

Gopinath Nagar, Guwahati - 16

ANNUAL RETURN FOR THE YEAR.....PART - A

1. Name of the union :
2. Address of the Union :
3. Registered Head office. :
4. Number & Date of Certificate of Registration :
5. Classification of Industry (to be Shown as per schedule of the Industries attached) :
6. Classification of sector :
 - a) Public sector central sphere :
 - b) Public sector state sphere :
 - c) Private sector - central sphere :
 - d) Private sector-state sphere :
7. Name of the all India Body, Federation which affiliates :
8. Affiliation Number :
9. Affiliation fee paid during the year :
10. Number & Date of receipt for Payment of affiliation fees :
11. Membership fee per month :
12. Number of members on back At the beginning of the year :
13. Number of members admitted During the year :
14. Number of members who left During the year :
15. Number of members on book At the end of the year (i.e. or 31st December.....) :

Male	Female.....
Total.....	
16. Number of members contribution to the political fund :
17. Number of members who paid Their subscription for the Whole year :
18. A copy of the rules of trade Union corrected up to Date of dispatch of this Return is appended :
19. Part 'B' of the Return overleaf has been duly completed. :

Seal :

SECRETARY

Date :

PART -B

(I)General Fund Account)

<u>INCOME</u>	RS.	<u>EXPENDITURE</u>	RS.
Balance at beginning Of the year.		Salaries and allowances Of office bearers	
Subscription from Members (including unpaid Subscription due for the Year)		travelling allowances, salaries, allowances and expenses of establishment	
a) Subscription Received admission Fees		Auditor's Fees.	
b) Subscription in Arrears for more Than three months,		Legal Expenses.	
Donation		Expenses in conducting Trade Dispute	
Sales of periodicals, Books etc.		compensation paid to members for loss arising Out of trade disputes	
Interest on Investment		funeral, old age, sickness, unemployment benefits etc.	
Income from miscellaneous Sources (to be specified).		Educational Social and Religious benefits.	
		Cost of publishing Periodicals.	
		Rents, rates and taxes.	
		Expense incurred under section 15(j) of the Trade Union Act. 1962 (to be specified)	
		Other expenses	
		(to be specified)	
		Balance at the end :	
		Of the year :	
		In Bank :	
		Cash in hand :	
Total :		Total :	

(II) POLITICAL FUND ACCOUNT

(3)

Income	Rs.	Expenditure	Rs.
Balance at beginning Of the year.		payment made or objects Specified in sec. 16 (2) of T.U. Act. 1926 (to be specified)	
		expenses of Management (to be specified)	
		Balance at the end of the year.	
<hr/>		<hr/>	
Total	:	Total	:

TREASURER

(III) STATEMENT OF LIABILITIES AND ASSETS OF THE 31ST DAY OF DECEMBER,

<u>LIABILITIES</u>	<u>RS.</u>	<u>ASSETS,</u>	<u>RS.</u>
Amount of General fund		case	
		In hand of treasurer	
Amount of political fund		In hand of secretary	
		In hand of	
		In the Bank	
		In the Bank	
		Securities as per list	
		Below :	
		Due for	
		a) The year	
		b) The previous year.....	
		Lost :	
		a) Office bearers	
		b) Members	
		c) Others	
		Immovable property goods	
		And furniture, other assets	
		(to be specified)	
<hr/>		<hr/>	
Total liabilities :		Total assets	

(IV) LIST OF SECURITIES
PARTICULARS, NOMINAL VALUE, CASH PRICE,

Market price
 at date on
 which accountant
 have been made

TREASURER

(V) AUDITORS REPORT

We have audited the foregoing General Fund Accounts'

In part 'B' and 'political Fund Account 'C' of the

..... (Name of >>>>>> the year ending 31.12
 and the statement of Liabilities and assets in part O and the List of Securities in part E of the
 said Trade Union as on 31.12and that.

1. We have obtained all the information and explanation have had the access to at the best and accounts of the Trade Union which were necessary for the purpose of our audio.
2. The Trade Union has property maintained its membership register and its books of >>> counts as required by law.
3. Subjects to whatever remarks or qualification the auditor wants to make. In on opinion an to the best of our information and according to explanation given to us the forgoing accounts, >>>ment and list have been property drawn up and they give true and correct view of income, expenditure, assets and liabilities of the Trade Union.

Note : if the statement of accounts is such the auditors is unable to express the opinion of the true and corrects aspect of the accounts, Statement and the list, he should state his reason therefore.

1.

2.

(auditor authorized under sec. 16 of
 the Assam Trade Union Regulation. 1927)

Auditor

(VI) OFFICE BEARERS RELINQUISHING OFFICE

The following change of office bearers have been made

During the year

Name

Office

Date of relinquishing office

(ADDITIONAL INFORMATIONS

QUESTION AIRF NO. 1

Annual Reports of Labour OrganizationFinal position.

1. Income is each month of year
- | | |
|-----------|---|
| January | : |
| February | : |
| March : | |
| April | : |
| May | : |
| Jun | : |
| July | : |
| August | : |
| September | : |
| November | : |
| December | : |
-
- Total** :
2. Expenditure during each month of the year.....
- | | |
|-----------|---|
| January | : |
| February | : |
| March | : |
| April | : |
| May | : |
| Jun | : |
| July | : |
| August | : |
| September | : |
| October: | |
| November | : |
| December | : |
-
- Total** :
3. Cash payments, if made to the members for the following purpose during year :
- Death benefit
 - Strike benefit
 - Employment benefits
 - Sickness & accident benefits
 - Old age pension
 - Any other benefits
4. Source from which these benefits are paid :

Describe generally the activities in which the Trade union is engaged drawing on the information on the following lines :

5. Representation of the grievances of the workers
To employers details should be given of the
Relief obtained if any, number of case
6. Help given to the workers in obtaining
Relief under the workmen's compensation
Act. payment of workmen's compensation
Act. payment of wages Act. Factories Act.
And the maternity benefit act.
7. Education, medical or other types
Of co-operative activities in which
The trade union was engaged
8. Propaganda, any newspaper conducted
By the trade Union state its policy
Social activities organized
9. Statistical investigation, if any
Undertaken by the Trade Union
for studying the problems of labour e.g.
particulars of working condition, housing etc.

INDUSTRIAL DISPUTE

10. Cases of statement of industrial disputes
 - i) By means of collective bargaining agreements
Through the agency of Trade Union
 - ii) Strike conducted by the Trade union
 - a) Successful
 - b) Partially successful
 - c) Failures
 - d) Token strikes

QUESTIONNAIRE NO. 2

Description and nature of labour organization

1. Name of all India Federation to which
The union affiliated
2. If the Trade Union is a provincial federation give the
Number and name of the trade Union affiliated to :
3. Give the membership of the Trade Union

	Male :
	Female :

 - a) Total number of members
 - b) Of these numbers unemployed if any
4. Constitution of the Trade Union
5. What are the occupation or industries
Which the Trade Union cover leaders
6. Are the leaders drawn from the workers ?
If now wholly give the extent to which they are

(VII) OFFICE APPOINTED

Name 1	Date of Birth 2	Private Address 3	Personal Occupation 4	Title of position held in Union 5	Date of Appointment 6	Other office held in addition to membership of executive with date. 7

(VII) Election

SECRETARY

Date of last election of the office bearers

Date of next election of office bearers

GENERAL FUND A C COUNTS-ANALYSIS OF INCOME BY SOURCE.

(3)

Sl. No.	Name of Trade Union and Address	Contribution from members	Donation	Sales of Periodicals books, notes etc.	Interest on investment.	Income from misc. sources.	Total income	Remarks
1		3	4	5	6	7	8	9

MAJOR INCOME AND EXPENDITURE COL 7 TO BE SPECIFIED
GENERAL FUND ACCOUNT (DISTRIBUTION EXPENDITURE)

Sl. No.	Salaries & allowances & expenditure of officer.	Expenses of establishment	Auditor's fees	Legal expenses	Expenses in conducting trade disputes	Compensation paid to members for loss arising of Trade dispute.
1	2	3	4	5	6	7

Funeral, old age, sickness unemployment benefits.	Educational Social, religious benefits	Cost of Publishing Periodicals	Other expenses	Total Expenditure	Remarks
8	9	10	11	12	13