

**વાર્ષિક સાધારણ સભાની નોટીસ...**

આથી ધી વરાછા કો-ઓપ બેંક લિ., સુરત ના સભાસદોને જણાવવાનું કે બેંકની ૨૫મી વાર્ષિક સાધારણ સભા તા. ૧૨-૧૨-૨૦૨૦ને શનિવારના રોજ બપોરે ૩.૩૦ કલાકે, જે.ડી.ગાબાણી હોલ, સૌરાષ્ટ્ર પટેલ ભવન, સરદાર ચોક પાસે, મીની બજાર, વરાછા રોડ, સુરત મુકામે નીચે જણાવેલ કાર્યો માટે મળશે, તો તમામ સભાસદોને હાજર રહેવા નમ્ર વિનંતી છે.

**એજન્ડા...**

૧. ગત તા.૨૨-૦૭-૨૦૧૯ ના રોજ મળેલ સાધારણ સભા તથા તા.૨-૧૨-૨૦૧૯ ના રોજ મળેલ ખાસ સાધારણ સભાની મીનીટ્સ બુક વંચાણમાં લઈ બહાલી આપવા બાબત.
૨. તા.૩૧-૩-૨૦૨૦ ના રોજ પુરા થતાં વર્ષના ઓડિટ થયેલ નફા-નુકશાન ખાતું, પાકું સરવૈયું તથા ઓડિટ રીપોર્ટ વંચાણમાં લઈ મંજૂર રાખવા બાબત.
૩. બોર્ડ ઓફ ડિરેક્ટર્સે ભલામણ કરેલ સને ૨૦૧૯-૨૦૨૦ ના વર્ષના નફાની ફાળવણી મંજૂર કરવા બાબત.
૪. સને ૨૦૨૦-૨૦૨૧ ના વર્ષ માટે ઓડીટરશ્રીની નિમણૂક બાબત.
૫. બેંકના પેટા નિયમ નં.૪૯ (૪) મુજબ સને ૨૦૧૭-૧૭ ના વર્ષનું અન-ક્લેઈમ ડિવિડન્ડની રકમ રિઝર્વ ફંડ ખાતે લઈ જવા અંગે.
૬. બેંકના પેટા નિયમ નં.૨૧ (૭) મુજબ બહારથી ભંડોળ એકત્ર કરવાની હદ મુકરર કરવા અંગે.
૭. વ્યવસ્થાપક સમિતિના ચુંટણીના નિયમો મંજૂર કરવા બાબત.
૮. પ્રમુખ સ્થાનેથી રજુ થાય તે વિષય ઉપર નિયમાનુસાર ચર્ચા કરી નિર્ણય કરવા બાબત.

સુરત.

તા. ૧૩.૧૧.૨૦૨૦

વી. બી. ધાનાણી

જનરલ મેનેજર

(બોર્ડ ઓફ ડિરેક્ટર્સના હુકમથી)

**નોંધ...**

૧. પેટા નિયમોમાં જણાવ્યા મુજબ સભાનું કોરમ ન થાય તો સભા અડધો કલાક બાદ તે જ સ્થળે, તે જ એજન્ડા માટે મળશે અને સભાનું કામકાજ કરવામાં આવશે જે કાયદેસર ગણાશે.
૨. સભામાં ફક્ત સભાસદ તથા આમંત્રિત વ્યક્તિ જ હાજર રહી શકશે.
૩. સભાસદોએ જે કંઈ ખુલાસા મેળવવા હોય તે સંબંધે લેખીત જાણ સભાની તારીખ ના સાત દિવસ પહેલા કરવી. સમયસર આવેલ પત્રની સભામાં પ્રમુખશ્રીની મંજૂરીથી સમજુતી આપવામાં આવશે.
૪. સભામાં આવનાર દરેક સભાસદોએ ઓળખ પત્ર સાથે લાવવા વિનંતી છે.
૫. સભાસદોએ દાખલ થતી વેળાએ મિનિટ્સ બુકમાં સહી કરવાની રહેશે.
૬. સને ૨૦૧૭-૨૦૧૭ ના વર્ષનું ડિવિડન્ડ જે સભાસદોએ લઈ જવાનું બાકી હોય તેમણે તા.૩૧-૧૨-૨૦૨૦ સુધીમાં લઈ જવું. અન્યથા પેટા નિયમ નંબર ૪૯(૪) મુજબ તે રિઝર્વ ફંડમાં લઈ જવાશે.
૭. દરેક સભાસદોએ Email ID તથા કોન્ટેક્ટ નંબર તથા KYC કમ્પલીટ કરાવી લેવા.
૮. દરેક સભાસદોએ ફરજિયાત માસ્ક પહેરીને આવવાનું રહેશે તથા સોશિયલ ડીસ્ટેન્સનું પાલન કરવાનું રહેશે.

# **THE VARACHHA CO-OPERATIVE BANK LTD.,SURAT**

## **ELECTION RULES**

- 1.** These Rules shall be called the Rules for election of members of Board of Directors of **THE VARACHHA CO-OPERATIVE BANK LTD., SURAT**

### **2. DEFINITIONS**

- [01] '**BANK**' means The Varachha Co-op Bank Ltd, Surat.
- [02] '**Bye-Laws**' means the Bye-laws of the Varachha Co-operative Bank Ltd., Surat.
- [03] '**Rules**' means The Gujarat Co-op Societies Rules 1965.
- [04] '**Act**' means The Gujarat Co-op. Societies Act 1961 and as amended by the Government from time to time.
- [05] '**Year**' means the Accounting Year of the Bank from 1<sup>st</sup> April to 31<sup>st</sup> March.
- [5A] '**Election**' means election of Board of Directors from the members of the Bank.  
[ Nominal members are not eligible ]
- [06] '**Election officer**' means the officer appointed by the Board of directors / Bank to conduct the Election program and shall work as per the election rules.
- [07] '**Assistant Election officer**' means the officer/s appointed by the Election officer to assist and to work under the control of Election officer.
- [08] '**Member**' means share holder of the bank, whose name has been entered in the member's list.
- [09] '**Voter**' means a registered share holder possess requisite qualification as per bye-laws of the Bank. He must be a member of the Bank for whole of the immediate previous financial year in which the election is held and continues to be as member.
- [10] '**List of Voter**' means the final list of voters.

### **3. ELECTION PROGRAM**

The Board of Directors shall declare the Election Program in such a way that election shall be conducted before the expiry of Board of Director's term so as to ensure that the newly elected directors of the Board assumes office immediately on the expiry of the term of office of the directors of the outgoing Board.

- 4.** The Board of directors will appoint the Election officer to conduct the program as deemed powers are delegated by the Board.

5. The Election officer can also appoint presiding polling officers / sub staff as and when needed.
6. It will be the duty of the Election officer to control and supervise the Election program.  
The Election staff has to work under the supervision, guidance and control of Election officer.
7. The Election program shall be published on the Notice Board of the Bank's Head\_office, all branches and the notice of election shall be published in any one of the local daily newspaper.

## **8. ELECTION SCHEDULE**

The Election schedule shall comprise of following items including number of Directors to be elected.

- [01] The date of publication of provisional list of voters.
- [02] The last date of submission of claims and objections to the provisional list of voters.
- [03] The Date of publication of final list of voters.
- [04] The date, place and time of obtaining the nomination forms.
- [05] The date, place and time of acceptance of the nomination forms.
- [06] The date, place and time of scrutiny of nominations.
- [07] The date of publication of list of valid nominations.
- [08] The last date and time of withdrawal of nomination.
- [09] The date of publication of final list of candidates contesting the election.
- [10] The date, place and time of polling (Voting).
- [11] The date, place and time of counting of votes and declaration of result of voting.

## **9. PUBLICATION OF VOTER'S LIST**

**[01]** The list of members qualified to vote shall be published by the General Manager or an Authorised officer on the Notice board of the Bank's Head office and all branches in English duly signed by the General manager or an Authorised officer.

Full name of member with surname and address as per the member's register shall be mentioned in the voters list in English as per folio serial number.

In the case of member firm, company, trust / any other institution of the Bank they have to intimate the name of their representative who can participate in the Election of Board of Directors before the publication of provisional voter's list.

**[02]** The claims and objections if any on the provisional voter's list, shall be forwarded in writing to the General manager or an authorised officer of the Bank.

**[03]** The Election officer shall consider the claims and objections received and take the decision and revise the list of voters, if deems necessary, and publish the final list of voters.

**[04]** The final list of voters can be made available to the contesting candidate on request and by payment of charges fixed by the election officer time to time, a candidate cannot get more than 3 copies of the list.

## **10. POLLING ARRANGEMENT**

**[01]** It will be entire responsibility of the Election officer to manage the election as provided in bylaws and election Rules.

No propaganda shall be allowed within hundred meters peripheral distance of polling station.

**[02]** Polling Booth

As per rules the Election officer shall arrange sufficient polling booth/s and make necessary arrangement for the purpose. The Booth arrangement & polling booths arrangement shall be published on the notice board of the Bank.

**[03]** Polling Officers

The Election officer shall appoint the presiding / polling officer in sufficient numbers but such person shall not be relative of any candidate by any means and they cannot participate in propagandas.

## **11. NOMINATION**

**[01]** Nomination form shall be as per form 'A' attached to this rule, and be available from the office without any charge or fixed as per election rules. Only the form supplied by the Bank, will be accepted.

**[02]** The form shall be filled in with all particulars and signature of all concerned. It shall be presented by the candidate or his proposer to the Election officer as per election program. The Election officer will acknowledge the same during the office hours.

**[03]** The candidate has to deposit Rs.1000/-as Election deposit and the receipt of which shall be produced & shown to the election officer at the time of submission of nomination form.

**[04]** The Election officer shall verify the nomination form. A member cannot propose more than the numbers of seats to be elected.

**[4A]** The candidate should possess qualifications as per bye laws of the Bank. He should not possess any disqualification as per bye laws, act or rules. Disqualification will be applicable.

**[05]** Symbol of Election

Election officer shall allot separate election symbol to each candidate. The election symbol should not be connected with any political party.

## **12. SCRUTINY OF NOMINATION FORMS**

**[01]** The election officer will scrutinize the nomination forms as per the election program.

**[02]** The Election officer shall scrutinize & verify the nomination form and consider the claims and objection raised and decide it and accept or reject the nomination form, as per the byelaws & election rules of the Bank. In case of rejection of nomination, the reasons shall be recorded on the nomination form and the reasons will be communicated to the candidate concerned on the same day or next day in writing.

**[03]** The list of candidates whose nomination forms are accepted shall be published by the Election officer on the notice board of the Bank's Head Office as well as at all branches under his signature and Bank's seal.

## **13. WITHDRAWAL OF NOMINATION**

The candidate can withdraw his nomination form before the date fixed for the purpose by giving due notice in writing. Once the nomination form is withdrawn, it remains withdrawn and no future negotiation shall be taken up.

## **14. FINAL LIST OF CANDIDATES**

The final list shall be declared on prescribed date on the notice board of the Bank's Head Office as well as at all branches. The name of the candidates shall be arranged in English OR Gujarati as per alphabetical order with the symbol allotted to them.

**15.** If nominations received for election are less or equal to the number of seats to be filled, the candidates shall be declared as duly elected and the result may be published on the Notice Board of Bank's head office as well as at all branches.

**16.** If nominations are less than the seats declared for election, the vacancy shall be filled by bye election later on.

**17.** If the contesting candidate dies, after the publication of final list of candidates or before the date of polling (voting), his / her name will be cancelled / deleted from the ballot paper. The Election deposit will be returned to the heir of the deceased candidate.

## **18. VOTING PROCEDURE**

If the election is necessary, it will be held as per the election program and accordingly to the prescribed procedure voting will take place.

**19.** The candidate can appoint one polling agent on his / her behalf and one as reliever for each polling station. The appointment letter shall be produced to the presiding officer of concerned polling station, candidate can also appoint his counting agent, the name of the same along with photo & ID proof shall be reported to the Election officer.

**20.** Only the valid / eligible Voter can vote, **no proxy voter** shall be allowed.

**21.** Voter has to insert his Ballot paper duly folded in the Ballot Box and in case if election conducted through EVM machine then the voter has to vote by operating appropriate key of EVM machine.

## **22. BALLOT PAPER**

The Ballot paper shall be as per form '**B**' and shall be printed in English OR Gujarati. The ballot paper shall bear the seal of the Bank and signature of the presiding officer.

## **23. ARRANGEMENT OF POLLING STATIONS**

**[01]** The Election officer shall provide at each polling station a sufficient number of ballot boxes and ballot papers.

**[02]** The list of voters and copy of list of contesting candidates shall be displayed outside the polling booth / station.

None other than the polling officers, assistants, other election staff and officers appointed by the Election officer, candidate and / or his agent can remain present in polling station.

## **24. PREPARATION OF BALLOT BOXES FOR POLL**

**[01]** Every Ballot box shall bear a label of the Bank, date of poll and Ballot Box No. with Bank's seal & sign.

**[02]** Immediately before the commencement of poll, the presiding officer shall demonstrate to the Polling Agents and other persons present, that the Ballot box is empty and bears a label. He will sign it and obtain the sign of agent / candidates present.

The ballot box shall be closed, locked, sealed and secured and placed in full view of the polling officer and polling Agents.

**[03]** The voter has to sign / make thumb impression on counter, before obtaining Ballot paper, he / she will mark his / her vote/s & insert the ballot paper duly folded in the Ballot Box.

Every Voter shall be entitled to cast his / her vote on the number of seats for which election is being conducted. However, no voter shall be allowed to give more than one vote to anyone candidate.

**25.** In case of handicapped / disabled person, the polling officer can help or arrange for such help through any other person for casting his vote.

**26.** If a voter asking for his / her ballot paper and he / she finds that his / her ballot paper has already been consumed and used by someone else, he / she can registered his / her rights to vote. In such cases after obtaining photo & ID proof and after proper enquiry, presiding officer may give a ballot paper to him from the last [number] and such ballot paper should be kept in a special cover and not in the ballot box for further necessary disposal.

## **27. CLOSING OF POLL**

The presiding Officer shall close the gate of a polling station at the hour fixed for voting and there after shall not admit any voter in to the polling station. Only those voters who are already entered in the premises for voting and are in the queue at the close of the gate should be allowed to cast his / her vote.

## **28. CLOSING OF BALLOT BOX AFTER POLL**

**[01]** After the closing of the poll, in the presence of candidates / agents the Ballot Box will be closed and seal the slit and also allow polling agents to affix his seal. The ballot box shall thereafter be sealed and secured by the presiding officer.

**[02]** The marked copy of the list of voters, unused ballot papers, counter foils of unused ballot papers, cancelled ballot papers & tendered ballot papers shall be kept in separate packets and sealed & signed by the presiding officer and allowed the candidates or his agent to sign or mark his seal if he desires.

**[03]** The presiding officer shall then deliver the ballot boxes, the papers and envelopes and account of ballot papers to the Election officer or his authorised person.

**[04]** The Election officer shall make adequate arrangements for the safe transportation of ballot Boxes and other election material for their safe custody until the commencement of the counting of votes.

## **29. COUNTING OF VOTES**

**[01]** The election officer shall start counting of votes at the notified place, time and date in the presence of candidates and /or agents.

**[02]** Before opening ballot boxes at a counting table, candidates or agent shall be allowed to inspect the seal and to satisfy themselves, that it is intact.

The Election officer shall ensure that the ballot boxes, are intact and has not been tampered with.

**[03]** The ballot papers will be taken out of ballot boxes and will be arranged in convenient bundles and scrutinized.

**[04]** A ballot paper shall be rejected if,

**(A)** No vote is recorded thereon, **OR**

**(B)** If, the voter has recorded on the ballot paper more votes than the seats to be elected, **OR**

**(C)** If the mark indicated & placed in such manner as to make it doubtful to which candidate the vote has been given, **OR**

**(D)** If it is so tampered/damaged or mutilated that its identity as a genuine ballot paper cannot be established, **OR**

**(E)** If it bears any mark or writing by which the voter can be identified, **OR**

**(F)** If it is spurious ballot paper.

**30.** The grounds of rejection shall be recorded on the ballot paper.

**31.** Before rejecting any ballot paper, the election officer shall allow candidates / agents to present a reasonable opportunity to inspect the rejected ballot paper.

**32. [01]** The counting of votes shall proceed continuously till it is over.

**[02]** The counting work shall be carried out by the counting staff.

**[03]** After separating the invalid ballot papers, the valid ballot papers shall be taken for counting.

**[04]** After completion of counting of all ballot papers, the Election officer shall prepare a consolidated statement recording therein the total number of votes pooled by each candidate. After completion of counting, the election officer shall keep valid ballot papers and rejected ballot papers in different packets and seal it and put his signature.

**[05]** After completion of counting, the Election officer shall prepare result sheet in order of highest number of votes pooled and declare the result of election.

**[06]** In case of an equality of votes the names of such candidates shall be written on a separate chit, duly folded and one of this folded chit shall be picked up by a third person and the candidate whose name appeared on the chit picked up will be declared elected candidate.

**33. [01]** After such announcement, if the candidate or his election agent desires for

recounting may apply in writing to the Election officer stating the grounds for recounting.

**[02]** On receipt of such application the Election officer shall decide the matter and the decision shall be given in writing with reasons thereof.

**[03]** If application is allowed, the Election officer will recount the ballot papers again in accordance with his decision immediately.

**[04]** On the result of recount amend the Result sheet to the extent necessary and announce the amendment so made by him and no application for a recount shall be entertained thereafter.

#### **34. DECLARATION OF RESULT**

**[01]** The Election officer shall then declare the candidates elected who polled the highest votes and certified it.

**[02]** The result of the Election shall be reported in the Annual Report of Annual General Meeting for the notice of members. In case of reports dispatched the result shall be read and announced in the Annual General Meeting of the members.

#### **35. EVM MACHINE**

As all are aware that the computerization and digitalization having entered in all the walks of our life, thus Bank may take decision about conducting Election through EVM Machines as other option instead of Manual Election. Thus both options always will be available /opened to Bank to conduct Election either Manually or through EVM Machines. The Bank will allot and entrust entire work of conducting election through use of EVM Machines to any independent firm who are reputed and experienced in conducting such work and also services of Chartered Accountants will have to be engaged in this regard.

#### **36. NOTA**

The Bank may decide to adopt the choice to be given to voters for use of the term NOTA in case voter is not willing to vote to any contesting Candidate. For the same the NOTA will be printed on ballot papers. The candidate will be free to choose NOTA instead of any contesting candidate.

#### **37. GENERAL**

**[01]** The election officer will put all the literature in one box and will seal it and handover it to the manager for safe custody.

**[02]** In case of any dispute the same will be referred under section 96 of the Gujarat State Co-operative society Act 1961.

**[03]** If an appeal is made after the decision of an appeal and in case of no appeal the Election material will be destroyed after period of two months.

**[04]** The Election program shall be adhered strictly but in abnormal circumstances in any exigency or natural calamity, the Bank can revise the Election program and publish on the notice board of the Bank and also publish in daily newspaper, for wide publicity.

**[05]** The deposit of the candidate who does not poll  $1/10^{\text{th}}$  of the total valid votes, shall be forfeited.

**[06]** The Refund of election deposit shall be returned as early as possible after the election is over.

**[07]** In case of any interpretation of these rules the decision of the District Registrar shall be final and binding to all.

**Form "A"**  
**The Varachha Co-op. Bank Ltd.**  
**Form of Nomination for the election of members of Board of Directors**  
**Term \_\_\_\_\_ to \_\_\_\_\_**

To,  
The Election Officer,  
The Varachha Co-op. Bank Ltd. SURAT

Name                      Father/Husband Name                      Surname

- (1) Full Name of Candidate as per voter list  
(2) Age  
(3) Full Postal Address of candidate  
(4) Sr. No. of candidate in voter list  
(5) Name of Constituency  
(6) Name of Proposer  
(7) Sr. No. of proposer in voter list  
(8) Name of seconder  
(9) Sr. No. of seconder in the list of voters

Director of Board

A. \_\_\_\_\_  
Sign. of The Proposer

B. \_\_\_\_\_  
Sign. of The Seconder

**DECLARATION BY CANDIDATE**

I hereby signify my willingness to serve as a member of the board of Directors of the Bank, and also agree and abide myself to take responsibility if I am elected, I am duly qualified for the member of Board of Bank.

Place :

Date :

\_\_\_\_\_

C. Sign of Candidate

I hereby select the following symbol for my election in order of my preference.

- 1  
2  
3

\_\_\_\_\_

Sign of Candidate

Sr. No. of Nomination Form:-

The Nomination is delivered to me at my office at \_\_\_\_\_ (hour) on \_\_\_\_\_ (date) by the candidate / proposer of candidate.

\_\_\_\_\_

Sign of Election Officer

Date:

Remarks of Election officer:

**Acknowledgement of Nomination**

Sr. No. of Nomination Form:-

The Nomination form of Shri \_\_\_\_\_ a candidate for election for member of Board to be held on Dt. \_\_\_\_\_ for Director of The Varachha Co-op. Bank Ltd., Surat is delivered to me at my office at \_\_\_\_\_ (hour) on Dt. \_\_\_\_\_ by Shri \_\_\_\_\_ candidate / proposer of candidate.

All the Nomination papers will be taken up for scrutiny at \_\_\_\_\_ on \_\_\_\_\_ (date)

Date:

\_\_\_\_\_

Sign. of Election Officer

**Ballot paper**  
**The Varachha Co-op. Bank Ltd.,**  
**Surat**

Term \_\_\_\_\_ to \_\_\_\_\_  
Sr. No. \_\_\_\_\_

Election of Board of Directors.

Date of Election

\_\_\_\_\_

Sr. No. of list of Voter

\_\_\_\_\_

Sign or Thumb Impression of  
Voter

**FORM - B**  
**THE VARACHHA COOPERATIVE BANK LTD.**  
**SURAT**

ELECTION FOR DIRECTORS OF BOARD

Term \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
DATE OF ELECTION :

\_\_\_\_\_

SR. NO.	NAME OF CANDIDATE	SYMBOL	SPACE FOR MARKING CROSS
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- (1)Sr. No.of Ballot paper will be shown at the reverse side of Ballot Paper by printing.
- (2)Election officer or presiding officer will sign, on reverse and mark seal of the Bank

## DECLARATION

I, \_\_\_\_\_ have filed nomination for the post of the Director of The Varachha Co-operative Bank Ltd., Surat on Dt. \_\_\_\_\_ for the term \_\_\_\_\_ to \_\_\_\_\_ .

I hereby declare that my membership No. is \_\_\_\_\_ holding total No. of shares \_\_\_\_\_ and my membership is for more than three years with the Varachha Co-op Bank Ltd., Surat.

I am also a depositor of The Varachha Co-op Bank Ltd., Surat having Term deposit of Rs. \_\_\_\_\_ with \_\_\_\_\_ Branch vide Term deposit account No. \_\_\_\_\_ deposited on Dt. \_\_\_\_\_ matures on Dt. \_\_\_\_\_ .

According to Section 115-C of Gujarat Co-operative Societies Act, 1961, I further declare that :-

1. Myself or my relatives are not guarantor and have not taken any loan from The Varachha Co-operative Bank Ltd., Surat as per RBI guidelines.
2. Myself or my relatives are not defaulters for any kind of loans or advances taken from any Bank or financial institution or NBFC.
3. No recovery proceedings are being initiated for dues of loans taken from any other Bank either legally or through SARFAESI Act, 2002, or through Debt recovery tribunals located at the places anywhere in India.
4. I am not having any disqualifications as quoted under Sec.115 of GCS Act, 1961.
5. I am aware of the facts that the declaration hereby made is found to be false or suppression of the facts, I will be totally ineligible for the contest of election to the Board of directors of The Varachha Co. operative Bank Ltd., Surat.

Place : Surat

Date : \_\_\_\_\_

Signature of the Contestant