

Cooperative Election Urgent

STATE CO-OPERATIVE ELECTION COMMISSION, ODISHA
Plot No. 1800(P), OSAM Building, Khandagiri, Bhubaneswar, Ph. No.- 0674- 2351510,
Email: oscec5@yahoo.com

Letter No. 584/SCEC-Election-II-05/2022

Dated 26.03.22

To

All the Divisional Deputy Registrar of Cooperative Societies/
All District Cooperative Election Officers of concerned Departments /
All Assistant Registrar Cooperative Societies

Sub: Guidelines for the District Cooperative Election Officer-cum-Nodal
Officer for the ensuing Cooperative Election-2022

Madam/Sir,

In continuation to Circular No.1173 dtd.30.10.2014 of the State Cooperative Election Commission the following guidelines are issued to the District Cooperative Election Officers for smooth conduct of election.

1. Preparation of list of Primary Cooperative Societies programmed for Election and handing over the list to District Coordinating Officer and State Cooperative Election Commission.
2. Assessment of requirement of Election Officers is to be completed by 31.03.2022 and same to be placed before the district Collectors through the Divisional Deputy Registrar of Cooperative Societies-cum-District Coordinating Officers. One Election Officer will be allotted with two societies for conduct of election in two poll dates.
3. The District Cooperative Election Officers are already authorized to allot and appoint Election Officer on behalf of the State Cooperative Election Commission, Odisha. In this regard the District Cooperative Election Officers of other departments have to consult with DRCS-cum-DCOs to get required number of Election Officers from other departments. **The model of appointment order of Election Officer is attached herewith for reference.**
4. The officer and staff of the DCEOs and their subordinate offices are to be appointed as Election Officers. Only one staff will be in-charge of the Election Cell and rest staff are to be appointed as Election Officers and other Polling Officers.

//2//

5. The appointment of Election Officers must be completed by **06.04.2022** positively and training to the Election Officers must be completed by **10.04.2022**.
6. The training programme will be organized at DRCS/ARCS level for Election Officers of all the Departments. The DRCS/ARCS should ensure that the "Hand Book for Election Officers" are handed over to the Election Officers during the training.
7. All the DRCS/ARCS should receive the Election Officer Hand Book, Presiding Officer Hand Book and other training material for their Circle/Division on the date of training at MICM, Bhubaneswar.
8. Ensure timely issue of Two Months Notice fixing the date of election of the Society, 35 days Notice (Election Programme) and publication of Provisional Electoral Roll (prior to 30 days of election) by the Election Officers as per statute.
9. Timely procurement of Ballot Boxes as per their requirement.
10. Monitor the procurement of election materials in time.
11. Assess the sensitive & super sensitive booths under his jurisdiction and the requirement of Police Personnel for maintenance of Law & Order .
12. Monitor vehicle arrangement and movement of vehicles for the polling parties for timely arrival at their respective polling booths for smooth conduct of election.
13. Monitoring and supervision of election activities and submission of weekly status report to the Commission from the date of notification by the Commission.
14. A Master Plan is to be prepared on the above noted points for smooth conduct of election and submitted to the Commission.

The guidelines are to be followed scrupulously and any deviation in any manner may compel the Commission to take appropriate action against the defaulters.

Yours faithfully,

Secretary

26/3/2022

//3//

Memo No. 585 /Date 26.03.22

Copy forwarded to the Registrar of Cooperative Societies , Odisha, Bhubaneswar, / Director of Industries, Odisha Cuttack /Additional Director of Industries, Odisha-Cum- Secretary Odisha Khadi and Village Industries Board/ Director, Handlooms, textiles & Handicrafts / Director, Animal Husbandry & Veterinary Services Odisha, Cuttack/ Director, Ayush, Odisha, Bhubaneswar / Director, Fisheries Odisha Cuttack / Chairman-Cum- Managing Director, OMFED, Bhubaneswar / Director (ST), ST and SC Development Department/ Director (SC Welfare), ST and SC Development Department/ Director (OBC), ST and SC Development Department for information & necessary action.


Secretary 26/3/2022

Memo No. 586 /Date 26.03.22

Copy Forwarded to the Principal Secretary to Government in Cooperation Department for information.


Secretary 26/3/2022

OFFICE OF THE DISTRICT COOPERATIVE ELECTION OFFICER

-CUM-

Order No.-----

Date.....

**ORDER OF THE ALLOTMENT OF COOPERATIVE SOCIETY
TO ELECTION OFFICER**

To

Sri

Designation

Address

Whereas the State Cooperative Election Commission vide Notifications have appointed you as Election Officer for the election to the Committees of Cooperative Societies and have authorized the undersigned vide Order No.1144 dated 29.10.2014 to allot Election Officer for specific Cooperative Society. You are therefore hereby allotted the Society (s) mentioned below as the Election officer to conduct and complete the entire process of election as the Election Officer in respect of the Society(s) by following the provision of the OCS Act, Rules, OCS (Elections to the Committees) Rules, 1992 and different circulars/guidelines issued from time to time from competent authorities.

You are instructed to attend the training of Election Officer on dt. _____ at _____ without fail.

By Order and in the name of
State Cooperative Election Commission, Odisha

District Cooperative Election Officer

Name & Address of the Society(s) allotted

1.

2.

Memo No. _____ / date _____

Copy to _____ Society / (Local

Administrative Authority) _____ for information.

District Cooperative Election Officer

Memo No. _____ / date _____

Copy forwarded to the Director, Printing, Stationary and Publication, Odisha, Cuttack/Gazette in-charge, Gazette Cell, Commerce Department, Odisha Secretariat, Bhubaneswar with a request to publish the notification in an extraordinary Odisha Gazette for immediate publication.

District Cooperative Election Officer