

COOPERATIVE ELECTION URGENT

STATE CO-OPERATIVE ELECTION COMMISSION, ODISHA
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Letter No. 3556 / SCEC-Election-II-99/2020

Dated 16/12/2022

To

The Election Officer,
Odisha State Cooperative Bank Ltd.(OSCB), Bhubaneswar/
Odisha State Cooperative Marketing Federation Ltd.(OSCMF)/
Odisha Cooperative Housing Corporation Ltd.(OCHC)/
Odisha Consumers' Cooperative Federation Ltd(OCCF)/
Odisha Federation of Urban Cooperative Banks & Credit Cooperative
Society Ltd., /
Odisha State Cooperative Agricultural and Rural Development Bank Ltd.
(OSCARD), Bhubaneswar/
Odisha State Cooperative Cotton Growers Marketing Federation
Ltd.(COTFED), Bhubaneswar/
Odisha State Handloom Weaver's Cooperative Society Ltd. (Boyanika)/
Odisha Cooperative Tassar and Silk Federation Ltd.(SERIFED) /
Odisha State Cooperative Handicrafts Corporation Ltd.(UTKALIKA) /
Odisha Fisheries Cooperative Corporation Ltd.(FISHFED) /
Odisha State Poultry Products Cooperative Marketing Federation.
Ltd.(OPPOLFED) /
Odisha State Cooperative Milk Producers' Federation Ltd (OMFED) /
Odisha Rajya Talagur Samabaya Sangha Ltd. /
Odisha Cooperative Coir Corporation Ltd. /
Tribal Development Cooperative Corporation Ltd. (TDCC) /
Odisha SC and ST Development Finance Cooperative Corporation Ltd./
Odisha Mahila Vikas Samabaya Nigam Ltd

Sub:- Roles & responsibilities of the Election Officers for conduct of election of the
Apex Cooperative Societies.

Sir,

I am directed to convey the role and responsibility of the Election Officers to
conduct the Election of the members to the Committees including the election of
President & Vice President of Apex Cooperative Societies in a free, fair &
disciplined manner by following the OCS Act, 1962 & OCS (Elections to the
Committees) Rules, 1992 and instructions / guidelines of this Commission.

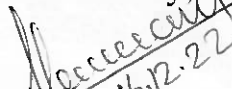
The following important activities need to be carried out by the Election Officers:

- 1. Publication of Two Month Notice & Notice for various stages of Election:-**
Election Officers will publish the date of election of the members of the Committee so fixed at least two months prior to the date of election and Notice for various stages of Election at least thirty five days prior to the date fixed for election.
- 2. Hearing on the objections on Provisional Electoral Roll & Nomination Papers:-** Objections to the provisional electoral rolls and Nomination papers shall be heard and decided by the Election Officer after such enquiry as he may deem necessary.
- 3. Publication of final list of contesting candidates & allotment of symbols:-**
The Election Officer shall notify the final list of contesting candidates along with symbols on the notice-boards of the head office of the society.
- 4. Finalization & arrangement of Polling Booth :-** The Election Officer shall finalize the Polling Station before issue of notice for various stages of election (35 days Notice) and ensure that necessary arrangements are made for smooth conduct of election.
- 5. Appointment & Training of Polling Personnel:-** The names of the Presiding/Polling Officers shall be provided by the concerned Directorates and be appointed by the Election Officers. The training will be imparted to the Presiding Officer & 1st Polling Officer by the Commission.
- 6. Printing of Ballot Papers:-** After finalisation of list of contesting candidates, the Printing of ballot papers is to be taken up by the Election Officer as per the specifications prescribed by the Commission and kept ready atleast three days prior to the date of poll. Maintenance of secrecy in printing of ballot paper and safe custody thereof is the responsibility of the Election Officer.
- 7. Liaisoning with polling personnel:-** Depending on the number of polling booths required to be setup for conduct of election, the Election Officer to keep personal contact and liaise with the polling personnel for smooth conduct of the poll.

8. **Arrangements of Vehicle:-** Ensure arrangement of vehicle in coordination with the Chief Executive of the Society for timely movement of polling parties on the day of dispersal to the polling booth and the return of polling parties after completion of polling & counting on the date of poll.
9. **Election Materials:-** Ballot box, indelible ink and other Forms & Stationeries required for the election are to be supplied by the Chief Executive of the concerned Society. The Election Officers are required to coordinate for timely supply of these materials to the polling party at the time of dispersal.
10. **Smooth Conduct of Poll:-** To ensure perfect arrangement of polling booths as per Rule. Videography/CCTV arrangement is also to be ensured but such arrangement should not violate the secrecy of voting. To coordinate with District / Police Authority for deployment of force for maintenance of law and order during filing of nominations /polls / counting etc.
11. **Counting of Votes:** - The arrangement of counting tables and counting of votes, declaration of result etc. are to be done by the Election Officer. The polling personnel engaged in the poll may also be assigned to assist the Election Officer in counting of the votes till declaration of the result.
12. **Timely submission of reports on dispersal & arrival of polling parties to their respective polling stations / progress / percentage of poll on the date of poll (Copy of Format- 'A' / 'B' / 'C' enclosed)**

It is to impress that it is the statutory duty of the Election Officer to conduct the election of members to the Committee, President & Vice-President. Any dislocation and interruption in the election process should be brought to the notice of the State Nodal Officer / State Coordinator as well as to the Commission for further action at their end.

Yours faithfully,


Secretary
16-12-22

FORMAT – A**Poll Date****Report regarding Dispersal and arrival of Polling parties to their respective polling stations/booths.**

Sl. No.	Name of the Society	Number of Polling Stations	Number of polling parties	OK reports regarding arrival of parties	Remarks [if any]
1	2	3	4	5	6

Signature of the Election Officer/
Asst. Election Officer
Name of the Society

FORMAT – B**Reports regarding starting of poll on 26.02.2022**

Sl. No.	Name of the Society	No. of polling station/booths	Polling started in all the booths of the Polling Stations		Remarks [if any]
			Yes	No	
1	2	3	4		5

Signature of the Election Officer/
Asst. Election Officer
Name of the Society

FORMAT – C**Poll Date****Reports on the progress/percentage of poll**

Sl. No.	Name of the Society	Total nos. of Voters of the Society	Votes cast by	% of the Poll	Remarks [if any]
			10:00 AM/ 01:00 PM/ 04:00 PM		
1	2	3	4	5	6

Signature of the Election Officer/
Asst. Election Officer
Name of the Society