				
		SC/ST –				
6. Candidate-wise voting details and recommendations of RO						
<u>(a) For general category contestants (in descending order of number of votes obtained)</u>						
SN	Name & area of Constituency if any (as per Bye-Laws)	Name of contestant, Father / Husband Name, Adress & 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, Adress & 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, Adress & 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:  
Date:

(Signature of RO)



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.

Assistant Registrar (Cooperation)

## **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.

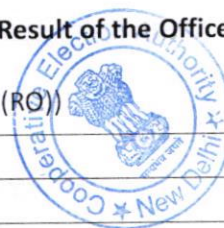
Authorized Signatory





**Format 19 N for Seeking Approval for Declaration of Election Result of the Office Bearer  
[Under Rule 19 N (4) & (6)]**

**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>			:		
<b>(a)</b> Whether polling held (Yes / No) If yes, provide date and time of polling			:		
<b>(b)</b> If no polling is held, then indicate scheduled date of polling			:		
<b>(iii)</b> Whether the election held peacefully (Yes / No) [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 post of the Office Bearers (Pre-counting)</b>					
<b>(iv)</b> Name of post of Office Bearers as per Bye-Laws			:		
<b>(v)</b> Name of post of Office Bearers notified to be filled up through election			:		
<b>3. Information related to the contestants</b>					
<b>(vi)</b> Number of valid contesting candidates			a. For President or Chairperson: b. For Vice President or Vice Chairperson:		
<b>4. Information related to Board Meeting as per rule 19N (1)</b>					
<b>(vii)</b> Date and Time of Board Meeting			:		
<b>(viii)</b> Number of incumbent elected directors in the Board			:		
<b>(ix)</b> Number of incumbent elected directors who attended Board meeting convened by RO			:		
<b>5. Information on un-opposed post and post for which polling was held</b>					
<b>(x)</b> Name of posts recommended to be filled up un-opposed,			:		
<b>(xi)</b> Name of posts for which polling was held			:		
<b>6. Candidate-wise voting details and recommendations of RO</b>					
<b>6 (a)</b> For the post of President or Chairperson <i>(in descending order of number of votes obtained)</i>					
SN	Name of contestant, Father / Husband Name, Address & Mobile No	Membership No.	Elected unopposed under rule 19N (4)	If polling held, no. of votes obtained	Recommendation of the RO – proposed to be elected (Yes / No)
Sign & Stamp of RO					

**6 (b)** For the post of Vice-President or Vice-Chairperson *(in descending order of number of votes obtained)*

SN	Name of contestant, Father / Husband Name, Address & Mobile No	Membership No.	Elected unopposed under rule 19N(4)	If polling held, no. of votes obtained	Recommendation of the RO – proposed to be elected (Yes / No)

**7. Detail of recommended vacant seats of Office Bearer after counting**

SN	Name of post recommended to be vacant	Reason for recommendation
1		
2		
3		

**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 from time to time.

Place:

(Signature of RO)

Date:

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

Under Rule 19 N (4) and (6) 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 Office Bearers as contained in Point 6(a) & 6(b) should be displayed in the website of the society. This may be ensured by Chief Executive Officer of the society.

(Ved Prakash Dwivedi)

Assistant Registrar, Cooperation



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

1. The Form 19 N is to seek prior approval for declaration of election result of the Office Bearers (Section 49 (2) (a) (aa) of MSCS Act & Rules).. There are only two office bearers – namely
  - (i) Chairperson and Vice-Chairperson or
  - (ii) President and Vice-President
2. Returning Officer shall cross check and verify to ensure that candidates indicated in the form 19 N are duly elected members of the Board and their names are available in Form 19 M also.
3. No Candidate who has been nominated in the Board or coopted in the board is eligible to contest as Office Bearers.
4. 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”
5. Date of poll is mandatorily to be written. In case no elections are held (due to lack of nomination), scheduled date of polling 2 in “Election Program” issued/ approved by the Cooperative Election Authority, the same date should be written as “date of poll”
6. Each page of the Format 19N should be signed by the Returning Officer along with his seal.
7. Over-writing should be strictly avoided.
8. 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.
9. The Returning Officer shall prepare proceedings of the elections of the Office Bearers and submit a copy of proceedings. A copy of such report together with a copy of the return of the polling, to the Authority( Rule 19 N (5) of MSCS Act and Rules.
9. This form should be submitted to office of the 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