

**GOVERNMENT OF TRIPURA
DEPARTMENT OF LABOUR**



सत्यमेव जयते

Tripura Trade Union Regulations, 1952.

TRIPURA TRADE UNION REGULATIONS, 1952

1. (1) These regulations may be called the Tripura Trade Union Regulations, 1952.
(2) These regulations apply to trade unions whose head offices are situated in the State of Tripura
2. In these regulations –
 - (a) “the Act” means the Trade Unions Act, 1926;
 - (b) “Form” means a form appended to these regulations; and
 - (c) “Section” means a Section of the Act.
3. Every application for registration of a trade union shall be made in Form A.
- 3.A. When the Registrar calls for further information from a trade union under sub-section (1) of section 7, the Secretary of such union shall, if the Registrar so requires, supply such information by allowing the Registrar (or any person deputed by him in his behalf) to inspect any document, register or other paper of the union.
4. The register of trade unions referred to in section 8 shall be maintained in Form B.
5. The certificate of registration issued by the Registrar under section 9 shall be in Form C.
- 5.A. (1) Every notice of change of address of the Head office, or change of name, or amalgamation or dissolution, of a trade union, shall be given in Form C1, Form C2, Form C3, or Form C4 as the case may be.
(2) The Registrar on receiving any such notice may take such steps as he thinks fit to verify the facts stated therein and to satisfy himself that the notice is genuine, and may if he is not so satisfied refuse to give effect to the notice.
- 5B. When the Registrar registers a change of name under sub-section (3) of section 25 of the Act, he shall certify under his signature at the foot of the certificate issued under regulation 5 that the new name has been registered. The Secretary shall present the certificate to the Registrar for making this entry.
6. Cancellation of registration:- The application of a trade union for the withdrawal or cancellation of a certificate of registration shall be in Form D. The application shall be verified and duly signed by the President or Secretary or any seven members of the Trade Union.
7. The Registrar on receiving an application for the cancellation of registration shall, before granting the application, satisfy himself that the withdrawal or cancellation of registration was approved by a general meeting of the Trade Union, or, if it was not so approved that it has the approval of the majority of the members of the Trade Union. For this purpose he may call for such further particulars as he may deem necessary and may examine (any officer or member of the union or, or taken such other steps as he may consider necessary).

8. The Registrar may call upon a trade union to supply any information or to produce any documents or registers, and may inspect or cause to be inspected the office of the trade union for the purpose of being satisfied that no action under clause
9. The Registrar shall when he proposes to withdraw or cancel the certificate of registration of a trade union under clause (b) of section 10 of the Act cause notice in Form E to be served on the trade union through its Secretary, in person or by registered post with form for acknowledgement.
10. The withdrawal or cancellation of a certificate shall be in Form F.
11. The fee payable for the registration of trade union shall be Rs.5.
12. An alteration of the rules of a trade union may be either-
 - (a) Partial alteration, consisting of the addition of a new rule or part of a rule or rules to the existing rules, or of the substitution of a new rule or part of a rule or for any part thereof without any substitution or of more than one or all of those modes: or,
 - (b) A complete alteration consisting of the substitution of an entire set of rules for the existing set of rules.
13.
 - (a) Every notice of a complete or partial alteration of the rules of a trade union shall be given in Form F 1 or Form F 2 as the case may be.
 - (b) In the case of a complete alteration of rules, Schedule II of Form A must be enclosed, duly filled in showing the provision made in the altered rule for the matters detailed in section 6 of the Act.
 - (c) The Registrar on receiving any such notice may take such steps as he thinks fit to verify the facts stated therein and to satisfy himself that the notice is genuine, and may if he is not so satisfied refuse to give effect to the notice.
14. The certificate of registry of a partial or complete alteration of rules shall be in Form G.
15. The fee payable for the registration of a complete or partial alteration of rules shall be Re.1 for each set of alterations made simultaneously.
16. Any appeal made under section 11 (1) of the Act must be filled within 60 days of the date on which the Registrar passed the order against which the appeal is made.
17. Where it is necessary for the Registrar, under section 27 (2) to distribute the funds of a trade union which has been dissolved, he shall divide the fund among the members on the books of the trade union at the time of dissolution in proportion to the amounts contributed by such members by way of subscription during their membership.
18. The annual return to be furnished under section 28 shall be submitted to the Registrar by the 30th day of April in each year and shall be in Form H.
19. (1) Save as provided in sub-clauses (2), (3). (4) and (5) of this regulation, the annual audit of the accounts of any registered trade union shall be

- conducted by an auditor authorized to audit the accounts of companies under section 144 (1) of the Indian Companies Act, 1913.
- (2) Where the membership of a trade union did not at any time during the calendar year exceed 1,000 the annual audit of the accounts may be conducted –
 - (a) by an examiner of local fund accounts.
 - (b) by any local fund auditor appointed by the Tripura State Government, or
 - (c) by any person, who, having held an appointment under Government in any audit or accounts departments, is in receipt of a pension of not less than Rs.75 per mensem.
 - (3) Where the membership of a trade union did not at any time during the calendar year exceed 350 the annual audit of the account may be conducted –
 - (a) by any two persons holding office as magistrates or Judges or as members of any municipal council, district board, or legislative body, or
 - (b) by any person, who, having held an appointment under Government in any audit or accounts department, is in receipt of a pension from Government of not less than Rs.50 a month, or
 - (c) by any auditor appointed to conduct the audit of any co-operative societies by the Tripura Government or by the Registrar of Co-operative Societies or by any provincial co-operative organization recognized by Government for this purpose.
 - (4) Where the membership of a trade union did not at any time during the calendar year exceed 100 the annual audit of the accounts may be conducted by any two members of the union (other than the members of the executive of the union. Before the audit is entrusted to such members, proof of their competency to audit shall be furnished to the satisfaction of Registrar).
 - (5) Where the trade union is a federation of unions, and the number of union affiliated to it at any time during the calendar year did not exceed 50, 15 or 5, respectively, the audit of the accounts of the federation may be conducted as if it had not at any time during the year had membership of more than 1000, 350 or 100 respectively.
20. Notwithstanding any thing contained in regulation 19 no person who at any time during the year was entrusted with or having any connection with the disposal of, any part of the funds or securities belonging to the trade unions shall be eligible to audit the accounts of that union.
21. The auditor or auditors appointed in accordance with the regulations shall be given access to all the books of the trade union and shall verify the annual return with the accounts and voucher relating thereto and shall thereafter sign the auditors declaration appended to Form H, indicating separately on that form under his signature or their signatures a statement showing in what respect he or they find the return to be incorrect, unvouched or not in accordance with the Act. The particulars given in this statement shall indicate.
- (a) Every payment which appears to be unauthorized by the rules of the trade union, or contrary to the provisions of the Act.
 - (b) The amount of any deficiency or loss which appears to have been incurred by the negligence or misconduct of any person,

- (c) The amount of any sum which ought to have been but is not brought to account by any person.
22. The audit of the political fund of a registered trade union shall be carried out along with the audit of the general account of the trade union and by the same auditor or auditors.
23. (1) The register of trade unions maintained in accordance with regulations 4 shall be open to inspection by any person on payment of a fee of annas eight.
- (2) Any documents in the possession of the Registrar received from a registered trade union may be inspected by any member of that union on payment of a fee of annas eight for each document inspected.
- (3) Documents shall be open to inspection every day on which the office of the Registrar is open and within such hours as may be fixed for this purpose by the Registrar.
- (4) The Registrar may supply a certified copy of any such document to a registered trade union, or a member thereof on payment of annas twelve for the first two hundred words (or less) and annas six for every additional hundred words or fractional part thereof.
24. A notice containing extracts from the rules of the trade union providing for the time of inspection of its list of members and account books under section 20 shall be hung up in a conspicuous place in its office.

FORM A.
(Regulation 3)

APPLICATION FOR REGISTRATION OF TRADE UNION

Dated, the day of 19

1. We hereby apply for the registration of a trade union under the name of
.....
2. The address of the head office of the union is
.....
3. The union came into existence on the
Day of 19 (and has on its roll
on the date of this application
members).
4. The union is a union of employers/workers engaged in the
.. .. . industry (or profession).
5. The particulars required by section 5(1) (c) of the Indian Trade Union Act,
1926, are given in Schedule I.
6. The particulars given in Schedule II show the provision made in the rules for
the matters detailed in section 6 of the Indian Trade Unions Act, 1926.
7. (To be stuck out in the case of unions which have not been in existence for
one year before the date of application). The particulars required by section
5(2) of the Indian Trade Union Act, 1926, are given in Schedule III.

8. We have been duly authorized to make this application by

| | Signature | Occupation | Address |
|--------|-----------|------------|---------|
| Signed | 1. | | |
| | 2. | | |
| | 3. | | |
| | 4. | | |
| | 5. | | |
| | 6. | | |
| | 7. | | |

To

The Registrar of Trade Unions, Tripura.

State here whether the authority was given by a resolution of a general meeting of the union, or if not, in what other way it was given.

SCHEDULE I

List of Officers.

| Title | Name | Age | Address | Occupation |
|-------|------|-----|---------|------------|
|-------|------|-----|---------|------------|

Note :- Enter in this Schedule the names of all members of the executive (including all honorary or temporary members) of the union shown in column I, name s of any posts held by them (e.g., President, Secretary, Treasurer, etc.), in addition to their offices as members of the executive.

SCHEDULE II

Reference to Rules.

The numbers of the rules making provision for the several matters detailed in column I are given in column 2 below :-

| Matter | Numbers of rules. |
|--|-------------------|
| Name of union | |
| The whole of the objects for which the union has been established. | |
| The whole of the purposes for which the general funds of the union shall be applicable | |
| The maintenance of a list of members | |

Matter

Numbers of rules.

| | | | | | | | | | | | |
|--|----|----|----|----|----|----|----|----|----|----|----|
| The facilities provided for the inspection of the list of members by officers and members .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. |
| The admission of ordinary members .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. |
| The admission of honorary or temporary members .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. |
| The conditions under which members are entitled to benefits assured by the rules .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. |
| The conditions under which fines or forfeitures can be imposed or varied .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. |
| .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. |
| The manner in which the rules shall be amended, varied or rescinded .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. |
| .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. |
| The manner in which the members of the executive and the other officers of the union shall be appointed and removed .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. |
| The safe custody of the fund .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. |
| The annual audit of the accounts .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. |
| The facilities for the inspection of the account books by officers and members .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. |
| .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. |
| The manner in which the union may be dissolved .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. |

SCHEDULE III

(This need not be filled in if the union came into existence less than one year before the date of application for registration)

| Statement of Liabilities and Assets on the | day of | | 19 | | |
|--|--------|-------|------------------------------|-----|-------|
| Liabilities | Rs. | Paisa | Assets | Rs. | paise |
| Amount of general fund | | | Cash – | | |
| Amount of political fund | | | In hands of Treasurer | .. | |
| Loans from - | | | In hands of Secretary | .. | |
| .. | .. | .. | In hands of .. | .. | .. |
| .. | .. | .. | In the .. Bank | .. | .. |
| .. | .. | .. | Securities as per list below | | |
| Debts due to - | | | Unpaid subscriptions due | | |
| .. | .. | .. | Loans to- | | |
| .. | .. | .. | .. | .. | .. |
| .. | .. | .. | .. | .. | .. |
| .. | .. | .. | .. | .. | .. |
| Other liabilities (to be specified)- | | | | | |
| .. | .. | .. | Immovable property | .. | .. |
| .. | .. | .. | Goods and furniture | .. | .. |
| | | | .. | .. | .. |
| | | | .. | .. | .. |
| Total Liabilities .. | | | Total assets | .. | .. |

LIST OF SECURITIES

| Particulars | Nominal value | Market value | In hands of |
|-------------|---------------|--------------|-------------|
| Signed 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |

FORM B
(Regulation 4)
REGISTER OF TRADE UNIONS

| Serial No. | Name of Union | Year of entering on office | Name | Age on entry | Address | Occupation | Year of relinquishing office | Officers Other offices held in addition to membership of Executive With date | Remarks |
|--|---------------|----------------------------|------|--------------|---------|------------|------------------------------|--|---------|
| Name of application Form | | | | | | | | | |
| List of member applying For registration | | | | | | | | | |

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

FORM C
CERTIFICATE OF REGISTRATION OF TRADE UNION

No. _____

It is hereby certified that the has been
Registered under the Indian Trade Union Act, 1926, this
Day of 19

Seal _____ Registrar of Trade Unions
Tripura

Form C-I.
(Regulation 5 A)
Notice of Change of Address

Name of trade union
Register No.

Notice is hereby given as required by section 12 of the Trade Unions Act, 1926 (XVI of 1926) that the above mentioned trade union shifted from (1)

.. .. to (2)
 (3)
 Given this day, the 19

Signature of Secretary or
 President of the union.

To
 The Registrar of Trade Unions, Tripura.
 (1) and (2) Full postal addresses to be given.
 (3) Date of change of address to be given here according to English calendar.

Acknowledgement

Received this day the 19 a notice
 of change of address of the registered office of the (name
 and registered number of the trade union).

Registrar of Trade Unions.
 Tripura.

This part to be detached by the Registrar & returned to the union
 concerned.

FORM C-2
(Regulation 5A)
NOTICE OF CHANGE OF NAME

Notice is hereby given as required under section 25 of the Trade Unions Act,
 1926 (XVI of 1926) that the name of the
 is proposed to be changed to

2. The above mentioned decision was reached at a meeting of the union held
 on the 19 the total number of
 members on the roll of the union on that date was
 out of this total number of members, ..
 attended the meeting and
 members gave their consent to the proposed change of name. Votes
 were taken by ballot/votes were cast by members at the meeting, as a result
 where of the proposed new name was adopted in a resolution a certified copy of
 which is enclosed.

1. A true copy of the resolution authorizing the undersigned to give this notice
 passed at the same meeting is also enclosed.

| | |
|-----------|--------|
| (1) | Member |
| (2) | |
| (3) | |
| (4) | |
| (5) | |
| (6) | |

| | |
|-------------|--|
| (7) | |
|-------------|--|

.. Secretary.

* Existing name , register number and full address to be written here.

The proposed name to be written here.

**FORM C 3
(Registration 5A)
NOTICE OF AMALGATION OF REGISTERED TRADE UNIONS**

- (1) * register No.*
- (2) * register No.*
- (3) * register No.*
- (4) * register No. *

Notice is hereby given that the above mentioned trade unions have resolved to become amalgamated as one trade union, henceforth to be called the and its registered office will be located at

2. A ballot of each and every of these unions was taken and the votes of not less than 50 per cent of the total number of members of each and every union entitled to vote were recorded. Of the votes recorded not less than 60 per cent were in favour of the proposed amalgamationThe following are the terms of the said amalgamation

3. A copy of the rules adopted by the amalgamated trade unions and true copies of resolutions authorizing the undersigned to give this notice to the Registrar of Trade Unions, Tripura, passed by the respective unions at general meetings held on the dates mentioned on the copies of the resolutions are enclosed.

4. Further correspondence on the subject of tis amalgamation is to be addressed to

(The Secretaries and seven members

of
are
To

Each of the amalgamating unions
to sign here).

The Registrar of Trade Unions, Tripura.

* Names and register number of amalgamating Trade Unions to be written here.

FORM C 4
(Regulation 5 A)
NOTICE OF DISSOLUTION

Name of trade union
Registration No.
Registered address

Notice is hereby given as required under section 27 of the Indian Trade Unions Act, 1926 (XVI of 1926), that the above mentioned trade union has been dissolved with effect from the 19

2. The decision was reached at a general meeting of the trade union held on

.... .. . 19
of the total number of attended the meeting and of those
Present, members were in favour of
dissolution.

3. Further correspondence in regard to the union may be addressed to

.. .. .
Given this day, the 19

.. .. .
.. .. .
.. .. .
(Seven members and Secretary of the union
To sign this notice)

To

The Registrar of Trade Unions, Tripura.

FORM - D
(Section 10 (a) and regulation 6)
APPLICATION FOR THE WITHDRAWAL/OR CANCELLATION OF THE
CERTIFICATE OF REGISTRATION.

Name of trade union
Register No.

The above named trade union hereby applies for the withdrawal (or cancellation) of its certificate of registration issued to it. A statement of the reasons for the cancellation (or withdrawal) of the certificate of registration, duly signed by the undersigned, is enclosed.

2. This decision was reached at a general meeting of the union held on the and a copy of the resolution of the meeting embodying this decision and authorizing the undersigned to make this application, duly attested by the chairman of the meeting is also enclosed; or,

2. A majority of the members of the union are in favour of this application.

3. The undersigned declare (or declares) that the statements made herein are true to the best of their (or his) knowledge and belief.

Registered Office President

Date OR

Secretary

OR

Any seven members

To

The Registrar of Trade Union, Tripura.

Score through the paragraph not required.

FORM E

(Regulation 9)

NOTICE BEFORE WITHDRAWAL OF CANCELLATION OF CERTIFICATE OF REGISTRATION

.. .. Trade Union, Register No.

Notice is hereby given that it is the intention of the Registrar to proceed on the day of to withdraw (or cancel) the certificate of registration of the above Trade Union on the following grounds unless cause be shown to the contrary in the meantime.

Grounds

Registrar.

Date

FORM F.

(Regulation 9)

WITHDRAWAL OR CANCELLATION OF THE CERTIFICATE OF REGISTRATION

It is hereby certified that the certificate of registration No. granted to the Trade Union, the head office of which is situated at Has been withdrawn (or cancelled) from here Insert date.

.. .. Registrar

Date

FORM F1

(Regulation 13 (a))

NOTICE OF PARTIAL ALTERATION OF RULES.

Name of trade union
Register No.
Registered address

Notice is hereby given, as required under sub-section (3) of section 28 of the Trade Unions Act, 1926 (XVI of 1926), that partial alterations were made in rules of the registered rules of the above mentioned trade union on the day of 19 in the manner provided in rules of the said registered rules.

- 2. With this notice are enclosed –
 - (a) A certified copy of the resolution off the union making the alterations and authorizing the undersigned to give this notice.
 - (b) A copy of the existing rules of the union marked to show where and in what way they are altered.
 - (c) Two (printed or typewritten) copies of the alterations each duly signed by the signatories to this notice, showing the rules affected as they stand after the amendment.

3. The prescribed fee of Re.1 is sent per bearer/by money order.
Given this day, the 19
(Signed)
(Signed) Three members
(Signed)

(Signed) Secretary
(Signed) President

To
The Registrar of Trade Unions, Tripura.

FORM F 2
(Regulation 13 (a))
NOTICE OF COMPLETE ALTERATION OF RULES.

Name of trade union
Register No.
Registered address

Notice is hereby given as required under sub-section (3) of section 28 of the Trade Union Act, 1926 (XVI of 1926), that complete alterations were made in the registered rules of the above mentioned trade union on the day of 19 in the manner Provided for in rule of the said registered rules.

| | | |
|---|-------------|----------------------|
| 2. With this notice are enclosed – | | |
| (a) A certified copy of the resolutions of the union making the alteration and authorizing the signatories to this notice to give this notice. | | |
| (b) A copy of the existing rules of the union marked to indicate against each rule the number of the corresponding altered rule or whether it has been deleted. | | |
| (c) Two copies of the altered rules, each duly signed by the signatories to this notice which supersede the existing registered rules. | | |
| 3. The numbers of the rules making provision for the several matters detailed in column 1 are given in column 2 below :- | | |
| | Matter 1 | Number of rules 2 |
| Name of Union | | |
| The whole of the objects for which has been established | .. | .. |
| The whole of the purposes for which the general funds of the union shall be applicable | .. | .. |
| The maintenance of a list of members | .. | .. |
| The facilities provided for the inspection of the list of members by officers and members | .. | .. |
| The admission of ordinary members | .. | .. |
| The admission of honorary or temporary members | .. | .. |
| The conditions under which members are entitled to benefits assured by the rules | .. | .. |
| | 1 | 2 |
| The conditions under which fines or forfeitures can be imposed or varied | .. | .. |
| The manner in which the rules shall be amended varied or rescinded | .. | .. |
| The manner in which the members of the executive and the other officers of the union shall be appointed and removed | .. | .. |
| The safe custody of the fund | .. | .. |
| The annual audit of the accounts | .. | .. |
| The facilities for inspection of the account | | |

| | | |
|---|----------------------|------------|
| books by the officers & members | .. | .. |
| The manner in which the union may be dis- solved | .. | .. |
| 3. The prescribed fee of Re.1 is sent per bearer/by money order given this day, the 19 | | |
| (Signed) | | |
| (Signed) | Three members | |
| (Signed) | | |
| (Signed) | Secretary | |
| (Signed) | President | |
| To The Registrar of Trade Unions, Tripura. | | |
| FORM G (Regulation 14) CERTIFICATE OF REGISTRATION COMPLETE PARTIAL ALTERATION OF RULES. | | |
| Trade Union | Registered No. | .. |
| It is hereby certified that the rule/rules, copy whereof is appended hereto <u>has</u> been registered in substitution of rule/rules have already registered for the Trade Union, this day of | | |
| Date | | Registrar. |
| FORM H Prescribed regulation 18 of the Tripura Trade Union Regulation, 1952 | | |
| (FORMS FOR FEDERATION OF TRADE UNIONS) | | |
| Annual returns prescribed under section 28 of the Trade Union Act, 1926 for the year ending 31 st December, 19 | | |
| PART A | | |
| 1. Name of the Federation. | | |
| *2. Address of the Federation | | |
| 3. Registered Head Office. | | |
| 4. Number and date of certificate of registration. | | |

| |
|---|
| *5. Classification of Industry (to be shown as per schedule of industries attached). |
| *6. Classification of sector (Please state to which the following four categories the Federation belong: (a) Public sector-Central sphere, (b) public sector-State sphere ; (b) Private sector-Central sphere and (d) Private sector-State sphere) |
| *7. Name of the all India Body to which affiliated. |
| *8. Affiliation number. |
| *9. Affiliation fee paid to the All India Body to which affiliated during the year. |
| *10. Date of payment of affiliation fee to the All India Body. |
| *11. Membership fee charged from affiliated unions by the Federation during the year. |
| @12. Number of affiliated unions at beginning of the year and their membership. |
| @13. Number of unions joining during the year and their membership. |
| @14. Numbers of unions did-affiliated during the year and their membership. |
| @15. Number of affiliated unions at the end of the year and their membership. |
| *16. Number of members contributing to political fund. |
| *17. Number of unions which paid their affiliation fee for the whole year. |
| *18. A copy of the rules of the Federation corrected upto the date of dispatch of this return is appended. |
| 19. Part D of the return overleaf had been duly completed. |
| Dated <p style="text-align: right;">Secretary.</p> |
| *If the Federation falls under more than one category the membership in each category may be shown separately. |
| @ Name of Unions should be given in separate statements marked 'A' 'B' 'C' & 'D' |
| GOVERNMENT OF TRIPURA FORM- H |
| Prescribed under regulation 18 of the Tripura Trade Unions Regulations, 1952. |
| (Form for Trade Unions) |
| Annual returns prescribed Union section 28 of the Trade Unions Act, 1926 for the year ending 31 st December, 19 |
| PART- A |
| 1. Name of the Union. |

| | | | |
|--|------|-------------|--|
| *2. Address of the Union. | | | |
| 3. Registered Head Office. | | | |
| 4. Number and date of certificate of registration. | | | |
| *5. Classification of Industry (to be shown as per schedule of industries attached). | | | |
| *6. Classification of sector. (Please state to which the following four categories the Federation belong: (a) Public sector-Central sphere, (b) public sector-State sphere ; (c) Private sector-Central sphere and (d) Private sector-State sphere) | | | |
| *7. Name of the all India Body/Federation to which affiliated. | | | |
| *8. Affiliation number. | | | |
| *9. Affiliation fee paid during the year. | | | |
| *10. Number and date of receipt for payment of affiliation fee. | | | |
| *11. Membership fee per month. | | | |
| 12. Number of members on books 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 books at the end of the year (31.12.19) | | | |
| | Male | Female | Total |
| 16. Number of members contributing to political fund. | | | |
| *17. Number of members who paid their subscriptions for the whole year. | | | |
| 18. A copy of the rules of the trade union corrected upto the date of dispatch of this return is appended. | | | |
| *19. Part B of the return overleaf has been duly completed. | | | |
| Dated, the | | Secretary. | |
| * If the union falls under more than one category, the membership claimed in each category may be shown separately. | | | |
| PART- B General Fund Account | | | |
| INCOME | | EXPENDITURE | |
| | Rs. | P. | |
| | Rs. | P. | |
| Balance at the beginning of year | | | Salaries allowances of year |
| Subscription from members (including unpaid subscription due for the year) | | | Travelling allowances, Salaries, allowances and expenses of establishment. |
| * (a) Subscription received | | | Auditors Fees. |
| * (b) Subscription in arrear for 3 months or less | | | Legal Expenses |
| * (c) Subscription in arrear for more than 3 months | | | Expenses in conduction Trade Disputes |
| | | | Compensation paid to members for loss arising out of trade disputes. |
| | | | Funeral, Old age, Sickness, Unemployment benefits etc. |
| Donations | | | Educational., Social and religious benefits. |

| | | | | |
|---|--|---|--|--|
| Sale of periodicals, books, rules etc. | | Cost of publishing periodicals, rents, rates and taxes, stationery, printing and postage. | | |
| Interest on investment | | Expenses incurred under Section 5(j) of the Trade Unions Act, 1926(to be specified). | | |
| Income from miscellaneous sources (to be specified) | | Other expenses (to be specified). | | |
| | | Balance at the end of year. | | |
| Total :- | | Total :- | | |

**PART- C
POLITICAL FUND ACCOUNT.**

| | Rs. | P. | | Rs. | P. |
|---|-----|----|--|-----|----|
| Balance at beginning of year. | | | Payments made on objects specified in Section 16 (2) of the Indian Trade Unions Act, 1926 (to be specified). | | |
| Contribution from..... members at..... per members. | | | Expenses of management (to be fully specified). | | |
| | | | Balance at the end of year..... | | |
| Total :- | | | Total :- | | |
| | | | Treasurer. | | |

**PART - D.
STATEMENT OF LIABILITIES AND ASSETS ON 31st Day of
December, 19.....**

| Liabilities. | Rs. | P. | Assets. | Rs. | P. |
|-------------------------------------|-----|----|--|-----|----|
| Amount of general fund | | | Cash | | |
| Amount of political fund | | | In hands of Treasurer. | | |
| Loans from | | | In hands of Secretary. | | |
| | | | In hands of | | |
| | | | In hands of Bank..... | | |
| | | | Securities as per list below..... | | |
| Debts due to | | | Unpaid subscription due for (a) the year (b) previous year | | |
| | | | Loans to (a) Officers. (b) Members. (c) Others. | | |
| Other liabilities (to be specified) | | | Immovable property, Goods and furniture, other assets (to be specified). | | |
| Total liabilities. | | | Total assets. | | |

| | | | | |
|--|--|--|--|--|
| | | | | |
|--|--|--|--|--|

**PART- E
LISTS OF SECURITIES.**

| Particulars | Face value | Cost Price | Market price at date on which accounts have been made up. | In hand of |
|-------------|------------|------------|---|------------|
| 1 | 2 | 3 | 4 | 5 |

Treasurer.

**PART- F
AUDITORS' REPORT**

We have audited the foregoing 'General Fund Account' in Part B and the Political Fund Account Part C of the (name of the Trade Union) for the year ending and also the Statement of Liabilities and assets in Part 'D' and the List of Securities in Part 'E' of the said Trade Union as on and report that-

- (i) We have obtained all the information and explanations and have had access to all the books and accounts of the Trade Union which were necessary for the purposes of our audit.
- (ii) The Trade Union has properly maintained its membership Register and its books of accounts as required by Law.
- (iii) (Subject to whatever remarks or Qualifications the auditor wants to make) In our opinion and to the best of our information and according to the explanation given to us, foregoing accounts, statement and list have been properly drawn up and they give a true and correct view of income, expenditure, assets and liabilities of the Trade Union.

NOTE – If the state of the account is such that Auditor is unable to express the opinion on the 'True and correct' aspect of the Accounts, Statement and the List, he should state his reasons therefor.

Chartered Accountants.

**PART - G
Officers Relinquishing Office**

| Name | Office | Date of Relinquishing Office |
|------|--------|------------------------------|
|------|--------|------------------------------|

PART - H

| Officers Appointed | | | | | | | | | |
|---|---------------|---|------------------------------|---|---|--|---------|-------|---|
| Name | Date of birth | Private address | Personal occupation | Title of position held in Union | Date on which appointed in col.5 was taken up | Other officers held in addition to membership of executive with date | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| PART - I Elections | | | | | | | | | |
| Date of last Election of Office Bearers. | | | | Date of next election of office-bearers | | | | | |
| Secretary. | | | | | | | | | |
| STATISTICS OF TRADE UNIONS REGISTERED UNDER TRADE Unions act. Return - A REGISTERED TRADE UNIONS | | | | | | | | | |
| Number of members | | | | | At the end of the year | | | | |
| Industry as per Revised classification | Sl. No. | Name & Address of the Unions (and date of registration) | At the beginning of the year | Joined during the year | Left during the year | Males | Females | Total | Number of members subscribing to political fund |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | | | | |
| (a) CENTRAL UNIONS (Unions whose object are not confined to the State) i) Unions in private sector ii) Unions in public sector (a) Central sphere and (b) State sphere | | | | | | | | | |

| | | | | | | | |
|---|-----------------|---|------------------------------------|------------------------|---------------------------|--------------------|-----------------|
| (b)STATE UNIONS (Unions whose object are confined to the State) i) Unions in private sector ii) Unions in public sector (a) Central sphere (b) State sphere. | | | | | | | |
| Grand Total | | | | | | | |
| N.B. Please show workers Unions and Employers' Unions separately | | | | | | | |
| <u>General fund</u> | | | | <u>Political fund</u> | | | |
| Opening balance | Income | Expenditure | Closing balance | Opening balance | Income | | |
| Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | | |
| 11 | 12 | 13 | 14 | 15 | 16 | | |
| | | | | | | | |
| Expenditure | Closing balance | Whether the Union is affiliated to any Federation | No./Yes, give the name and address | | Members fee per month | | |
| 17 | 18 | 19 | 20 | | 21 | | |
| | | | | | | | |
| RETURN - B Registered Federations. | | | | | | | |
| Industry as per Revised Classification | Sl. No. | Name and address of Federation and date of registration | At the beginning of the year | Affiliated during year | Disaffiliated during year | At the end of year | Opening balance |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |

| Income | Expenditure | Closing balance | Opening balance | Income | Expenditure | Closing balance | |
|---|---|---------------------------------|--|-------------------------|---------------------------------------|---|---------|
| Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| | | | | | | | |
| Political Fund | | | | | | | |
| Whether the Federation is affiliated to any All India Organization of workers? | | | Affiliation fee per month | | | | |
| No | | Yes | | give its name | | | |
| 16 | | 17 | | 18 | | | |
| | | | | | | | |
| Total | | | | | | | |
| N.B. Please show worker's Federation & Employer's Federation separately. | | | | | | | |
| | | | | | | | |
| RETURN- C | | | | | | | |
| Analysis of Income by sources | | | | | | | |
| Industry (as per revised classification) | Contribution from the members | Donations | Sale of periodicals, books, rules etc. | Interest on investments | Income from miscellaneous sources | Total Income | Remarks |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| (a) Central Unions (b) State Unions Sub-classified as in Return A Column A (c) Federation. | | | | | | | |
| N.B. Please show the workers' Unions and the Employers' Unions separately. Major sources should be specified. | | | | | | | |
| RETURN-D | | | | | | | |
| DISTRIBUTION OF EXPENDITURE | | | | | | | |
| Industry as per (revised classification) | Salaries or allowances and Expenses of Officers | *Expenses of establishment | Auditors fee | Legal expenses | Expenses in conducting trade disputes | Compensation paid to members for loss arising of trade disputes | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| | | | | | | | |
| Funeral, Old age, Sickness, Employment benefits etc.* | Educational, Social and Religious benefits | Course of publishing periodical | Other expenses | Total expenditure | REMARKS | | |
| 8 | 9 | 10 | 11 | 12 | 13 | | |
| (a) Central Unions (b) State Unions Sub-classified as in Return A | | | | | | | |

Column A
(c) Federation.

* This should include salaries, allowances and expenses of establishment, rents, taxes stationery, printing and postage.

Major items of expenditure should be specified.

N.B. Please show the Workers' and the Employers' Union separately.

By order of the Chief Commissioner,
N.G. Choudhury
Secretary, Govt. of Tripura,
Labour Department.