

**From :**

**The Registrar,  
Cooperative Societies, Punjab, Chandigarh.**

**To**

1. **The Joint Registrars,**
2. **The Deputy Registrars,**
3. **The Assistant Registrars, Cooperative Societies, in the State.**

**SUBJECT: GUIDELINES FOR ELECTIONS TO THE MANAGING COMMITTEES OF COOPERATIVE SOCIETIES IN PUNJAB.**

**Memo :**

As you are well aware that matter relating to elections to the Managing Committees was thoroughly discussed in a meeting of the officers of this Department on 18.08.2000.

Accordingly, the Guidelines have been prepared on the basis of existing instructions issued by this office from time to time and these are also in consonance with the provisions of Punjab Cooperative Societies Act, 1961 and Appendix-C to the Punjab Cooperative Societies Rules, 1963

You are, therefore, requested to follow these guidelines meticulously.

Please acknowledge its receipt.

Sd/-

**Encl : Election Guidelines**

**Addl. Registrar (D)  
for Registrar, Cooperative Socs.  
Punjab, Chandigarh**

Copy of the above is forwarded to the following for information and necessary action :-

1. All Managing Directors of Apex Cooperative Institutions.
2. All Gazzetted Officers in H.O.
3. All Superintendents in H.O.

Sd/-

Addl. Registrar (D)  
for Registrar, Cooperative Socos.  
Punjab, Chandigarh

Attachment to Letter No. RCS/Stores/Election Asstt./311  
dated 17.3.94 of the Registrar,  
Cooperative Societies, Punjab

**GUIDELINES/DIRECTIONS FOR  
ELECTIONS TO THE MANAGING  
COMMITTEES OF COOPERATIVE SOCIETIES**

IN PUNJAB

**RESPONSIBILITY FOR ELECTION OF A NEW COMMITTEE**

[The primary responsibility to initiate elections of a new managing committee in accordance with the provisions of the Punjab Cooperative Societies Act, 1961 and Rules made there under, lies with the managing committee of a cooperative society. Section 26(1-C) provides that each managing committee shall 90 days before the expiry of its term, make arrangements for the constitution of a new managing committee. Accordingly the committee of the society should initiate the process of election by way of passing of resolution, as per law, 90 days prior to the completion of its term.]

1.1 In case the managing committee of a cooperative society fails to initiate the process of elections, it is incumbent upon the Registrar to make such arrangements as may be necessary, to hold elections in accordance with the provisions of the Act and the Rules made thereunder, after making necessary arrangements for management of day-to- day affairs of the cooperative society through an Administrator as per provisions of Section 26 (1-D).

**TERM OF AN ELECTED COMMITTEE**

2.0 The term of office of an elected managing committee of a cooperative society is five years from the date of its election and not from the date it assumes office.

**APPOINTMENT OF ELECTION MANAGER**

3.0 The Registrar should appoint any person as an Election Manager for the purpose of election to the managing committee of a cooperative society. In case no such appointment is made, Chief Executive Officer of the cooperative society would act as the Election Manager.

**FORMATION OF ZONES**

4.0 It is the responsibility of the managing committee of a cooperative society, except in case of primary cooperative societies, elections for which are



4.10 In case of cooperative society, which has been divided in more zones and where in majority of the zones two or more candidates are to be elected from each zone, the reservation, if required, under the preceding para 4.8, shall be made as per the following procedure:-

One seat for scheduled caste candidate shall be reserved from any one zone, which shall be determined on the basis of draw of lots, to be conducted in the presence of a nominee of the Registrar, to be Managing committee or the Administrator, as the case maybe. Similarly, the zones from which seats for women are to be reserved shall also be determined by draw of lots:

Provided that not more than one seat shall be reserved from any one zone at one time. While conducting the draw of lots, in subsequent elections, the zones reserved earlier for a particular category shall not be included until every zone has been reserved once for that category.

4.11 In case of a Cooperative Society, the area of which has not been divided into zones, the reservation, if required, under the preceding para 4.8, shall be made as follows:-

The Managing Committee or the Administrator, as the case may be, shall determine the number of seats required to be reserved under the preceding para 4.8 and specify these in the election programme.

4.12 In case of all Primary Cooperative Societies except Primary Agricultural Development Banks and Cooperative Housing Societies, such draw of lots as mentioned in the preceding para 4.9 and 4.10 shall be conducted in the presence of the Inspector incharge of the society. For other societies including Primary Agricultural Development Banks and Cooperative Housing Societies, the draw of lots shall be conducted in the presence of the Assistant Registrar of the Area.

4.13 The earmarking of the reserved zones/seats shall be done before the notification of the election programme.

4.14 Every candidate desirous of contesting the election against a reserved

seat for a particular category shall make a declaration to this effect at the time of filing his nomination papers. In case a candidate wishes to contest for the seat reserved for scheduled caste, he shall submit a valid caste certificate issued by the competent authority to the Returning Officer.]

#### PREPARATION OF ZONE-WISE LIST OF VOTERS

5.0 The Election Manager of a cooperative society should within seven days of the receipt of the list of approved zones from the Registrar, prepare zone-wise list of voters and exhibit the same at the registered office of the cooperative society. Such a list should be exhibited for at least seven days after notifying the election programme.

5.1 In case a member is not entitled to vote merely because he is a defaulter, his name should also be exhibited in the list clearly marking him as such. Such a member should be eligible to vote if he clears his defaults and produces a 'Clearance Certificate' from the concerned cooperative society on or before the close of withdrawal of nominations.

#### PREPARATION AND FINALISATION OF ELECTION PROGRAMME

16.0 The Election Manager of a cooperative society should within seven days from the date of issuing of final zone-wise list of voters, draw up a detailed election programme providing for the date, time and place for:

- i) Receipt of resolution by a cooperative society from member societies (wherever applicable);
- ii) Filing of nomination papers;
- iii) Display of list of nominated candidates;
- iv) Filing of objections by nominated candidates or their proposers;
- v) Hearing of objections;
- vi) Scrutiny of nomination papers;
- vii) Exhibition of list of validly nominated candidates;
- viii) Withdrawal of nomination papers;
- ix) Declaration of result of uncontested elections;
- x) Allotment of election symbols;
- xi) Exhibition of list of contesting candidates;
- xii) Poll, if necessary;
- xiii) Counting of votes; and

<sup>1</sup>Substituted by Order No.: RCS/FA/E/Election Guidelines/CL-49/143 dated 20.03.2020

xiv) Declaration of results.

Illustration detailing the various steps required to hold the election as per Election Programme of PACS divided into zones-  
For Societies upto 1000 members

i)

DAY 1		
Sn	Election activity	Time allowed
0.	Filing nomination papers	of 9 am to 11 am
1	Display of list of nominated candidates	11:00 am to 11:30 am
2	Filing objections by nominated candidates or their proposers	of 11:30 am to 1 pm
3	Hearing objections	of 1 pm to 3 pm
4	Scrutiny nomination papers	of 3 pm to 4pm
5	Exhibition of list of validly nominated candidates	4 pm to 4:30 pm
6	Withdrawal nomination papers	of 4:30 pm to 5 pm
7	Declaration result of uncontested elections;	5 pm
8	Allotment of election symbols	5 pm to 5:30 pm
9	Exhibition of list of contesting candidates	5:30 pm

ii)

Day 2		
Sn	Election activity	Time allowed
0	polling	9 am to 1pm
1	Counting of votes	1 pm to 3 pm
2	Declaration of result	3 pm
3	For Societies upto 1001-2000 members	

**Day 2**

sn	Election activity	Time allowed
0		
1	Allotment of election symbols	9 am to 9:30 am
2	Exhibition of list of candidates	9:30 am

sn	Election activity	Time allowed
0		
1	polling	9 am to 1pm
2	Counting of votes	1 pm to 3 pm
3	Declaration of result	3 pm

iii) For Societies more than 2000 members:-

**DAY 1**

Sn	Election activity	Time allowed
0.		
1	Filing of nomination papers	9 am to 11 am
2	Display of list of nominated candidates	11:00 am to 11:30 am
3	Filing of objections by nominated candidates or their proposers	11:30 am to 1 pm
4	Hearing of objections	1 pm to 3 pm
5	Scrutiny of nomination papers	3 pm to 4pm

sn	Election activity	Time allowed
0		
1	Allotment of election symbols	9 am to 9:30 am
2	Exhibition of list of candidates	9:30 am
3	Declaration of result	5 pm

**Day 2**

sn	Election activity	Time allowed
0		
1	polling	9 am to 1pm
2	Counting of votes	1 pm to 3 pm
3	Declaration of result	3 pm

[ Reserved for printing of ballot paper ]

**Day 4**

sn	Election activity	Time allowed
0		
1	polling	9 am to 1pm
2	Counting of votes	1 pm to 3 pm
3	Declaration of result	3 pm

**Explanation :-** The above illustrations seek to give sufficient opportunity to members of cooperative societies so that they may participate in election in free and fair manner and have adequate time to exercise complete Democratic Member Control as enshrined in Cooperative Principles. ]

**16.1** The election programme so drawn should be submitted to the

Registrar by the Secretary/CEO/ Election manager of the society within 7 days.]

6.2 On receipt of detailed election programme, the Registrar should convey his approval within seven days unless he has reasons to withhold his consent and in such a situation, he should pass a speaking order in writing.

6.3 No election programme approved by the Registrar should be altered, modified or deferred except in circumstances as follows;

- i) Death of a candidate;
- ii) Serious law and order problem; and
- iii) Wide-spread natural calamity

Provided that the Returning Officer or the Assistant Returning Officer should within 24 hours submit a detailed report to the Registrar regarding alteration, modification or postponement of elections giving reasons thereof in writing.

#### APPOINTMENT OF A RETURNING OFFICER AND AN ASSISTANT RETURNING OFFICER

7.0 The Registrar should appoint an Officer of the Department of Cooperation as Returning Officer for elections to the managing committee of a cooperative society. He should also appoint an Assistant Returning Officer to assist the Returning Officer and if a situation so warrants, to act as Returning Officer to ensure smooth and fair conduct of elections. The Assistant Returning Officer would act under the control and superintendence of the Returning Officer and would have all powers of a Returning Officer, if required to function as such.

#### ELECTION NOTICE

8.0 In addition to any other mode, which may be prescribed as per bye-laws of a cooperative society or specified by the Registrar through a general or a special order, the Election Manager of a cooperative society should exhibit election notice indicating the election programme for the zones constituted at least 15 days before the date of election at the registered office of the cooperative society and its branch office, if any, and at some other conspicuous places in the area of operation of the cooperative society. In case

of apex and central cooperative societies, notice should also be published in at least one each Punjabi and English newspapers, having circulation in the area of operation of the cooperative society.

#### FILING OF NOMINATION PAPERS

9.0 Any person who is a voter may file his nomination paper in Form 1 as a candidate for elections from the zone in which he is listed as a voter, provided that such a person should be '[committee member] duly authorised by the cooperative society as per its bye-laws, in case he files nomination papers on behalf of that cooperative society. The nomination of each candidate should be made on a separate nomination paper. It should be submitted to the Returning Officer or the Assistant Returning Officer by the candidate himself. The nomination should be proposed by a voter belonging to the zone from which a candidate is seeking election.

<sup>1</sup>[Provided that a candidate who is contesting election as representative of a society will not require any proposer.]

9.1 The nominated candidate if contesting as an individual should declare on oath that;

- a) he is not in default to any cooperative society in respect of any sum due from him to the cooperative society or does not owe to any cooperative society an amount exceeding his maximum credit limit;
- b) he does not have any direct or indirect interest in any contract to which the cooperative society is a party except in transactions made with the cooperative society as a member in accordance with the objects of the cooperative society as stated in its bye-laws;
- c) he has not been at any time during a period of one year prior to the date of scrutiny of nomination papers, engaged in any private business, trade or profession of any description which is carried on by the cooperative society;
- d) he has not been convicted for any offence involving dishonesty or moral turpitude during a period of five years prior to the date of scrutiny of nomination papers;
- e) he is not covered under any of the restrictions as per Rule 29 of the Punjab Cooperative Societies Rules, 1963;

f) he has not, during a period of 12 months preceding the date of filing of nomination papers, remained inactive as member and or has not been carrying on, through agencies other than the cooperative society of which he is a member, the same business as is being carried on, by the cooperative society;

g) he has not incurred any other disqualification as laid down in the bye-laws of the cooperative society;

h) he has not been a member of the managing committee of the cooperative society for two continuous terms and in case, he has served on the committee of the cooperative society for two continuous terms, a period of five years has expired since he last served, and

i) he is not a member of managing committees of more than two primary cooperative societies or more than one central or apex cooperative society.

Similar declaration should be made on behalf of a cooperative society by the person authorised by that cooperative society to participate in election.

Specimen of Declaration on Oath is attached as annex-1.

**REGISTER OF NOMINATIONS**

10 The Returning Officer or Assistant Returning Officer should maintain or cause to be maintained a Register in Form-II, in which each nomination paper should be entered. He should also issue an acknowledgement (perforated receipt) of having received the nomination paper to the candidate or his proposer.

**SCRUTINY OF NOMINATION PAPERS**

11.0 The Returning Officer/Assistant Returning Officer should scrutinise nomination papers at the place, date and time, specified in this behalf in the election programme. He should hear objections, if any, presented or raised during the course of scrutiny in regard to eligibility of any candidate and dispose of these objections after such enquiries, as he may deem necessary. The decision of rejecting or accepting the nomination papers and brief statement of reasons thereof should be recorded on the nomination papers itself.

11.1 No nomination papers should be rejected merely on the basis of clerical errors or conjectures. Since rejection of nomination papers of an eligible candidate implies denial of a basic right to contest, rejection of nomination papers should be carefully considered. The Returning Officer/Assistant Returning Officer should ensure that the person raising objections on nomination papers of a candidate or proposer of a candidate of the concerned zone.

11.2 Nomination papers of a candidate should be rejected if he is disqualified to become a member of the managing committee of a cooperative society. A person is disqualified to be a member of the managing committee of a cooperative society, if:

i) he is in default to any cooperative society in respect of any sum due from him to the cooperative society or he owes to any cooperative society an amount exceeding his maximum credit limit;

ii) he has any direct or indirect interest in any contract to which the cooperative society is a party except in transactions made with the cooperative society as stated in the bye-laws;

iii) he has at any time during a period of one year prior to the date of scrutiny of nomination papers, engaged in any private business, trade or profession of any description, which is carried on by the cooperative society;

iv) he has been convicted for any offence involving dishonesty or moral turpitude during a period of five years prior to the date of scrutiny of nomination papers;

v) he is covered under any of the restrictions as laid down in Rule 29 of the Punjab Cooperative Societies Rules, 1963;

vi) he has, during a period of 12 months preceding the date of filing of nomination papers, remained inactive as a member or has been carrying on, through agencies other than the cooperative society of which he is a member, the same business as is being carried on, by the cooperative society;

vii) he has incurred any other disqualification as laid down in the bye-laws of the cooperative society;

viii) he has been a member of the managing committee of the cooperative society for two continuous terms and in case, he has served on the committee of the cooperative society for two continuous terms, a period of five years has not expired since he last so served, and

ix) he is a member of the managing committee of more than two primary cooperative societies or one central or apex cooperative society.

11.3 In case a person is representing a cooperative society, disqualification of that cooperative society should be seen while rejecting the nomination papers.

11.4 In case an objection is raised that the candidate is a defaulter, the Returning Officer/Assistant Returning Officer should insist for certificate of default/no default from the cooperative society of which the contesting candidate is alleged to be a defaulter. Such a certificate should be produced on or before the close of withdrawal of nominations.

11.5 In case a candidate is allegedly disqualified to contest or become a member of the managing committee of a cooperative society, he may be allowed time to disprove his disqualification, if he so desires, by the Returning Officer/Assistant Returning Officer. However, such a time should be not go beyond the time to close the withdrawal of nomination papers. The Returning Officer/Assistant Returning Officer should pass a speaking order in this regard, before the close of withdrawal of nominations.

11.6 The Returning Officer should after scrutiny of nomination papers, prepare and announce a list of validly nominated candidates and the same should be exhibited at the registered office of the cooperative society, or the place where nomination papers were filed and at some conspicuous places in the area of operation of the cooperative society or as may be directed by the Registrar through a general or a special order.

#### **DEATH OF A CANDIDATE BEFORE POLL**

15.0 If a candidate dies after the last date of filing of nomination papers and before the commencement of poll and a report to that effect is received by the Returning Officer/Assistant Returning Officer, he should countermind the election in respect of the zone, for which the deceased was the candidate. The Returning Officer/Assistant Returning Officer should after passing the order to countermind the elections, send the same to the Registrar and the Election Manager of the cooperative society. Election for such a zone should be held *de novo* in keeping with the Act, Rules and procedures.

society or as may be directed by the Registrar through a general or a special order.

#### **WITHDRAWAL OF NOMINATION PAPERS**

13.0 Any candidate may withdraw his nomination papers by a notice in writing, which should be subscribed and submitted by him personally to the Returning Officer/Assistant Returning Officer by the date, time and place as specified in the election programme. The Returning Officer/Assistant Returning Officer should carefully consider the withdrawal of nomination papers of a candidate and verify that the withdrawal notice is duly authenticated by him. No candidate should be allowed to cancel his withdrawal once he has submitted the notice of withdrawal and the same has been duly accepted by the Returning Officer/Assistant Returning Officer.

#### **ELECTION OF UNOPPOSED CANDIDATES**

14.0 The Returning Officer/Assistant Returning Officer should, after preparing the list of validly nominated candidates, declare the candidate elected, if there is no contest about his selection and communicate the same to the Presiding Officer, if appointed, the Election Manager of the cooperative society and the Registrar. The result of unopposed election should be displayed at the registered office of the cooperative society or the place where nominations were filed and at some other conspicuous places as may be directed by the Registrar through a general or a special order.

15.0 If a candidate dies after the last date of filing of nomination papers and before the commencement of poll and a report to that effect is received by the Returning Officer/Assistant Returning Officer, he should countermind the election in respect of the zone, for which the deceased was the candidate. The Returning Officer/Assistant Returning Officer should after passing the order to countermind the elections, send the same to the Registrar and the Election Manager of the cooperative society. Election for such a zone should be held *de novo* in keeping with the Act, Rules and procedures.

## ALLOTMENT OF ELECTION SYMBOL

### 16.0 (i)

The Returning Officer and/or Assistant Returning Officer should allot to each candidate, an election symbol out of the list of election symbols (Annex-II) approved by the Registrar, of each candidate. As far as possible, a candidate should be allotted the election symbol he has opted out of the list of approved election symbols. In case an election symbol has been opted by more than one candidates, it should be allotted through draw of lots. The candidate, who fails to get his first preference of an election symbol in a draw of lots, should be allotted his second opted election symbol.

(ii) The Returning Officer and/or Assistant Returning Officer should immediately after the allotment of election symbols to the candidates, prepare a list, in alphabetical order, of the contesting candidates from each zone in Form III-A, showing against each candidate the election symbol allotted to him.

## DISPLAY OF LIST OF CONTESTING CANDIDATES

17.0 The Returning Officer and/or Assistant Returning Officer, should display the list of contesting candidates in Form III-A at a conspicuous place in his office. He should also send two copies of the list to the Election Manager of the cooperative society for displaying the same at the registered office of the cooperative society and the place where election for the respective zone is to take place.

## APPOINTMENT OF PRESIDING OFFICER/ALTERNATIVE PRESIDING OFFICER

18.0 The Returning Officer/Assistant Returning Officer should appoint a Presiding Officer and an Alternative Presiding Officer for a polling station where polling is to be held. The Returning Officer/Assistant Returning Officer should also appoint adequate number of Polling Officials to assist the Presiding Officer/Alternative Presiding Officer. The Presiding Officer/Alternative Presiding Officer may, if an emergent situation so warrants, himself appoint

Polling Officials at the time of poll for its smooth conduct.

Presiding Officer would function under the control and superintendence of the Presiding Officer and if a situation so warrants act, as a Presiding Officer.

18.1 The Returning Officer/Assistant Returning Officer should ensure that no employee of the cooperative society, for which the election is being held or

the employees of the Cooperative Department directly, Incharge of that society, are appointed as Presiding Officer, Alternative Presiding Officer or Polling Officials to conduct the poll. The Presiding Officer/Alternative Presiding Officer should be Incharge of all arrangements and materials at the polling station and may issue such directions/orders, as may be necessary, at the time of poll, for its smooth conduct.

## ESTABLISHMENT OF POLLING BOOTHS, PROVISION OF BALLOT BOXES AND PRINTING OF BALLOT PAPERS

19.0 The Returning Officer or an Alternative Returning Officer should establish as many polling booths as he may consider necessary, provided that number of voters at a booth should not exceed 750.

19.1 For establishment of polling booths, provision of ballot boxes and printing of ballot papers, if required, necessary arrangements should be made by the Election Manager of the cooperative society. The Election Manager may seek such assistance, as may be necessary, from the employees of the Cooperative Department. The ballot papers should be printed or got printed by the Returning Officer/Assistant Returning Officer.

## ELECTION MATERIAL TO BE SUPPLIED FOR A POLLING STATION

20.0 The Election Manager should provide at each Polling Station:-

- (i) two final lists of contesting candidates;
- (ii) two finalists of voters of the respective zone;
- (iii) sufficient number of ballot papers bearing the names in alphabetical order written in Punjabi on the left side and the election symbol allotted to each contesting candidate and a space for fixing the seal on the right side;
- (iv) the requisite number of ballot boxes;
- (v) three rubber seals of cross mark for the purpose of marking the ballot papers by the voters; and

(vi)

one brass seal for sealing the election papers and other necessary election material such as stamp-pad, sealing wax, candle, gum, needle, thread ball, piece of cloth, envelopes and white cloth bag for sealing the necessary election papers.

#### **APPOINTMENT OF POLLING AGENTS**

21.0 Each candidate should be allowed to appoint one Polling Agent for each Polling Station.

#### **PROCEDURE BEFORE COMMENCEMENT OF POLL**

22.0 (i) Before the commencement of the poll, the Presiding

Officer/Alternative Presiding Officer should show the un-used ballot box to each of the candidates or their Polling Agents, as may be present at the polling station, so that they may ascertain

that the ballot box is empty. He should, thereafter, lock it up and fix his seal as well as the seals of the candidates or their agents, if they so desire, upon the box in such a manner as to prevent it from being opened without breaking, such seals. This procedure should be repeated for each box to be used subsequently; and

(ii) The ballot box should be so kept in front of the Presiding Officer/Alternative Presiding Officer that it is visible to the candidates or their Polling Agents.

#### **CONDUCT OF POLLING**

23.0 (i) The election should be held by a secret ballot and a voter

should exercise his vote in person at a specified place in the zone in which he/she has been enlisted as a voter; and

(ii) The poll should commence and close at the time fixed in the election programme. All the voters present at the Polling

Station before the closing time should be entitled to record their votes even after the closing time provided that they are issued a token recognizing their presence by the Presiding

Officer/Assistant Presiding Officer before the closing time.

#### **PROCEDURE FOR VOTING**

24.0 (i) Before a ballot paper is delivered/issued to a voter by the

Polling Official, the voter should speak out his name, to the Polling Official, who should compare his/her details with those in the list of voters. In case the voter is representing a cooperative society, he should produce a resolution of the cooperative society, authorising him to do so. Such a resolution should have been passed by the cooperative society after notification of election; should be attested by [the Manager or Secretary of the Cooperative Society or by an Officer authorised by a Cooperative Society to do so] and should have been received by the Election Manager four days prior to the date of polling.

A Polling Official should after comparing the details of the voters with the official copy of list of voters, tick-mark against the serial number of the voter in the list of voters in order to ensure that the voter has received the ballot paper. He should also record the serial number of the ballot paper against the entry pertaining to the voter in the list of voters.

(iii) No voter representing a cooperative society should be issued a ballot paper provided a copy of the resolution of the cooperative society duly attested, authorising the voter to represent it for the election, is received by the Election Manager four days prior to the date of polling and the same is provided to the Presiding Officer/Alternative Presiding Officer for verification. In case such a resolution is not received by the Election Manager within the stipulated period, such representative of the cooperative society should not be entitled to vote. In the event that the Election Manager has not forwarded the copy of the resolution received by him to the Presiding Officer/Alternative Presiding Officer for verification, the eligible voter can not be denied his right to vote.

(iv) The voter having been issued a ballot paper should record his vote in the polling compartment. He should affix the rubber

(v) If a voter after obtaining the ballot paper for the recording his vote decides not to use the purpose of return the ballot paper to the Presiding Officer, he should Presiding Officer and the ballot paper so returned should then be marked as "returned/cancelled" and kept in a separate packet set apart for the purpose and record should be kept by the Presiding Officer/Alternative Presiding Officer of all such ballot papers.

(vi) If under any circumstance, a ballot paper is found to be defective or otherwise unfit for use, the Presiding Officer at the request of the voter should issue another ballot paper and keep the defective one in a separate packet referred to above.

(vii) If any ballot paper, which has been issued to any voter for the purpose of recording his vote, has not been put in the ballot box but it has been found left by the voter at the Polling Station, it should be presumed as cancelled and dealt with in accordance with the procedure mentioned above.

#### **AUTHENTICATION OF BALLOT PAPER**

25.0 The Presiding Officer/Alternative Presiding Officer should sign ballot papers on the back before these are issued to voters at a polling station.

#### **TENDERED VOTES**

26.0 (i) If a person representing himself to be a particular voter named in the list of voters applies for a ballot paper after another person has voted as such voter, he should, after duly satisfying the Presiding Officer/Alternative Presiding Officer, be entitled to vote. The Presiding Officer/Alternative Presiding Officer should issue a ballot paper to the voter in the

(ii) The name of the voter, his serial number in the list of voters and the name of the Polling Station to which the list relates should be entered in a list bearing the heading "Tendered Votes". The persons tendering such ballot paper should sign his name and address thereon or affix his thumb impression against the entry in the list; and

(iii) "List of Tendered Votes" should be prepared by the Presiding Officer/Alternative Presiding Officer in Form IV.

#### **CHALLENGED VOTES**

27.0 If any candidate or a Polling Agent declares and undertakes to prove that any person applying for a ballot paper has committed the offence of impersonation, the Presiding Officer/Alternative Presiding Officer may require such person to enter in the list of challenged votes, his name and address or if he is unable to write, to affix his thumb impression and may further require such person to produce proof of identification. If the Presiding Officer/Alternative Presiding Officer is satisfied about his identity as a voter, he should be allowed to vote. The Presiding Officer/Alternative Presiding Officer should, in every case whether or not the person challenged is allowed to vote, make a note of the circumstances in the list of challenged votes in Form-V.

#### **RE-POLE IN CASE OF DESTRUCTION OF BALLOT BOXES OR DUE TO NATURAL CALAMITY ETC.**

28.0 If in an election, any ballot box is unlawfully taken out of the custody of the Presiding Officer/Alternative Presiding Officer or it is, in any way, tampered with or is accidentally destroyed or lost, the polling of the booth(s) to which the ballot box relates, should be declared void by the Returning Officer and/or Assistant Returning Officer who should report the matter to the Registrar for ordering re-poll provided that such a re-poll is held within 72 hours from the close of the poll.

seal of cross-mark(X) on the ballot paper at the name of a candidate in whose favour he wishes to cast the vote or at his election symbol or at the open space against his name and should insert the ballot paper properly folded in the ballot box.

(iv) If a voter after obtaining the ballot paper for the purpose of recording his vote decides not to use the same, he should return the ballot paper to the Presiding Officer/Alternative Presiding Officer and the ballot paper so returned should then be marked as "returned/cancelled" and kept in a separate packet set apart for the purpose and record should be kept by the Presiding Officer/Alternative Presiding Officer of all such ballot papers.

(v) If under any circumstance, a ballot paper is found to be defective or otherwise unfit for use, the Presiding Officer at the request of the voter should issue another ballot paper and keep the defective one in a separate packet referred to above.

(vii) If any ballot paper, which has been issued to any voter for the purpose of recording his vote, has not been put in the ballot box but it has been found left by the voter at the Polling Station, it should be presumed as cancelled and dealt with in accordance with the procedure mentioned above.

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Presiding Officer should issue a ballot paper to the voter in the

reverse order beginning from the last serial number of the ballot papers to be used at the Polling Station. The voter, after exercising his right of vote should hand over the ballot paper to the Presiding Officer who should keep it in a separate packet super-scribed as "tendered vote". Tendered votes should not to be counted for the results of the elections;

The name of the voter, his serial number in the list of voters and the name of the Polling Station to which the list relates should be entered in a list bearing the heading "Tendered Votes". The persons tendering such ballot paper should sign his name and address thereon or affix his thumb impression against the entry in the list; and "List of Tendered Votes", should be prepared by the Presiding Officer/Alternative Presiding Officer in Form IV.

#### **CHALLENGED VOTES**

27.0 If any candidate or a Polling Agent declares and undertakes to prove that any person applying for a ballot paper has committed the offence of impersonation, the Presiding Officer/Alternative Presiding Officer may require such person to enter in the list of challenged votes, his name and address or if he is unable to write, to affix his thumb impression and may further require such person to produce proof of identification. If the Presiding Officer/Alternative Presiding Officer is satisfied about his identity as a voter, he should be allowed to vote. The Presiding Officer/Alternative Presiding Officer should make a note of the circumstances in the list of challenged votes in Form-V.

#### **RE-POLL IN CASE OF DESTRUCTION OF BALLOT BOXES OR DUE TO NATURAL CALAMITY ETC.**

28.0 If in an election, any ballot box is unlawfully taken out of the custody of the Presiding Officer/Alternative Presiding Officer or it is, in any way, tampered with or is accidentally destroyed or lost, the polling of the booth(s) to which the ballot box relates, should be declared void by the Returning Officer and/or Assistant Returning Officer who should report the matter to the Registrar for ordering re-poll provided that such a re-poll is held within 72 hours from the close of the poll.

## COUNTING OF VOTES OF THE POLL

29.0 The Presiding Officer/Alternative Presiding Officer should immediately after close of the poll and in the presence of the candidates or their Polling Agents;

- i) Inspect and also allow the candidates or their Polling Agents to inspect the ballot boxes and their seals in order to satisfy that the boxes and their seals are intact;
- ii) Open the ballot boxes, take out the ballot papers from the boxes and arrange them in convenient bundles of 25 votes each;
- iii) Allow the candidates and their agents, who may be present, a reasonable opportunity to inspect all ballot papers, which in the opinion of the Presiding Officer/Alternative Presiding Officer are liable to be rejected but should not allow them to handle these or any other ballot papers;
- iv) The Presiding/Alternative Presiding Officer should on every ballot paper, which is rejected, endorse the word "rejected" along with reasons thereof;
- v) The Presiding Officer/Alternative Presiding Officer should count the valid votes polled to each candidate with the help of the persons appointed to assist him in counting of votes;
- vi) After counting of valid votes, the Presiding Officer/Alternative Presiding Officer should declare who secure majority of votes, elected;
- vii) In case the number of votes in favour of two candidates are equal, the matter should be decided by lots by the PO/APO.
- viii) The result of each election zone should be recorded in Result Sheet in Form VI.
- ix) After declaration of results, the Returning Officer or the Assistant Returning Officer, should prepare a consolidated list of elected candidates including those declared elected unopposed and communicate the names of persons elected under his signatures to the Registrar and the Election Manager of the cooperative society.

The Election Manager of the cooperative society should exhibit the list of persons elected at the registered office of the cooperative society and at some conspicuous places in the area of operation of the cooperative society for a minimum period of seven days after declaration of results.

## REJECTION OF BALLOT PAPERS

30.0 A ballot paper contained in the ballot box should be rejected, if;

- (i) it bears any mark or writing by which the voter can be identified;
- (ii) it does not bear the signatures of Presiding Officer/Alternative Presiding Officer;
- (iii) the Presiding Officer/Alternative Presiding Officer is satisfied that the ballot paper is spurious or so damaged or mutilated that its identity as a genuine ballot paper cannot be established; and
- (iv) from the rubber seal of cross mark affixed on the ballot paper, it is not clear in whose favour the vote has been cast.

**PREPARATION OF RETURNS**

31.0 After declaration of results, the Presiding Officer/Alternative Presiding Officer should forthwith prepare a statement showing;

- (i) names of contesting candidates;
- (ii) number of valid votes polled by each candidate;
- (iii) number of votes rejected;
- (iv) total votes polled; and
- (v) names of the candidates declared elected.

He should also issue a copy of Return in Form VII to the elected candidate and forward a copy thereof to the Returning Officer and/Assistant Returning Officer, the Election Manager and the Registrar;

**ELECTION PAPERS TO BE FORWARDED TO THE ELECTION MANAGER**

32.0 The Presiding Officer/Alternative Presiding Officer should submit to the Election Manager against a regular receipt, election papers in separate sealed covers, which should carry the description of their contents as follows:-

(i) the ballot papers counted as valid;

(ii) the un-used ballot papers rejected as invalid;

(iii) the issued tendered ballot papers;

(iv) the cancelled and returned ballot papers;

(v) the list of tendered votes;

(vi) the copy of challenged votes;

(vii) account of the ballot papers in Form VI;

(viii) the marked copy of the list of voters of the cooperative society;

(ix) nomination papers;

(x) nomination papers;

(xi) the list of challenged votes;

(xii) the copy of challenged votes;

(xiii) the copy of result sheet in Form VI;

(xiv) the marked copy of the list of voters of the cooperative society; and

(xv) nomination papers.

**CUSTODY OF ELECTION PAPERS**

33.0 The Election Manager should retain the sealed packets handed over to him in his custody till the next election.

**II. VOTING FOR ELECTION TO THE COMMITTEE OF PRIMARY COOPERATIVE SOCIETIES, IF HELD IN A SPECIAL MEETING**

**'34.0(i) PREPARATION AND FINALISATION OF ELECTION PROGRAMME**

(a) The Election Manager of the cooperative society should:

(b) display the list of voters at least 30 days before the date of election indicating disqualifications, if any;

(c) issue of notice for special general meeting at least 15 days prior to the date of the meeting.

(d) prepare an election programme specifying date, time and place for the following:

i) Attendance of members of society;

ii) Filing of nomination papers;

iii) Display of list of nominated candidates;

iv) Filing of objections by nominated candidates or their proposers;

v) Hearing of objections;

vi) Scrutiny of nomination papers;

vii) Exhibition of list of validly nominated candidates;

viii) Withdrawal of nomination papers;

ix) Declaration of result of uncontested elections;

x)	Allotment of election symbols;
xii)	Exhibition of list of contesting candidates;
xiii)	Poll, if necessary;
xiv)	Counting of votes; and
xv)	Declaration of results.

He should submit the same to the Registrar at least 30 days before the date of the special general meeting.

(ii) the Registrar should within seven days of receipt of such programme, convey his approval, failing which, he should record the reasons in writing for not according the approval.

**Illustration for Election programme of PACS in single village/ societies whose election is held in GBM**

i) For Societies upto 1000 members		
DAY 1		
Sn.	Election activity	Time allowed
1	Filing of nomination papers	9 am to 11 am
2	Display of list of nominated candidates	11:00 am to 11:30 am
3	Filing of objections by nominated candidates or their proposers	11:30 am to 1 pm
4	Hearing of objections	1 pm to 3 pm
5	Scrutiny of nomination papers	3 pm to 4pm



2	Display of list of nominated candidates	11:00 am to 11:30 am
3	Filing objections by nominated candidates or their proposers	11:30 am to 1 pm
4	Hearing of objections	1 pm to 3 pm
5	Scrutiny of nomination papers	3 pm to 4pm
6	Exhibition of list of validly nominated candidates	4 pm to 4:30 pm
7	Withdrawal of nomination papers	4:30 pm to 5 pm
8	Declaration of result of uncontested elections;	5 pm

Day 4

sn	Election activity	Time allowed
0		
1	polling	9 am to 1pm
2	Counting of votes	1 pm to 3 pm
3	Declaration of result	3 pm

Explanation :- The above illustrations seek to give sufficient opportunity to members of cooperative societies so that they may participate in election in free and fair manner and have adequate time to exercised complete Democratic Member Control as

## CALLING OF GENERAL MEETING

(iii) In case the Election Manager or Secretary fails to convene the general meeting as above, the Registrar, should convene the meeting.

- by affixing a copy of the notice at the office of the co-operative society; and
- by circulation of the notice book and getting the signatures of members on it; or
- by sending the notice to members by registered

[ Reserved for printing of ballot paper ]

(iv)

by beat of drum in the area of operation of the cooperative society provided the area of operation consists of one village only; or

(v)

by any other mode as may be prescribed by the Registrar through a special or a general order.

#### PRESIDING OVER THE MEETING

36.0 The meeting should be presided over by the Returning Officer and/or Assistant Returning Officer.

#### PROPOSALS OF CANDIDATES FOR CONTESTING ELECTIONS

37.0

- (i) The names of the candidates should be proposed and seconded by any of the members present in the meeting and
- (ii) The Returning Officer and/ or Assistant Returning Officer should ask and permit the candidates to withdraw their names immediately after such proposal has been made.

#### VOTING

38.0

- (i) If the number of candidates left after the withdrawal is equal to or less than the number of persons to be elected, all the persons should be declared elected by the Returning Officer and/or Assistant Returning Officer;
- (ii) If the number of candidates is larger than the number of persons to be elected, the election should take place by secret ballot;
- (iii) Each voter present should be supplied with an improvised ballot paper having approved election symbols, indicating against each, the name of the candidate to whom such election symbol has been allotted and bearing the stamp of the cooperative society. The voter should affix a rubber stamp having inscribed cross mark (X) on the election symbol against the name of the candidate in whose favour he wants to cast his vote; and

- (iv) The improvised ballot paper on which vote has been recorded should be cast in a closed ballot box.

1. The poll should commence and close at the time fixed in the election programme. All the voters present at the polling station before the closing time should be entitled to record their votes even after the closing time by the Presiding Officer/ Assistant Presiding Officer before the closing time.

#### COUNTING OF VOTES

39.0

- (i) The ballot boxes should be opened immediately after the close of polling in the presence of contesting candidate or their respective authorized agents. Votes polled to each candidate should be counted separately. The candidates found to have secured largest number of votes in order of merit should be declared elected by the Returning Officer and/Assistant Returning Officer. In the event of candidates securing equal number of votes, the matter should be decided by draw of lot. The Returning Officer and/ or Assistant Returning Officer should, immediately after the completion of counting, declare the result in the meeting itself. After the declaration of the result, he should communicate the same to the Election Manager and the Registrar; and

The proceedings of the meeting should also be recorded in the minutes book and should be signed by the Returning Officer and/ or Assistant Returning Officer.

#### [39A: Notwithstanding anything in these guidelines:-

- i) In case of a zone reserved under the preceding para 4.9, the candidate obtaining the highest number of votes out of the candidates who are contesting for the reserved seat in the zone shall be declared elected from that reserved seat.
- ii) In case of a zone reserved for Scheduled Caste candidates under preceding para 4.10, the candidate who obtains the highest

number of votes out of the candidates reserved seat shall be declared elected. Similarly, the candidate who obtains the highest number of votes in that zone shall be declared elected from that zone.

For unreserved seats, the candidates obtaining highest number of votes in order of merit shall be declared elected. The eligible candidates who contested the reserved seats elected therefrom will also be included while determining this merit.

iii) In case of seat reserved for Scheduled Caste candidates preceding para 4.11, the candidate who obtains the highest number of votes out of the candidates contesting for that seat shall be declared elected. Similarly, the women candidates who obtain the highest and second highest number of votes out of the candidates who are contesting for the two seats reserved for women in that society shall be declared elected from those reserved seats.

For unreserved seats, the candidates found to have obtained the largest number of votes in order of merit shall be declared elected. The eligible candidates who contested the reserved seats but were not elected therefrom will also be included while determining this merit.

**40.0** Save as otherwise provided, the procedure for appointment of Election Manager, appointment of Returning Officer and Assistant Returning Officer, and disqualifications of candidates should be same as in case of elections to the managing committee of other cooperative societies, where elections are held by dividing the area operation into zones.

<p><b>GENERAL</b></p> <p><b>41.0</b> The 'Registrar' means the Registrar, Cooperative Societies, Punjab at the appropriate level. It includes as following:</p> <ul style="list-style-type: none"> <li>i) All Primary Cooperative Societies except Primary Cooperative House Building Societies.</li> <li>ii) Primary Cooperative House Building Societies, Urban Cooperative Banks, PABEs, Cooperative Marketing-cum-Processing Societies, District Labour Unions and District Cooperative Unions.</li> <li>iii) Central Cooperative Societies including Cooperative Milk Unions, Cooperative Sugar Mills, Cooperative Spinning Mills and Central Cooperative Banks.</li> <li>iv) All Apex Cooperative Societies</li> </ul> <p>42.0 These guidelines/directions are issued in keeping with the provisions of the Punjab Cooperative Societies Act, 1961 Appendix 'C' to the Punjab Cooperative Societies Rules 1963 and in exercise of powers vested with the Registrar, Cooperative Societies, Punjab under clause 12 of appendix 'C'. In case of any conflict between these guidelines/directions and the Act and the Rules made thereunder, the provisions of the Act and the Rules would prevail. If an issue needs to be clarified, the matter should be referred to the Registrar, Cooperative Societies, Punjab.</p>	<p>including dures for ounts etc. offered by imits from</p> <p>Assistant Registrar, Cooperative Societies, concerned</p> <p>Deputy Registrar, Cooperative Societies concerned</p> <p>Joint Registrar, Cooperative Societies, concerned</p> <p>Registrar/Additional Registrar, Cooperative Societies</p> <p>at the</p>
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Office of the Registrar, Cooperative Societies, Punjab  
(E&T Branch)

ਸੀ.ਐੱਡ.ਟੀ/ਆਈ.ਐਸ.ਡੀ./ਸੀ.ਐਲ.-06/299

ਦੇਣੋਂ :

ਜਨਮਟਰਾਰ

ਸਹਿਕਾਰੀ ਸਭਵਾਂ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ

ਵੱਲ :

ਸਮੂਹ ਸੰਗ੍ਰਹਕ ਜਨਮਟਰਾਰ, ਸਮੂਹ ਉਪ ਜਨਮਟਰਾਰ, ਸਮੂਹ ਸਹਾਇਕ ਜਨਮਟਰਾਰ,  
ਸਹਿਕਾਰੀ ਸਭਵਾਂ ਖੇਤਰ ਵਿੱਚ।

ਵਿਸ਼ਾ : ਸਿਵਲ ਰਿਟ ਪਟੀਸ਼ਨ ਨੰ. 4980 ਆਫ 2000 ਸੀ ਬਲਵਿੰਦਰ ਸਿੰਘ ਬਨਾਮ  
ਐਫ.ਸੀ.ਸੀ. ਅੱਤੇ ਹੋਰ।

ਜਾਣ ਪੱਤਰ :

ਵਿਸ਼ਾ ਅੰਕਿਤ ਕੇਸ ਵਿੱਚ ਮਾਨਯੋਗ ਹਾਈ ਕੋਰਟ ਨੇ ਮਿਤੀ 23.5.06 ਨੂੰ ਕੇਨ ਅਨੁਸਾਰ  
ਹੁਕਮ ਪਾਸ ਕੀਤੇ ਹਨ।

The Administrator appointed in the Society are not taking steps to perform this statutory duty in holding the election within the stipulated period and therefore, we would like to direct that in future if and when any Administrator is appointed in a Cooperative Society he shall be bound to hold the election during his tenure and in case of failure to do so the State Government/Registrar, Cooperative Societies should take disciplinary action against them/him and no supervisory officer/Committee is appointed/constituted.

ਇਸ ਲਈ ਅੱਗੇ ਤੋਂ ਹੁਣ ਕਿਸੇ ਵੀ ਸੁਪਰਵਾਈਜਨਰੀ ਕਮੇਟੀ ਦੀ ਨਿਆਅਤ ਵਿੱਚ ਵਧਾ ਨਹੀਂ ਕੀਤਾ ਜਾਵੇਗਾ। ਇਸ ਲਈ ਹਦਾਇਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਸਭਵਾਂ ਦੀਆਂ ਚੋਣਾਂ ਹਰ ਹਾਲਤ ਵਿੱਚ ਸਮੇਂ ਦੇ ਅੰਦਰ ਅੰਦਰ ਕਰਵਾਉਣੀਆਂ ਯਕੀਨੀ ਬਣਾਈਆਂ ਜਾਣ।

ਸਹੀ/-

ਵਪੀਕ ਜਨਮਟਰਾਰ (ਡੀ)  
ਵਾ : ਜਨਮਟਰਾਰ ਸਹਿਕਾਰੀ ਸਭਵਾਂ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ

## FORMS

**Form-1****(Under Para-9.0 of the Election Guidelines)  
NOMINATION PAPER****(Where election of the society is held by forming zones)**

To be filled in by the candidate for election to the committee of \_\_\_\_\_

**(NAME OF THE SOCIETY)**

1. Number of zone to which the candidate belongs and seeks election \_\_\_\_\_

**2. PARTICULARS OF THE CANDIDATE.**

a) Name in Block Letters \_\_\_\_\_  
 b) Father's Name \_\_\_\_\_  
 c) Age \_\_\_\_\_ Years \_\_\_\_\_  
 d) Present Occupation \_\_\_\_\_  
 e) Full Address \_\_\_\_\_  
 f) Serial No. of the representative (Individual or Cooperative Society) according to the zonal list of the voters \_\_\_\_\_  
 g) If the candidate is authorised representative of the cooperative society, the complete address of the cooperative society being represented \_\_\_\_\_

**NOTE:**

*In case of a candidate being representative of a cooperative society, a certified copy of the resolution of the cooperative society, being represented, be attached.*

**3. PARTICULARS OF THE PROPOSER**

a) Name in Block Letters \_\_\_\_\_  
 b) Father's Name \_\_\_\_\_

**NOTE:**

*(1) In case of a candidate being the authorised representative of the cooperative society or the proposer being authorised representative of the cooperative society, this form shall be accompanied by copies of the resolution of their respective cooperative society duly certified in the manner prescribed in Rule 30 of the Punjab Cooperatives Rules 1963.*

Signature/Thumb Impression  
of the proposer with date.

**4. DECLARATION BY THE CANDIDATE:**

I do hereby solemnly declare that:-

- I agree to this nomination.
- I do not possess any of the disqualifications mentioned in the Punjab Cooperative Societies Act, 1961, the Rules framed thereunder and the bye-laws of the cooperative society.
- Neither the cooperative society, which I represent, nor I possess any of the disqualifications mentioned in the Punjab Cooperative Societies Act, 1961, the Rules framed thereunder and the bye-laws of the cooperative society.
- The particulars given above are correct to the best of my knowledge and belief.

Signature/Thumb Impression  
of the candidate with date

lin  
lin  
lin

**Form-1**  
**(Under Para-9.0 of the Election Guidelines)**  
**NOMINATION PAPER**

*(Where election of the society is held by forming zones)*  
 To be filled in by the candidate for election to the committee of \_\_\_\_\_

\_\_\_\_\_

**(NAME OF THE SOCIETY)**

1. Number of zone to which the candidate belongs and seeks election  
 \_\_\_\_\_

**2. PARTICULARS OF THE CANDIDATE.**

- a) Name in Block Letters \_\_\_\_\_
- b) Father's Name \_\_\_\_\_
- c) Age \_\_\_\_\_ Years \_\_\_\_\_
- d) Present Occupation \_\_\_\_\_
- e) Full Address \_\_\_\_\_
- f) Serial No. of the representative (Individual or Cooperative Society) according to the zonal list of the voters \_\_\_\_\_
- g) If the candidate is authorised representative of the cooperative society, the complete address of the cooperative society being represented \_\_\_\_\_

**NOTE :** *In case of a candidate being representative of a cooperative society, a certified copy of the resolution of the cooperative society, being represented, be attached.*

**NOTE :**

*(1) In case of a candidate being the authorised representative of the cooperative society or the proposer being authorised representative of the cooperative society, this form shall be accompanied by copies of the resolution of their respective cooperative society duly certified in the manner prescribed in Rule 30 of the Punjab Cooperatives Rules 1963.*

**3. PARTICULARS OF THE PROPOSER**

- a) Name in Block Letters \_\_\_\_\_
- b) Father's Name \_\_\_\_\_

c) Age \_\_\_\_\_ years \_\_\_\_\_  
 d) Present Occupation \_\_\_\_\_  
 e) Full Address \_\_\_\_\_  
 f) Serial Number of the proposer (Individual or cooperative society) in the zonal list of the voters \_\_\_\_\_  
 g) If the proposer is authorised representative of a cooperative society, complete address of the cooperative society being represented \_\_\_\_\_

**[Deleted]**

**Signature/Thumb Impression  
 of the proposer with date.**

**4. DECLARATION BY THE CANDIDATE:**  
 I do hereby solemnly declare that:-

- i) I agree to this nomination.
- ii) I do not possess any of the disqualifications mentioned in the Punjab Cooperative Societies Act, 1961, the Rules framed thereunder and the bye-laws of the cooperative society.
- iii) Neither the cooperative society, which I represent, nor I possess any of the disqualifications mentioned in the Punjab Cooperative Societies Act, 1961, the Rules framed thereunder and the bye-laws of the cooperative society.
- iv) The particulars given above are correct to the best of my knowledge and belief.

**Signature/Thumb Impression  
 of the candidate with date**

**NOTE :**

*(1) In case of a candidate being the authorised representative of the cooperative society or the proposer being authorised representative of the cooperative society, this form shall be accompanied by copies of the resolution of their respective cooperative society duly certified in the manner prescribed in Rule 30 of the Punjab Cooperatives Rules 1963.*

**NOTE : (2) (a) The Returning Officer shall permit any clerical error in the nomination papers in regard to numbers to be corrected in order to bring them in conformity with the corresponding entries in the list of voters.**

**(b) The Returning Officer may direct any printing error in the said entries may be overlooked.**

**5. Space for use by the Returning Officer for scrutinising the nomination papers.**

**i) Date and time of the receipt of the nomination papers \_\_\_\_\_**

**ii) Nomination papers accepted/rejected (Grounds in brief be recorded in case the nomination papers of the candidate are to be rejected).**

**Place \_\_\_\_\_  
Date \_\_\_\_\_**

**Signature of the Returning Officer and seal indicating his official designation**

**iii) Election Symbol allotted in case of voting.  
Place \_\_\_\_\_  
Date \_\_\_\_\_**

**Signature of the Returning Officer and seal indicating his official designation**

<b>RECEIPT</b>	
Received Nomination form, from Sri _____	
S/o. Shri _____ for contesting election of _____	
Society on the _____ day of _____ month _____ year.	

Returning Officer

**(Under Para-10 of the Election Guidelines)**  
**REGISTER OF NOMINATION PAPERS**

**Name of the Cooperative Society \_\_\_\_\_**

Sr.No.	Number and/or Name of the Zone	Name and full address of the candidate alongwith name of Coop. Society, if any, he represents	Name of the proposer and also full name of the coop. society, if any, he represents	Date and time of receipt of the Nomination Paper	Signatures of the Returning Officer or in his absence any other officer authorised in his behalf	Remarks
1	2	3	4	5	6	7

Certified that nomination papers from serial No. \_\_\_\_\_ to Serial No. \_\_\_\_\_ were received today from \_\_\_\_\_ a.m. to \_\_\_\_\_ P.M.

Date : \_\_\_\_\_

Signature of the Returning Officer and/or Assistant Returning Officer

**FORM-III**  
**(Under Para-12 of the Election Guidelines)**  
**List of validly Nominated Candidates**

**Name of the Cooperative Society** \_\_\_\_\_

Sr.No.	Number and/or name of the Zone	Name and full address of the candidate
1	2	3

**Certified that nomination papers from serial No. \_\_\_\_\_ to Serial No. \_\_\_\_\_ are found in order and are valid for the election.**

**Date :** \_\_\_\_\_ **Signature of the Returning Officer and/or Assistant Returning Officer**

**FORM-III-A**  
**(Under Para-16 (iii) of the Election Guidelines)**

**List of contesting candidates alongwith election symbols allotted to each**

**Name of the Cooperative Society** \_\_\_\_\_

**Number and/or name of the Zone** \_\_\_\_\_

Sr.No.	Name of the contesting candidates in alphabetical order	Election symbol allotted to each
1	2	3

**Signature of the Returning Officer and/or Assistant Returning Officer**

**FORM-IV**  
**(Under Para-26 (iii) of the Election Guidelines)**  
**LIST OF TENDERED VOTES**

**1. Name of the Cooperative Society and Zone** \_\_\_\_\_

**2. Polling Station** \_\_\_\_\_

Sr.No.	Name of the Voter	Number in the list of Voters	Signature/thumb impression of the voter
1	2	3	4

Principal Office Address of the Society  
Name of the Presiding Officer, Assistant Presiding Officer  
Dated : \_\_\_\_\_

*Signature of the Presiding Officer and/or Assistant Presiding Officer*

**FORM-V**  
**(Under Para-27 of the Election Guidelines)**  
**CHALLENGED VOTERS LIST**

**1. No. and name of the Polling Station** \_\_\_\_\_

**2. Sheet No.** \_\_\_\_\_

Name of the coop. society	Serial No. in the Voters list	Name and Address	Signature/thumb impression of the Voter	Name and other particulars of Challenger	Name and other particulars of identifier, if any
1	2	3	4	5	6

Orders of Presiding Officer in each case  
Dated : \_\_\_\_\_

*Signature of the Presiding Officer and/or Assistant Presiding Officer*

**FORM-VI**  
**(Under Para-29 (viii) of the Election Guidelines)**  
**RESULTSHEET**

**Name of the Cooperative Society** \_\_\_\_\_

**No. & Name of Zone** \_\_\_\_\_

Sr. No.	Name of the Candidate	Votes Polled	Valid & Invalid	Whether elected or not
1	2	3	4	5

*Signature of the Presiding Officer and/or Assistant Presiding Officer*

**Dated :** \_\_\_\_\_

**Name of the Cooperative Society** \_\_\_\_\_

**No. & Name of Zone** \_\_\_\_\_

Ballot papers issued for the Polling Station		Ballot papers used		Ballot papers not used		Discrepancy, if any and reasons thereof
From Serial No.	Total No.	From Serial No.	Total No.	From Serial No.	Total No.	7.
1.	2.	3.	4.	5.	6.	

*Signature of the Presiding Officer and/or Assistant Presiding Officer*

Action is available may forward a

# ANNEXURES

## DECLARATION ON OATH (Under Para 9.1 (i) of the Election Guidelines)

I, \_\_\_\_\_ having been nominated as a candidate to the elections to the Managing Committee/ MCD of \_\_\_\_\_ cooperative society,

do swear in the name of God solemnly affirm that:

- a) I am not in default to any cooperative society in respect of any sum due from me to the cooperative society or do not owe to any cooperative society an amount exceeding my maximum credit limit;
- b) I do not have any direct or indirect interest in any contract to which the cooperative society is a party except in transactions made with the cooperative society as a member in accordance with the objects of the cooperative society as stated in its bye-laws;
- c) I have not been at any time during a period of one year prior to the date of scrutiny of nomination papers, engaged in any private business, trade or profession of any description which is carried on by the cooperative society;
- d) I have not been convicted for any offence involving dishonesty or moral turpitude during a period of five years prior to the date of scrutiny of nomination papers;
- e) I am not covered under any of the restrictions as per Rule 29 of the Punjab Cooperative Societies Rules, 1963;
- f) I have not, during a period of 12 months preceding the date of filing of nomination papers, remained inactive as member or have not been carrying on, through agencies other than the cooperative society of which I am a

ANNEXURE-II

member, the same business as is being carried on, by the cooperative society:

g) I have not incurred any other disqualification as laid down in the bye-laws of the cooperative society;

h) I have not been a member of the managing committee of the cooperative society for two continuous terms and in case, I have served on the managing committee of the cooperative society for two continuous terms, a period of five years has expired since I last so served; and

i) I am not a member of managing committees of more than two primary cooperative societies or more than one central or apex cooperative society.

Signature \_\_\_\_\_

Thumb Impression \_\_\_\_\_

Name & Address \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**LIST OF APPROVED ELECTION SYMBOLS  
(Under Para-16.0 (i) of the Election Guidelines)**

1	मंत्रालय		11	में	
2	मुख्यमंत्री		12	टेलिविजन	
3	सर्वोक्तु		13	ग्रंथी	
4	कर्त		14	पेंसेन्टी	
5	जनन		15	कुँड़ी	
6	अक्षमरी		16	त्रिवेदि	
7	कुर्सी		17	कैम	
8	पंजी		18	पंजी	
9	सेवा		19	पंजी	
10	कैरी		20	टेलीविजन	