

**RESPONSIBILITIES OF
DISTRICT COOPERATIVE ELECTION OFFICERS
&
DISTRICT COORDINATING OFFICERS**

DISTRICT COOPERATIVE ELECTION OFFICER-CUM- NODAL OFFICER

The District Level Officers of the concerned Departments will function as the District Cooperative Election Officers-cum-Nodal Officers for cooperative institutions under the fold of their respective Departments. They shall ensure:

- Preparation of list of Primary Cooperative Societies programmed for Election and handing over the list to District Coordinating Officer and State Cooperative Election Commission.
- 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.

ROLE OF DISTRICT COOPERATIVE ELECTION OFFICERS

- The District Cooperative Election Officers (DCEOs) are already authorized to allot and appoint Election Officer on behalf of the State Cooperative Election Commission.
- DCEOs of other departments have to consult with DRCS-cum-DCOs to get required number of Election Officers from other departments for their appointment.
- 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.

ROLE OF DISTRICT COOPERATIVE ELECTION OFFICERS

(Contd...)

- 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.
- 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.
- The DRCS/ARCS should receive the Election Officer Hand Book and Presiding Officer Hand Books for their division/circle on the date of training at MICM, Bhubaneswar.

ROLE OF DISTRICT COOPERATIVE ELECTION OFFICERS

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- 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.
- Timely procurement of Ballot Boxes as per their requirement.
- Monitor the procurement of election materials & indelible ink in time.
- Assess the sensitive & super sensitive booths under his jurisdiction and the requirement of Police Personnel for maintenance of Law & Order .

ROLE OF DISTRICT COOPERATIVE ELECTION OFFICERS

(Contd...)

- Monitor vehicle arrangement and movement of vehicles for the polling parties for timely arrival at their respective polling booths for smooth conduct of election.
- Monitoring and supervision of election activities and submission of weekly status report to the Commission from the date of notification by the Commission.
- A Master Plan is to be prepared on the above noted points for smooth conduct of election and submitted to the Commission.

DISTRICT COORDINATING OFFICER: DIVISIONAL DRCS

The Divisional Deputy Registrar of Cooperative Societies of the Cooperation Department will function as the District Level Coordinator for conduct of the cooperative elections in the entire district.

ROLE OF DCEOs

He shall co-ordinate with the District Cooperative Election Officers of other Departments mainly on the following assignments.

- The assessment of additional manpower requirement i.e. Election Officer, Presiding Officer, Polling Officer by the District Cooperative Election Officers of other Departments so as to contact the District Collector/BDOs/DAOs for sparing the required number of PEOs(earlier designated as VLWs) & VAWs for engagement as Election Officers / Presiding Officers / Polling Officers
- The names of PEOs, VAWs & LIs must be collected by 31.03.2022

ROLE OF DCEOs (Contd...)

- He shall ensure that the PEOs are not appointed as Election Officers of the Societies in his/her home Panchayat.
- The Administrators of a Society should not be appointed as Election officer of that Society.
- Special attention should be given to election in Urban Cooperative Banks like appointment of Assistant Election Officers /selection of polling stations /police arrangement for smooth conduct of election.
- The list of societies including the sensitive/supersensitive booths must be submitted to the local police station, SPs of the district and the Commission.

ROLE OF DCEOs (Contd...)

- The requirement of additional Ballot Boxes for all categories of Societies be assessed for procurement of the required number of Ballot Boxes from the District Authorities i.e. District Panchayat Officer and Election Cell of Collectorate.
- However, the PACS & LAMPCS must procure their own Ballot Boxes as per requirement.

CONDUCT OF ELECTION IN LAMPCS

- Appointment of Assistant Election Officers for LAMPCS having more than one polling station.
- Separate polling parties should be appointed for conducting the election.
- Ensure adequate Police arrangement for safe movement of the Ballot Boxes from the polling station to the Head Office of the Society for counting.
- Counting should be held at the Head Office of the Society

CONDUCT OF TRAINING PROGRAMMES

- If necessary, the DCEOs of respective departments shall impart training to their Master Trainers at their level.
- The Training Programmes for the Election Officers shall be conducted at 58 ARCS Circles organised by the ARCS of the respective Circle.
- The Hand Books for Election Officers & Presiding Officers shall be handed over the Election officers & Presiding Officers during their Training.
- Two rounds of Training Programmes should be conducted for the Election Officers