



Tamil Nadu State Co-operative Societies Election Commission

**From**  
Thiru. M.R. Mohan, I.A.S., (Retd)  
Commissioner,  
TamilNadu State Co-operative Societies  
Election Commission,  
Kamadhenu Super Market Building(1<sup>st</sup> Floor),  
273, Anna Salai,  
Teynampet,  
Chennai-18.

**To**

1. The Registrar of Co-operative  
Societies / State Election Officer.

2. All Functional Registrars /  
State Election Officer.

Rc.No.3944/2013/CE.5

Dated:22.09.2014

Sir,

**Sub : Election – Conduct of Elections of the Members to the Boards and Office Bearers of Co-operative Societies in the State - Preservation of Election Records – Maintenance of Register of Election Records – Regarding.**

Ref : Letters Rc.No.3944/2013/CE5 dated 17.07.2013, 29.07.2013, 22.08.2013 and 12.09.2013 of the Commission.

\*\*\*

Your kind reference is invited to the letters cited.

During the visits to the Districts by the Commissioner and the Secretary it was found that despite clear instructions from the Commission the Election Records received by the District Election Officers have not been preserved properly and have been kept in a haphazard manner without giving due importance and care that these statutory records should normally be attached to.

In many of the Districts there is no proper record or Register for the receipt of such records and their safe keeping. Further it is a known fact that these records, as per rules 52 (22) and 53 (13), have to be preserved for the period and have to be destroyed after the period as specified therein.

The Commission therefore, in order to ensure the proper documentation of the receipt, preservation and destruction of the Election Records issues the following instructions:

The District Election Officers should maintain a separate **Register of Election Records** for this purpose in the format and specification as in the proforma in order to ensure uniformity throughout the state.

?

In this Register, two pages may be allotted for each society, serially numbered and the receipt of the election records should be entered in this Register by filling all the necessary columns. The serial number so allotted to the society has to be prominently written on the container of the election records of that society.

Normally the election records are received in 3 stages viz., 1) Electoral Officer 2) Election Officer for the election of Members of the Board and 3) Election Officer for the election of Office Bearers. The above said election records of a particular society may be kept in three separate sealed containers but tied together or may be put together in a large sized container. This sealed container of each society should be marked on it with the respective serial number allotted for that society as in the Election Records Register. Such sealed container of records have to be kept separately and in order in the Record room for easy location and identification.

The Register now prescribed has to be maintained invariably by the District Election Officers, even though a register for election records has already been maintained separately by them and the election records have been handed over by the Electoral Officers and the Election Officers and their signatures duly obtained in such register. In such cases no signature of these officers need be obtained again in the newly prescribed register and it will be sufficient only if the required details with reference to the respective columns are furnished in the newly prescribed register. In such instances, both the registers have to be maintained by the District Election Officers for verification of acknowledgements.

In the matter of printing and supply of these Registers, the Regional Joint Registrar of Co-operative Societies / Observer has to arrange for the printing of these Registers in the format and specification as per proforma in 3 sizes containing 50 /100/200 pages each.

All the District Election Officers in the Region have to report to the Regional Joint Registrar of Co-operative Societies / Observer their requirements of these registers indicating the total number of Registers and their pages according to the number of societies under their jurisdiction.

The Regional Joint Registrar of Co-operative Societies / Observer after getting the requirements from all the District Election Officers has to instruct the Co-operative Printing Press for printing the same and supply to the District Election Officer direct on payment of cost.

The Regional Joint Registrars of Co-operative Societies may be instructed suitably on the above line to arrange for the printing and supply of these Registers to the District Election Officers immediately.

The District Election Officers may be instructed to send their requirements immediately to the Regional Joint Registrar of Co-operative Societies / Observer and to get the Registers from the Co-operative Printing Press on payment of cost and maintain the registers as per the instructions given above.

Instructions regarding destruction of election records shall be issued, after due verification of compliance with these instructions.

A compliance, positively by 20.10.2014, will be much appreciable.

(Sd./-)  
**Commissioner**

**Encl:** Proforma for the Outer Cover and the format  
for the 'Register of Election Records'.

**Copy to:**

1. All Regional Joint Registrars / Observers
2. All District Election Officers

} For information and  
necessary action

## **Specification of Election Record**

1. Board – 2LB Straw Board
2. Size - Full Scape (Landscape)
3. Paper – D/F Paper – 12.5 Kg
4. Binding -  $\frac{1}{2}$  Leather Binding with Corner
5. Colour - Dark Green with Meroon can wash



**TAMILNADU STATE CO-OPERATIVE SOCIETIES ELECTION COMMISSION**

**REGISTER OF ELECTION RECORDS**

...../District Election Officer:

**PROFORMA**

**Register of Elections Records**

**Page Number:**

District Election Officer .....

.....Circle/ District / Region

Designation.....

.....District

<b>Number and Name of the society</b>				
<b>Address</b>	<b>Regular</b>		<b>Casual Vacancies</b>	
	Date of notification :		Date of notification :	
<b><u>RECEIPT OF RECORDS</u></b>				
<b>PART-I : Election of Members of the Board</b>				
<b>A-Stage-I – Voters List</b>				
Name of the Electoral Officer with Designation (Proceedings Rc.No.....)				
Date of Publication of final voter list by the Electoral Officer				
Date of handing over of Election Records by the Electoral Officer				
<b>Signature of the Electoral Officer</b>				
<b>Signature of the D.E.O / Person authorised by the D.E.O(with Name and Designation)</b>				
<b>B – Stage-II – Nomination to Declaration of Result</b>				
Name of the Election Officer with Designation (Proceedings R.No.....)				
Date of Declaration of Election of Members of the Board.				
Date of handing over of Election Records by the Election Officer				
<b>Signature of the Election Officer</b>				
<b>Signature of the D.E.O / Person authorised by the D.E.O(with Name and Designation)</b>				
<b>C – Stage - III</b>				

<b>Election of Office Bearers</b>		
Name of the Election Officer with Designation (Proceedings Rc.No.....)		
Date of Declaration of Election of Office Bearers		
Date of handing over the Election Records by the Election Officer		
<b>Signature of the Election Officer</b>		
<b>Signature of the D.E.O / Person authorised by the D.E.O(with Name and Designation)</b>		
<b>PART-II Destruction</b>		
Date due for destruction: (i)Members of the Board..... (ii)Office Bearers .....		
Details of dispute if any under section 90 is pending and if so before whom it is filed, ARC No, plaintiff, Respondent, Case summary present stage and in case of any revision u/s 153, the details of such revision.		
Details of cases pending before any other judicial forum including High Courts / Supreme Court and if so the details of such cases.		
Date of Destruction .....		
Remarks if any .....		

**ORDER FOR DESTRUCTION**

I Thiru..... the District Election Officer / Person duly authorised by the District Election Officer under Rule 52(22)(b) / 53 (13)(b) ordered the destruction of the above said destruction of the election records in respect of the election of Members / Office Bearers of the Board of the said society in accordance with the provisions as laid down under Rule 52 (a) (b) and (c) / 53 (13) (a) (b) and (c) and the destruction was carried out as per the guidelines issued by the Government of Tamil Nadu for such destruction.

District Election Officer /

Person authorised by the District Election Officer.

Proforma for the Outer Cover for the 'Register of Election Records