



GOVERNMENT OF NCT OF DELHI

Office of the RO, National Cooperative Housing Federation of India/District Magistrate (SOUTH)  
M.B. ROAD, SAKET, NEW DELHI-110068

Phone No. 011-29535025

E-mail: dcsouth@nic.in

F. No. NCHF/2025-26/3(4)(I)/1192

Dated:- 26/02/2026

To,

All Managing Directors of Member Organisations of NCHF

Sub : **Election of Board of Directors and Office Bearers of NCHF on 26<sup>th</sup> April, 2026 and 5<sup>th</sup> May, 2026 respectively at 6A/6, Siri Fort Institutional Area, August Kranti Marg, New Delhi-110049 - Nomination of Delegate to the General Body and Board of Directors of NCHF.**

Dear Sir/Madam,

1. Subsequent upon the expiry of the term of office of present Board of Directors of the National Cooperative Housing Federation of India (NCHF), a new Board will be constituted at the time of the **Special General Body Meeting scheduled to be held on 26<sup>th</sup> April, 2026 at New Delhi**. The newly constituted Board will hold office for the next 5 years.
2. In accordance with the decision of the 203<sup>rd</sup> Meeting of the Board of Directors of NCHF held on 06.09.2025 and the election request submitted by NCHF, the Cooperative Election Authority (CEA) vide its Order No.CEA-12011/255/2025 dated 30.01.2026 has appointed the undersigned as the Returning Officer to conduct the election of the Board of Directors and Office Bearers of NCHF as per the Multi-State Cooperative Societies (MSCS) Act, 2002 as amended by MSCS (Amendment) Act, 2023 and Rules framed thereunder. The **election of the Board** of Directors of NCHF will be held in the **Special General Body meeting** scheduled for **26<sup>th</sup> April, 2026** at New Delhi and the **election of Office Bearers** of NCHF will be held in the meeting of the newly constituted Board on **5<sup>th</sup> May, 2026** at New Delhi.
3. The Member Organisations of NCHF are required to nominate their delegates to the General Body and Board of Directors as per Section 38(3) and Section 45J(1) of the Multi-State Cooperative Societies Act, 2002 as amended w.e.f. 03.08.2023, and bye-laws No. 20 and 20(A) of NCHF which are reproduced below for your kind information:

**SECTION 38(3) OF THE MULTI-STATE COOPERATIVE SOCIETIES ACT, 2002 as amended w.e.f. 03.08.2023**

"Where in any meeting of the general body or the board of a multi-state cooperative society, a cooperative society or another multi-state cooperative society is to be represented, such cooperative society or other multi-state cooperative society shall be represented in such meeting only through the Chairperson or the President or the Chief Executive or a member of the board of such cooperative society or other multi-state cooperative society, as the case may be, if such member is so authorized by the board and where there is no board of such cooperative society or other multi-state cooperative society, for whatever reasons, through the administrator, by whatever name called, of such cooperative society or other multi-state cooperative society:

PROVIDED that where the bye-laws of a multi-state cooperative society provide for representation of other institutions in any meeting of general body or the board of such multi-state cooperative society, such institutions shall be represented through its nominee".

**SECTION 45J(1) OF THE MULTI-STATE COOPERATIVE SOCIETIES ACT,  
2002 as amended w.e.f. 03.08.2023**

"No person shall be eligible to be elected as a member of the board or office bearer of a multi-state cooperative society, unless he is an active member of the general body of that society."

**BYE-LAWS NO. 20 OF NCHF**

**Board of Directors**

20. The Board of Directors shall consist of :-

- (1) 19 delegates from member institutions. All the representatives of member institutions will elect 19 Directors. Each member will have 19 votes to be cast through single ballot.
- (2) Two nominees of the Central Government
- (3) Chief Executive of NCHF.
- (4) Two persons will be coopted one each from the National Housing Bank (NHB) and the Life Insurance Corporation of India (LIC) to facilitate regular financial support from funding institutions.
- (5) At the first meeting of the Board, the Directors shall elect the Chairman and Vice-Chairman.
- (6) No member of the Board shall be eligible to be elected as Chairman or Vice-Chairman of the NCHF, if such member is a Minister in Central or State Government and/or holding any office in more than one Multi-State Cooperative Society. No member of the Board shall be eligible to be elected as Chairman after he has held office as such during two consecutive terms, whether full or part, provided that a member, who has ceased to hold office of the Chairman continuously for one full term shall again be eligible for election to the office as such. The term of the Chairman and Vice-Chairman shall be co-terminus with the term of the Board of Directors. The Board will fill casual vacancies up to one-third of number of elected Directors on the board by nomination out of the same class of members in respect of which the casual vacancy has arisen, if the term of office of the Board is less than half of its original term. In case the number of such casual vacancies in the same term of the board exceeds one-third of number of elected directors, such vacancies shall be filled by elections.

**BYE-LAWS NO. 20(A) OF NCHF**

**20(A) Disqualification for being a Member of Board**

A Member of the Board of Directors shall be cease to hold office if he:

- (a) Is retained or employed as a legal practitioner on behalf of NCHF or against NCHF on behalf of or against member institution.
- (b) Has been convicted for any offence under the Act involving moral turpitude. Has been adjudged by a competent court to be insolvent or has been director of an insolvent company or of unsound mind.
- (c) Absents himself from three consecutive Board meetings and such absence has not been condoned by the Board.
- (d) Absents himself from three consecutive General Body Meetings and such absence has not been condoned by the members in the General Body.

- (e) A person shall not be eligible for being elected as member of Board of NCHF for a period of five years if the Board fails:
- (i) to provide information, documents, personnel, funds or expenses or any other assistance as required by the Cooperative Election Authority for conducting elections under the Act.
  - (ii) to call the Annual General Meeting under the Act; or
  - (iii) to prepare the financial statement and present the same in the Annual General Meeting.
  - (iv) to make contribution to the cooperative education fund or the Cooperative Rehabilitation, Reconstruction and Development Fund established under the Act; or
  - (v) to file annual return specified in the Act within the time specified therein; or
  - (vi) to get the audit of NCHF conducted within six months of the close of the financial year to which such account relate.

As provided in **Rule 19 H(7)** of MSCS Rules, 2002 as amended w.e.f. 04.08.2023 “**Fresh resolution shall be required for every general meeting at which election shall be held.**”

*I, therefore, request you to nominate a representative which will represent on the General Body and Board of NCHF. The name of the delegate should be sent in the prescribed proforma (in duplicate) enclosed at Annexure-A along with following documents at the earliest.*

- (1) A copy of the **fresh Resolution** by the competent authority of the member society nominating the delegate duly attested by the Chairman/Secretary/Chief Executive or any other authorised officer under seal of the Member Society.
  - (2) Period for which the nomination of delegate is made by the member institution.
  - (3) Duly attested specimen signature of the delegate by the Chairman/Secretary/Chief Executive or any other authorised officer under the seal of the member society.
4. The delegate nomination form (**Annexure-A**) complete in all respect should reach the undersigned latest by **23<sup>rd</sup> March, 2026** at the following address:

**SHRI LAKSHAY SINGHAL, IAS**  
District Magistrate (South Delhi),  
Returning Officer,  
National Cooperative Housing Federation of India,  
6A/6, Siri Fort Institutional Area, August Kranti Marg,  
**New Delhi-110049.**

5. Further it is also informed that as per the provisions in the Multi-State Cooperative Societies Act, 2002 as amended w.e.f. 03.08.2023 and Bye-laws of NCHF, defaulter member societies shall not be eligible to exercise voting rights.
6. The elections will be conducted in accordance with the Multi-State Cooperative Societies Rules, 2002 as amended w.e.f. 04.08.2023 (Rule 19G to 19Z and Rule 20, 20A and 20B). A copy of the extracts of relevant Rules is enclosed (**Annexure-B**) for your information. A copy of the **Nomination Form** for filing the nomination for the election to the Board of Directors of NCHF is enclosed at **Annexure-C**.

7. **Publication of final list of members eligible to vote:** A copy of the list of member organizations, together with the names of their authorized delegates eligible to vote received till 23<sup>rd</sup> March, 2026 will be exhibited on the Notice Board of the National Cooperative Housing Federation of India, 6A/6, Siri Fort Institutional Area, August Kranti Marg, New Delhi-110049 on **1<sup>st</sup> April, 2026**. A copy of this list could also be obtained from Assistant Returning Officer appointed by the CEA or Shri Chander Prakash, Assistant, National Cooperative Housing Federation of India, New Delhi.

#### 8. **Election of Directors**

The election of 19 Directors of NCHF will be held on **Sunday the 26<sup>th</sup> April, 2026** from **08.00 AM to 04.00 PM** in the office of the National Cooperative Housing Federation of India (NCHF), 6A/6, Siri Fort Institutional Area, August Kranti Marg, New Delhi - 110 049. The election programme will be as follows:

- (i) **Receipt of the nominations:** Nomination may be presented to the returning Officer or any other person authorized by him in this behalf at National Cooperative Housing Federation of India, 6A/6, Siri Fort Institutional Area, August Kranti Marg, New Delhi-110049 from **08.04.2026 to 10.04.2026, Wednesday to Friday from 11.00 AM to 3.00 PM**
- (ii) **Publication of list of nominations received:** On **10.04.2026** by **5.00 PM**
- (iii) **Scrutiny of Nominations:** On **11.04.2026** from **11.00 AM** onwards at the office of the National Cooperative Housing Federation of India, 6A/6, Siri Fort Institutional Area, August Kranti Marg, New Delhi-110049.
- (iv) **Publication of list of Valid Nominations:** On **11.04.2026** immediately after completion of the scrutiny of nomination papers at the above address and latest by **5.00 PM**.
- (v) **Withdrawal of Nominations:** On **13.04.2026** between **11.00 AM to 3.00 PM**. The candidate may withdraw his candidature by notice in writing delivered in person or by the person duly authorized by him only.
- (vi) **Publication of Final list of contesting candidates:** On **13.04.2026** by evening.
- (vii) **Time, date and Place of Polling, if necessary:** Election, if any from **08.00 AM to 4.00 PM** on **26<sup>th</sup> April, 2026** in the office of the National Cooperative Housing Federation of India, 6A/6, Siri Fort Institutional Area, August Kranti Marg, New Delhi-110049.
- (viii) **Counting of Votes:** **26<sup>th</sup> April, 2026** from **08.00 AM** onwards at NCHF Office.
- (ix) **Submission of Form 19M with recommendations for seeking approval of CEA before declaration of result of BoD:** On **26.04.2026** immediately after the counting is over.
- (x) **Declaration of Results of Elected Directors:** After approval of CEA on Format 19M.

#### 9. **Election of Chairman and Vice Chairman**

After the new Board is constituted, a meeting of the newly constituted Board of Directors of NCHF will be held on **5<sup>th</sup> May, 2026** at **11.00 AM** in the office of the National Cooperative Housing Federation of India, 6A/6, Siri Fort Institutional Area, August Kranti Marg, New Delhi - 110 049 for the purpose of election of the **Chairman** and **one Vice Chairman** in terms of Rule 19N of the Multi-State Cooperative Societies Rules, 2002 as amended w.e.f. 04.08.2026. The election schedule will be as follows:

I	Filing of nominations	On 04.05.2026 from 09:30 AM to 11:30 AM
II	Scrutiny of nomination papers	On 04.05.2026 from 12:30 PM to 02:00 PM
III	Time and date for withdrawal	On 04.05.2026 from 02:00 PM to 04:00 PM
IV	Display of list of the contesting candidate and schedule of election	On 04.05.2026 at 04:00 PM
V	Meeting of Newly constituted Board and Publication of list of valid nominations, polling (if required)	On Friday, the 5 <sup>th</sup> May, 2026 from 11.00 AM onwards
VI	Declaration of Result of Election of Office Bearers	After approval of CEA on Format 19N

A copy of the Election Programme issued by the CEA on 30.01.2026 is also enclosed herewith as **Annexure-D** for facility of reference.

Thanking you,

Yours faithfully,

**Lakshay Singhal, IAS**  
Name and seal of RO  
Mobile Number 8010550440  
Land Line Number-011-29535025

**Lakshay Singhal, IAS**  
District Magistrate (South Delhi)  
Returning Officer,  
National Cooperative Housing Federation of India  
6A/6, Siri Fort Institutional Area,  
August Kranti Marg, New Delhi-110049

Copy to:

1. Notice Board of NCHF, New Delhi.
2. The Central Registrar of Cooperative Societies, Ministry of Cooperation, Tower-E, 9th Floor, World Trade Tower, Nauroji Nagar, New Delhi-110029.
3. The Cooperative Election Authority, Tower-E, 9th Floor, World Trade Tower, Nauroji Nagar, New Delhi-110029.
4. The Chief Executive, NCHF, New Delhi-110049

**Lakshay Singhal, IAS**  
Name and seal of RO  
Mobile Number 8010550440  
Land Line Number-011-29535025

**Lakshay Singhal, IAS**  
District Magistrate (South Delhi)  
Returning Officer,  
National Cooperative Housing Federation of India  
6A/6, Siri Fort Institutional Area,  
August Kranti Marg, New Delhi-110049

**NATIONAL COOPERATIVE HOUSING FEDERATION OF INDIA**  
**PROFORMA TO BE SUBMITTED BY THE MEMBER SOCIETY TO THE**  
**RETURNING OFFICER [UNDER RULE 38(3) OF MSCS ACT] and UNDER RULE**  
**19H (5), 19H (6), 19H (7), OF MSCS RULES TO SEND THE NAME OF**  
**DELEGATE FOR GENERAL BODY MEETING**

	Particulars	Details	
1.	Name of Member Society/Institution		
2.	Address of Member Society/Institution		
3.	Membership number of Society		
4.	<b>Details of delegate:</b>		
	a) Name		
	b) Position (Chairman/Chief Executive/Director/Administrator) held by the delegate		
	c) Society address of the delegate for correspondence and telephone and Mobile number and Father's name		
	d) Specimen signature of the delegate duly attested		
	e) Signature attested:  (Name & designation of the person attesting the signature)		
5.	Nomination details (original copy to be enclosed*)	Board Resolution No.	Date

6.	Name of the Board/Administrator competent to nominate	
7.	Date of expiry of the term of Managing Body/Board	

**Declaration:** I \_\_\_\_\_ (NAME) \_\_\_\_\_ hereby declare, to the best of my knowledge and belief, that the delegate has not incurred any disqualification of membership of this society/institution under Section 29 of MSCS Act and is not disqualified for being a member of the Board of the National Cooperative Housing Federation of India (NCHF) under Section 43 of MSCS Act and all pertinent sections of the MSCS Act 2002 as amended in 2023, its associated rules, and the bye-laws of the NCHF.

(Signature of Chairman/Secretary/Managing Director/  
Chief Executive Officer/Administrator)

Date:

Place:

Seal of the Society/Institution

\*Please enclose original copy of the Resolution

Note:- This duly filled Proforma should reach to Returning Officer at least 21 days prior to the date fixed for the General Body Meeting (Date of Polling)

**EXTRACTS OF RELEVANT RULES ABOUT ELECTION  
FROM MULTI-STATE COOPERATIVE SOCIETIES RULES, 2002  
AS AMENDED W.E.F. 04.08.2023**

**19G. Procedure for conduct of elections**

(1) The election of members of the board shall be conducted by a Returning Officer, to be appointed by the Authority and the Returning Officer so appointed shall not be a member or an employee of the multi-State co-operative society:

PROVIDED, that the Authority may also appoint one or more persons to be called as the Assistant Returning Officer to assist the Returning Officer, for the conduct of the election to the society.

(2) Every Assistant Returning Officer, shall, subject to the control of the Returning Officer and general control of the Authority, be competent to perform all or any of the functions of the Returning Officer:

PROVIDED that, no Assistant Returning Officer shall perform the functions of the Returning Officer relating to the scrutiny of nominations unless the Returning Officer is unavoidably prevented from performing the said function.

**19H. Procedure for conduct of election to the board of multi-State co-operative societies**

(1) The Chairperson and the Chief Executive of the multi-State co-operative society shall inform the Authority at least six months before the expiry of the term of the board, to conduct elections within time and a copy of the information shall also be sent to the Central Registrar.

(2) Within a period of one month from the date of receipt of such information under sub-rule (1), the Authority shall notify the election programme, including the election to the members of the Board and subsequent elections to the posts of office bearers of the multi-State co-operative society and such programme shall include the date of the general meeting wherein elections shall be held:

PROVIDED that the provisions of this sub-rule shall also apply to multi-State co-operative societies under the control of the administrator appointed under sub-section (1) of section 123:

PROVIDED FURTHER that an administrator appointed under sub-section (1) of section 123 shall perform the functions of the board in respect of the society to which he has been appointed as administrator.

(3) The Authority shall appoint a Returning Officer to conduct the elections in respect of the societies referred to in this rule.

(4) The Returning Officer appointed under sub-rule (3) shall send intimation regarding date, time and place of the general meeting to each of the members of the multi-State co-operative society and the Returning Officer may also send such intimation electronically, wherever possible.

(5) Where other co-operative societies or multi-State co-operative societies are members, the Returning Officer shall call on such societies to send the name of their Chairperson or President or the Chief Executive or a duly authorised member of the board of such co-operative society or other multi-State co-operative society as representative (hereinafter referred to as the delegate) in accordance with the provisions contained in sub-section (3) of section 38 together with the resolution of the board of the society and the specimen signature of the Chairperson or President or the Chief Executive or duly authorised member of the board, duly attested and bearing the seal of the society so as to reach him at least twenty-one clear days prior to the date fixed for the general meeting.

(6) Where there is no board of such co-operative society or other multi-State cooperative society, the administrator, or duly authorised administrator, if there are more than one administrators, by whatever name called, shall intimate the Returning Officer in writing under his signature at least twenty-one clear days prior to the date fixed for the general meeting that he or the Chief Executive shall represent such society in the general meeting and where no such resolution or communication intimating the name of the delegate is received by the date fixed or where any intimation changing the name of the delegate is received after such date, it shall not be accepted for inclusion in the list of members or delegates of member-societies.

- (7) Fresh resolution shall be required for every general meeting at which election shall be held.
- (8) It shall be the duty of the board of directors in office, or the administrator, as the case may be, to bring up to date the register of members and such other registers, as the Returning Officer may require and hand over such records, register or registers to the Returning Officer thirty days prior to the date fixed for the general meeting for the purpose of conducting the election.
- (9) The election shall be held at a general meeting of the society convened for the purpose, of which not less than fourteen days prior notice shall be given to the members.
- (10) For the conduct of elections, the Returning Officer shall preside over the meeting, under the supervision of the Authority.
- (11) Notice for holding the general meeting shall also be affixed on the notice board of the Multi-State Cooperative Society and its branches, if any, and the notice shall contain the following information, namely:-
- a) the number of vacancies to be filled by election;
  - b) the area of the constituency (specified in the bye-laws) from which the members are to be elected;
  - c) the qualifications, if any, specified in the bye-laws for eligibility for membership on the board;
  - d) the name of the returning officer, date, place and hours between which nomination paper shall be filed by the members, such date being not less than one clear day before the date fixed for election or if that happens to be a holiday the day preceding which is not a public holiday.

*Explanation.-* For the purpose of this sub-rule, the term 'public holiday' means any day which is declared as a public holiday under section 25 of the Negotiable Instruments Act, 1881 (26 of 1881) or any day which has been notified by the Central Government or the State Government, as the case may be, to be a public holiday to the offices of the Central Government or the State Government, as the case may be;

- e) the date on which and the time and place at which the nomination papers shall be taken up for scrutiny; and
- f) the date and time of which, the place at which and the time between which, the polling shall take place.

#### **19I. Preparation of list of members and delegates**

(1) The Returning Officer shall prepare a list of members eligible to vote as it stood on the date, thirty days prior to the date fixed for the poll and publish copies of the list by affixing them on the notice board at the principal place of business of the society and all its branches, if any, not less than fifteen days prior to the date fixed for election and the list shall specify-

- a) the admission number and name of the member, the name of the father or husband and the address of such member in the case of an individual member; and
- b) the admission number, the name of the society, name of the delegate proposed to represent the society, in the case of a member society; the admission number, the name of the society, name of the delegate and the name of the constituency proposed to represent in the case of a member society and the admission number, the name of the delegate and the name of the constituency where a smaller body has been constituted under proviso to sub-section (1) of section 38.

(2) A copy of the list shall be supplied by the society to any member on payment of such fee as may be specified by the board and where no fee has been specified, the person authorised as per bye-laws of the society shall supply such list on payment of rupees ten.

(3) The Returning Officer shall also publish the election programme, as notified by the Authority, specifying the date and time of receipt of nominations, scrutiny of nominations, withdrawal of nominations, the poll, if required, and declaration of results and the election programme shall also be displayed on the notice board of the society and shall also be published in the newspaper circulated in the area of operation of the multi-State co-operative society at least fifteen days prior to the date of election.

#### **19J. Nomination of candidates**

(1) Nomination of the candidate for election shall be made in Form III, which shall be supplied on request, by the Returning Officer or any other officer authorised by him in this behalf, to any member of the society free of cost.

(2) Every nomination form shall be signed by two members whose names are included in the list of the members or delegates and one of the members shall sign the Form as proposer and the other as seconder for the nomination and the nomination Form shall also contain a declaration signed by the candidate, expressing his willingness to contest the election.

(3) Nomination Form may be presented in person by the candidate himself to the Returning Officer or by any person authorised by him in this behalf, before the date and time specified for submission of nomination Form as per the election programme and the Returning Officer or any other officer authorised by him, who receives the nomination Form, shall enter on the nomination Form its serial number and certify the date and time at which the nomination Form has been received by him and shall immediately give a written acknowledgement for the receipt of such nomination Form, which shall also bear the seal of the society.

(4) The Returning Officer shall, at the close of the time fixed for the receipt of nomination Forms, prepare and display on the notice board of the society, a list of nominations received by him and any nomination Form submitted after the date and time fixed for its receipt, shall be rejected.

(5) No person shall be nominated as a candidate for election to fill a seat on the board if he-

- (a) is ineligible to vote;
- (b) is not qualified or is disqualified to be the member of a multi-State co-operative society or a member of the board under the provisions of the Act and the rules made thereunder; and
- (c) does not possess the necessary qualifications specified in the bye-laws of the society for election as member of the board.

#### **19K. Compliance with sections 43 and 44 of the Act**

The eligibility of the candidates for the election of members of the board and office bearers shall be subject to the provisions contained in sections 43 and 44 of the Act.

#### **19L. Scrutiny of nomination papers**

(1) On the day fixed for the scrutiny of nomination papers

- (a) the Returning Officer shall, at the appointed hours, take up the scrutiny of nomination Forms and the candidate or the proposer or seconder of each of the candidates may be present at the time and place when nomination papers are scrutinised;
- (b) the Returning Officer shall examine the nomination Forms and shall decide all objections which may be made by any candidate or his proposer or seconder in respect of any nomination and may, either accept or reject any nomination:

PROVIDED that the nomination of a candidate shall not be rejected on the ground of an incorrect description of his name or the name of his proposer or seconder or of any other particulars relating to the candidate or his proposer or seconder, as entered in the list of members; if the identity of the candidate, proposer or seconder, as the case may be, is established beyond reasonable doubt;

- (c) the Returning Officer shall endorse on each nomination Form his decision of accepting or rejecting the same, as the case may be, and if the nomination paper is rejected, he shall record in writing a brief statement of his reasons for such rejection;
- (d) the Returning Officer shall not allow any adjournment of the proceedings except when proceedings are interrupted or obstructed by a riot or affray or by any other cause beyond his control; and
- (e) list of valid nominations accepted by the Returning Officer shall be published on the notice board of the society containing the names in the alphabetical order in English and address of the candidates as given in the nomination paper.

(2) Any candidate may withdraw his candidature by notice in writing signed by him and delivered in person or by the person duly authorised by him at any time after the presentation of the nomination Form, but before the date and time specified in the election programme for such withdrawal and the notice for withdrawal of candidature given by the candidate shall be irrevocable.

## 19M. Voting

- (1) If for any area or constituency for which election is to be held, the number of candidates whose nomination Forms have been declared valid, does not exceed the number of candidates to be elected for that area or constituency, the Returning Officer shall at the general meeting convened for the purpose of the election, declare them to have been duly elected to the board, with the approval of the Authority and if the number of candidates whose nominations are valid exceeds the number of vacancies to be elected for any area or constituency, the Returning Officer shall arrange for conducting the poll on the date and time fixed for the purpose and the Returning Officer may appoint as many polling officers as may be necessary for the conduct of the poll.
- (2) A candidate contesting the election, may by a letter, in Form IV, to the Returning Officer, appoint an agent to represent him where polling is held, to identify the voters and to watch the recording of votes and such letter shall also contain the consent in writing of the agent concerned.
- (3) Canvassing of votes by any person at the place where elections are to be conducted shall be prohibited.
- (4) Before the commencement of the poll, the Returning Officer shall show the empty ballot box to the persons present at the time of commencement of the poll and shall then lock it up and affix his seal to prevent it being opened without breaking the seal and the candidate or his agent may also affix his own seal, if he so desires.
- (5) Every member or delegate who desires to exercise his right of vote shall be supplied with a ballot paper containing the names of contesting candidates arranged in alphabetical order either printed, typewritten or cyclostyled, according to convenience, on the ballot paper and the ballot paper shall bear the seal of the society and also the initials of the Returning Officer on the reverse of the ballot paper and contain a column, for the voter to inscribe mark 'X' against the name or names of the persons to whom he intends to cast his vote.
- (6) In every polling station, where there is more than one polling booth, each such booth shall contain a separate compartment in which the members or delegates can cast their votes in secrecy.
- (7) Every member who desires to cast his votes shall enter the polling station with an identity card, given to him by the society; the polling officer shall identify the member by putting questions to him with reference to the list of members or delegates eligible to vote in the polling station, furnished to him and if the polling officer is satisfied with the identity of the member, and if there is no objection from any candidate or his polling agent present at the polling station, he shall issue a ballot paper to him after obtaining signature or thumb impression of the member or delegate on counterfoil perforated with the ballot paper and the counterfoil shall bear the serial number and other details of the ballot paper and on receipt of such ballot paper, the member shall proceed to the polling compartment set apart for the purpose and indicate the person or persons in whose favour he exercises his vote by inscribing a mark 'X' against the name of the candidate or candidates, as the case may be, and put the ballot paper in the ballot box kept for the purpose with utmost secrecy:

PROVIDED that if owing to blindness or other physical infirmity or illiteracy a member is unable to inscribe the mark on the ballot paper, the polling officer, and where no such polling officer is appointed, the Returning Officer shall ascertain from him the candidate or candidates, in whose favour he desired to vote, inscribe the mark X on his behalf and put the ballot paper in the ballot box.
- (8) Every member whose name is entered in the list of members or delegates furnished to the polling officer, shall be eligible to cast his vote unless there is a challenge by the candidate or his agent against his identity and if there is any such challenge about the identity of a member or if the polling officer feels any reasonable doubt, he shall then refer the matter to the Returning Officer, who shall make a summary inquiry and decide the question with regard to the identity of such persons on the basis of records of the society.
- (9) The Returning Officer shall not entertain any challenge by a candidate or his polling agent, of a members identity until the person who challenges pays a fee of rupees five for every such vote and the Returning Officer shall thereafter entertain the challenge and ask the member who has come to poll the vote to affix his thumb impression or signature, as the case may be, on a declaration describing his identity and if he refuses to do so, the member shall not be allowed to vote and if as a result of such summary inquiry, the identity of the member is established to the satisfaction of the Returning Officer, the polling officer shall issue ballot paper, and the member shall then be allowed to cast his vote and in such cases, the challenge fees paid shall be forfeited.
- (10) At the end of the poll, the Returning Officer, shall prepare an account of challenge fees collected, fees refunded to the persons who challenged, and the fees forfeited to the society together with a brief note on the decision arrived at by him after the summary inquiry in each case.

(11) If, at any stage of the polling, the proceedings are interrupted or obstructed by any riot or affray or if at such election it is not possible to conduct poll for any sufficient cause, the Returning Officer shall have the power to cancel the polling, after recording the reasons for such cancellation.

(12) No voter shall be permitted to cast his vote after the time fixed for the polling:

PROVIDED that a voter who enters the premises before the closure of the polling time, shall be issued the ballot paper and be allowed to cast his vote.

(13) The counting of votes shall take place immediately after closure of the poll and if it is not possible to count the votes immediately, for reasons beyond the control of the Returning Officer, the ballot box shall be sealed with the seal of the Returning Officer and of the contesting candidates or of their agents, if they so desire, and deposited with the society for safe custody and in such cases the Returning Officer shall then announce, and also, intimate in writing to the candidates or their agents, the time and place at which the counting shall commence on next day and the votes shall be counted by or under the supervision of the Returning Officer on the next day and every candidate and his authorised agent shall have a right to be present at the time of counting and the absence of any candidate or his agent at the time of counting shall not vitiate counting or announcement of results by the Returning Officer.

(14) After the Returning Officer has completed the counting of votes, he shall prepare a return of the results of the polling and shall forthwith declare the results, with the prior approval of the Authority.

(15) The Returning Officer shall immediately after the declaration of the results, record the proceedings of the election in a report which shall form part of the records of the society and the Returning Officer shall immediately furnish a copy of such a report together with a copy of the return of the results of polling to the multi-State cooperative society and the Authority.

#### **19N. Election of office bearers by secret ballot**

(1) As soon as the members of the board have been elected, the Returning Officer shall, notwithstanding anything contained in the bye-laws of the multi-State co-operative society, convene a meeting of the newly constituted board for the purpose of election of the President or Chairperson, Vice-President or Vice-Chairperson or other elected office bearers of the society, by whatever name they are called, in accordance with the directions of the Authority and such meeting shall not be conducted unless majority of the newly elected members of the board are present, as per bye-laws of the society.

(2) At the meeting so convened by the Returning Officer, he shall preside over the meeting for the purpose of election of the office bearers by secret ballot.

(3) The Returning Officer shall announce the schedule of election of office bearers, stating the number of vacancies to be filled by election, date, place and time between which nomination Forms may be filled by the members; the date on which and the time and place at which the nomination Forms shall be taken up for scrutiny; the date and time of withdrawal; and the date on which, the place at which the polling, if required, may take place and the Returning Officer shall intimate the schedule of election to all the newly elected members of the board and the intending members may submit their nomination, in Form V, to the Returning Officer at such meeting and the Returning Officer shall decide the objections if any, which may be made at the time, to any nomination and after making such summary inquiry, as he thinks necessary, announce the list of valid nominations.

(4) If for any office, for which elections are to be held, the number of nomination of candidates in respect of an office, does not exceed the number of vacancies to be filled for that office, the candidates who have filed valid nominations shall be deemed to have been elected for that office and the Returning Officer shall make a declaration to that effect, with the prior approval of the Authority and if the number of nomination of candidates in respect of an office, exceeds the number of vacancies to be filled for that office, a poll by secret ballot shall be conducted by the Returning Officer and he shall, thereafter, announce the number of votes secured by each candidate.

(5) The Returning Officer shall thereafter record the proceedings of the election of the office bearers in a report which shall form part of the records of the society and the Returning Officer shall also furnish a copy of such report together with a copy of the return of the polling, to the Authority.

(6) The result of the election shall be declared by the Returning Officer, with prior approval of the Authority.

(7) The certificate of election shall be issued immediately by the Chief Executive of the multi-State cooperative society, after declaration of results by the Returning Officer.

**19O. Admission to the place fixed for counting**

- (1) The Returning Officer shall exclude from place fixed for counting of votes all persons except,-
  - (a) such persons as he may appoint to assist him in the counting;
  - (b) persons authorised by the Returning Officer;
  - (c) public servants on duty in connection with the election; and
  - (d) candidates.
- (2) No person, who has been otherwise working for a candidate in the election, shall be appointed under clause (a) of sub-rule (1).
- (3) Any person, who during the counting of votes misconducts himself or fails to obey the lawful directions of the Returning Officer, may be removed from the place where the votes are being counted by the Returning Officer or by any police official on election duty or by any person authorised in this behalf by the Returning Officer.

**19P. Rejection of ballot paper**

- (1) A ballot paper shall be rejected by the Returning Officer, if,-
  - (a) it bears any mark or writing by which the member who voted can be identified; or
  - (b) it does not bear the seal of the society or the initial of the Returning Officer; or
  - (c) the mark indicating the vote thereon is placed in such a manner as to make it doubtful to which candidate the vote has been casted; or
  - (d) is so damaged or mutilated that its identity as a genuine ballot paper cannot be established.
- (2) If after the counting of the votes is completed, an equality of votes is found to exist between any candidates and the addition of one vote will entail any of those candidates to be declared as elected, the Returning Officer shall forthwith decide between the candidates by lottery and proceed as if the candidate had received an additional vote and declare him as elected.

**19Q. Custody of record of elections conducted**

After declaration of the result of election, the Returning Officer shall hand over the ballot papers and records relating to the election of the members of the board and the office bearers to the Chief Executive of the multi-State co-operative society in a sealed cover and all the documents relating to the election shall be safely preserved by the Chief Executive of the society for a period of six months from the date of election or till such time a dispute regarding election, if any, filed is disposed of, whichever is later, and shall thereafter be destroyed.

**19R. Death of candidate before poll**

If a contesting candidate dies and a report of his death is received by the Returning Officer before the commencement of the poll, the Returning Officer shall, upon being satisfied of the fact of the death of candidate, countermand the poll and inform the Authority along with the proceedings with reference to the election, and the election shall be commenced in all respect, as if for a new election:

PROVIDED that no further nomination shall be necessary in the case of a person who was a contesting candidate at the time of the countermanding of the poll:

PROVIDED FURTHER that no person who has given a notice of withdrawal of his candidature before the countermanding of the poll shall be eligible for being nominated as a candidate for the election after such countermanding:

PROVIDED ALSO that no fresh notice of withdrawal by the candidate whose nomination is accepted before the countermanding shall be accepted by the Returning Officer for the election after such countermanding.

**19S. Preparation of electronic voting machines for polls**

If the Authority decides to use an electronic voting machine for the poll, it shall direct the procedure thereof, which shall, as far as is technically feasible be in accordance with these rules.

#### **19T. Election expenses**

All election related expenditure including stationary, printing, postage, xerox, fax, rent for the ballot boxes, indelible ink, police security and such other items of expenditure related to the election of representatives or directors of a multi-State co-operative society, such as preparation of electoral roll, travelling and other allowances and remuneration payable to the Returning Officer, Assistant Returning Officer and other polling personnel shall be borne by the society and paid to the Authority.

#### **19U. Account of election expenses**

(1) Every candidate at an election shall keep a separate and correct account of all expenditure in connection with the election incurred or authorised by him between the date of the order calling the election and the date of declaration of the result thereof, both dates inclusive within the period of thirty days from the date of declaration of the result.

(2) The account shall contain such particulars as may be specified from time to time in addition to the particulars referred to in rule 19W.

(3) The total expenditure shall not exceed the amount as may be specified by the Authority from time to time.

(4) Every contesting candidate at an election shall lodge with the Returning Officer an account of his election expenses within the time and in the manner specified by the Authority from time to time.

#### **19V. Disqualification for failure to lodge account of election expenses**

If the Authority, based on a report from the Returning Officer, is satisfied that a person has failed to lodge an account of election expenses within the time and in the manner specified in rule 19U and has no good reason or justification for such failure, the Authority shall, by order published in the Official Gazette, declare him to be disqualified for being elected as, and for being, a member of the board of any society, and any such person shall be disqualified for a period of three years from the date of the order.

#### **19W. Particulars of account of election expenses**

(1) The account of election expenses to be kept by a candidate shall contain the following particulars in respect of each item of expenditure from day to day, namely:-

- (a) date on which the expenditure was incurred or authorised;
- (b) nature of the expenditure (as for example, travelling, postage or printing etc.);
- (c) amount of the expenditure:-
  - (i) amount paid;
  - (ii) amount outstanding;
- (d) date of payment;
- (e) name and address of the payee ;
- (f) serial number of voucher, in the case of amount paid;
- (g) serial number of bills, if any, in case of amount outstanding;
- (h) name and address of the person to whom the amount outstanding is payable.

(2) All the vouchers shall be lodged along with the account of election expenses, arranged according to the date of payment and serially numbered by the candidate and such serial numbers shall be entered in the account under item (f) of sub-rule (1).

(3) It shall not be necessary to give the particulars mentioned in item (c) of sub-rule (1) in respect of items of expenditure, for which vouchers have not been obtained.

#### **19X. Notice by Returning Officer for inspection of accounts**

The Returning Officer may, within two days from the date on which the account of election expenses has been lodged by a candidate, cause a notice to be affixed to his notice board, specifying-

- (a) the date on which the account has been lodged;
- (b) the name of the candidate; and
- (c) the time and place at which such account may be inspected.

**19Y. Casual vacancies how to be filled in**

(1) In the event of casual vacancy occurring on account of death, resignation, disqualification or removal of the member of the board of a society or if any member becomes incapable of acting prior to the expiry of his term of office or otherwise, subject to the conditions specified in sub-section (5) of section 45J of the Act, the Chief Executive of the multi-State co-operative society shall communicate such vacancies, within a week of its occurrence, to the Authority, who shall take action to fill the vacancies, according to the provisions of section 45J of the Act.

(2) Any person, who gets filled in the casual vacancy as per the provisions of section 45J of the Act shall hold office for the remainder of the period of the members of the board in whose place, such member has been filled.

**19Z. Maintenance of secrecy of voting**

Every officer, clerk, agent, or other person who performs any duty in connection with the recording or counting of votes at an election shall maintain, and aid in maintaining the secrecy of the voting and shall not (except for some purposes authorised by or under any law) communicate to any person any information relating to such voting.

**20. Officers, etc., at an election, not to act for candidates or to influence voting**

(1) No person who is a Returning Officer or an Assistant Returning Officer or a Presiding or Polling Officer at an election, or an officer or clerk appointed by the Returning Officer to perform any duty in connection with an election, shall, in the conduct or the management of the election do any act (other than the giving of vote, if eligible as member) for the furtherance of the prospects of the election of a candidate.

(2) No such person as aforesaid, and no member of a Police Force, shall-

- (a) persuade any person to give his vote at an election;
- (b) dissuade any person from giving his vote at an election;
- (c) or influence the voting of any person at an election in any manner.

**20A. Functions of Observers**

The functions of observers appointed by the Authority shall be to supervise the entire election process, and give directions to the Returning Officer and other officers, subject to the general control and superintendence of the Authority, to ensure the smooth and fair conduct of elections of a multi-State co-operative society.

**20B. Directions by the Co-operative Election Authority**

Subject to the provisions of the Act and the rules made thereunder, the Co-operative Election Authority may issue directions from time to time, as may be necessary for the conduct of free and fair elections and the Board, members, Chief Executive and staff of the multi-State co-operative society shall comply with such directions issued by the Authority.

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**NATIONAL COOPERATIVE HOUSING FEDERATION OF INDIA (NCHF)**  
6A/6, Siri Fort Institutional Area, August Kranti Marg, New Delhi-110049.

**ELECTIONS OF THE MEMBER, BOARD OF DIRECTORS**

26<sup>th</sup> April, 2026

**NOMINATION FORM**

1.	Name of the candidate (delegate) and the member cooperative society or multi-state cooperative Society which he is representing.	::	
2.	Serial No. in the register of members	::	
3.	Address	::	
4.	Name of the proposer (delegate) and the member society which he is representing.		
5.	Serial No. of the member society being represented by the proposer in the register of members.	::	
6.	Signature of the proposer	::	
7.	Name of the seconder (delegate) and the member society which he is representing.	::	
8.	Serial No. of the member society being represented by the seconder in the register of members.	::	
9.	Signature of the seconder	::	

**NATIONAL COOPERATIVE HOUSING FEDERATION OF INDIA (NCHF)**  
6A/6, Siri Fort Institutional Area, August Kranti Marg, New Delhi-110049.

**ELECTIONS OF THE MEMBER, BOARD OF DIRECTORS**

26<sup>th</sup> April, 2026

**Declaration by the candidate contesting election  
to the Board of Directors of NCHF**

I, \_\_\_\_\_, s/o. \_\_\_\_\_  
Member No. \_\_\_\_\_ of NCHF hereby declare that I am willing to stand for election for  
Member, Board of Directors of NCHF and that, to the best of my knowledge and belief I am  
qualified and have not incurred any disqualification for membership of the Board of the National  
Cooperative Housing Federation of India (NCHF) in terms of the Multi-State Cooperative  
Societies Act, 2002 as amended w.e.f. 03.08.2023 and Multi-State Cooperative Societies Rules,  
2002 as amended w.e.f. 04.08.2023 and the Bye-Laws of NCHF.

It is further declared that:

1. I am a duly elected Director on the Board of .....  
..... (Specify  
the name of the member organisation).
2. I am a delegate of the above organisation duly authorised by its Board which is  
duly elected.

**(Signature of the Candidate)**

**Endorsement by the Returning Officer**

This nomination Form was presented to me in person by (candidate/ Proposer/  
Secunder)...../received by registered post on ..... at.....hrs.

**Place: New Delhi**  
**Date:**

**Signature of Returning Officer  
or person authorised by him**

**CEA-12011/255/2025**  
**Government of India**  
**Ministry of Cooperation**  
**Cooperative Election Authority**

**09<sup>th</sup> Floor, Tower E, World Trade Centre**  
**Nauroji Nagar, New Delhi-110029**  
**Issue Date: 30.01.2026**  
**Election no.158/2025-26**

**Election Program**

**{Rule 19H (2)}**

Attachment of the Order no. CEA-12011/255/2025 dated 30<sup>th</sup> January, 2026 for conduct of election.

<b>(A) General Information</b>		
Name of MSCS	National Cooperative Housing Federation Limited (NCHF), New Delhi 6A/6, Siri Fort Institutional Area, August Kranti Marg, New Delhi-110049. <a href="mailto:nchf2001@gmail.com">Email-nchf2001@gmail.com/</a> <a href="mailto:nchf2001@yahoo.com">nchf2001@yahoo.com</a> / 9910508639	
Registration Number	8H, Year-1969	
Returning Officer	District Magistrate / Collector, South Delhi	
Post for which election being held	Board Member- 19 Office Bearers-2 (Chairman-1 & Vice-Chairman-1)	
Nominated Director	2 (As per Section 48)	
Area of Operation	Whole of India	
Number of Society & Organisation	27	
Polling Booth	One at the principal place of business of Society	
<b>The Returning Officer is requested to publish election notice in the newspaper circulated in the area of operation as required under Rule 19-I(3) and to publish election programme on the website of the society one month prior to the commencement of Election Program.</b>		
<b>(B) Election program for seeking name of Representative/Delegate</b>		
<b>(C)</b>		
SL. No.	Particulars	Date
1.	Submission of Members' list to Returning Officer by MD	By 23 <sup>rd</sup> Feb, 2026 (Monday)
2.	Publication of Provisional List of Members Societies on website & Notice Board	24 <sup>th</sup> Feb, 2026 (Tuesday)
3.	Sending of letter to Members requesting to send names of delegates by RO	On or before 03 <sup>rd</sup> March, 2026 (Tuesday)
4.	Last date for receiving of resolutions and name of the delegates from member Society by RO	23 <sup>rd</sup> March, 2026 (Monday)

<b>(C) Election program for Board of Directors</b>			
1.	Publication of Provisional List of Members / Eligible to Vote	23 <sup>rd</sup> March, 2026 (Monday)	By Evening
2.	Time Window for Raising Objection to the Provisional List	24 <sup>th</sup> March, 2026 to 27 <sup>th</sup> March, 2026 (Tuesday to Friday)	11:00 AM to 3:00 PM
3.	Scrutiny of objection received to the Provisional List (if any)	30 <sup>th</sup> March, 2026 to 01 <sup>st</sup> April, 2026 (Monday to Wednesday)	11:00 AM to 3:00 PM
4.	Publication of Final List of Members Eligible to Vote	01 <sup>st</sup> April, 2026 (Wednesday)	By Evening
5.	Issue and Filing of Nomination Form	08 <sup>th</sup> April, 2026 to 10 <sup>th</sup> April, 2026 (Wednesday to Friday)	11:00 AM to 3:00 PM
6.	Publication of List of Nominations Received	10 <sup>th</sup> April, 2026 (Friday)	By 5:00 PM
7.	Scrutiny of Received Nomination Forms	11 <sup>th</sup> April, 2026 (Saturday)	11:00 AM onwards
8.	Publication of List of Valid Nominations	11 <sup>th</sup> April, 2026 (Saturday)	By 5:00 PM
9.	Withdrawal of Nominations	13 <sup>th</sup> April, 2026 (Monday)	11:00 AM to 3:00 PM
10.	Publication of Final List of Contesting Candidates	13 <sup>th</sup> April, 2026 (Monday)	By Evening
11.	Date of Polling, if Necessary	26 <sup>th</sup> April, 2026 (Sunday)	8:00 AM to 04:00 PM and all those who have entered polling station at 04 PM or before should be allowed to cast vote
12.	Counting of votes	26 <sup>th</sup> April, 2026 (Sunday)	08:00 AM Onwards
12A	Submission of Form 19M with recommendation for seeking approval of CEA before declaration of result of BOD	26 <sup>th</sup> April, 2026 (Sunday)	
13	Declaration of Result of Board of Directors	After approval of Cooperative Election Authority, New Delhi on Format 19M	
14	Nomination of Government Director as per Section 48 of MSCS Act.	To be done by 01 <sup>st</sup> May, 2026	

<b>(D) Election Program of Office Bearer</b>			
14	Announcement of Election Schedule	04 <sup>th</sup> May, 2026 (Thursday)	After Declaration of Result of Board Members' Election
	I. Time window for filing nomination	09:30 AM to 11:30 AM	
	II. Scrutiny of nomination papers	12:30 PM to 02:00 PM	
	III. Time and date for withdrawal	02:00 PM to 04:00 PM	
	IV. Display of list of the contesting candidate and schedule of election	04:00 PM	
15.	Meeting of Newly Constituted Board & Publication of List for valid nominations, Polling (if required)	05 <sup>th</sup> May, 2026 (Friday)	11:00 AM onwards
16	Declaration of Result of Election of Office Bearers	After approval of Cooperative Election Authority, New Delhi on Format 19N	

This issues with the approval of Cooperative Election Authority.

Seal:  
Date: 30.01.26

Sd/-  
(Sanjeev Kumar)  
Director-CEA  
Phone No.:011-20909039