

**ADMINISTRATION OF DAMAN & DIU,  
DEPARTMENT OF LABOUR & EMPLOYMENT,  
DAMAN.**

No. LE/LI/DMN/TUA/07/505

Date:-07/09/2011

Read: (1) Letter No. S13011/1/2010- IR (PL) dt 26.3.2010 received from Ministry of Labour & Employment, Shram Shakti Bhavan, Rafi Marg, New Delhi.  
(2) Notification No.S.O.1220 dated 27.04.1963 from the Govt. of India, Ministry of External Affairs, New Delhi.

NOTIFICATION

Whereas certain draft regulations viz. The Daman and Diu Trade Unions Regulations, 2010 were published as required under section 30 of the Trade Unions Act, 1926 (16 of 1926) in the Official Gazette No.17 Series I dated 10.12.2010. Vide Notification No. LE/LI/DMN/TUA/07/572 dated 24.11.2010 of the U.T. Administration of Daman & Diu inviting objections and suggestion from all person likely to be affected thereby before the expiry of 90 days from the date of publication of the said Notification in the Official Gazette.

(2) And whereas no objections or suggestions have been received during the period of notice specified in the Administration's notification dated 24.11.2010 referred to above.

(3) Now, therefore, in exercise of the powers conferred by section 29 of the Trade Union Act, 1926 (No. 16 of 1926), the Administrator, Daman and Diu hereby makes the following regulations namely:

1. Short title extent and commencement: (1) These regulations may be called the Daman and Diu Trade Union Regulations, 2010.

(2) They shall extend to trade unions whose objects are confined to the Union Territory of Daman & Diu.

(3) They shall come into force from the date of their publication in the Official Gazette of Daman and Diu.

2. Definitions: In these regulations-

(a) ' the Act' means the Trade Unions Act, 1926.

(b) ' Form' means a form appended to these regulations.

(c) ' Section' means a section of the Trade Union Act, 1926.

3. Form of application for registration: Every application of registration of a Trade Union shall be made in Form A.

4. Evidence to prove authority to make application: Upon an application for the registration of a trade union, the Register may require from the applicants such evidence as may deem to him necessary to show that the applicants have been duly authorized to make the application on behalf of the Trade Union.

5. Form of Register: The register of trade Union referred to in section 8 shall be maintained in Form 'B'.

6. Form of Certificate: The Certificate of registration issued by the Registrar under section 9 shall be in Form 'C'.

7. Fee for registration: The fee payable on registration of a Trade Union shall be as follows:

Rs. 200/- (Two hundred) for a trade Union with a membership of 1,000 or over.

Rs. 50/- (Fifty only) for a Trade Union with a membership of less than 1,000.

8. Withdrawal or cancellation of certificate of registration: (1) Form of application for withdrawal or cancellation. Every application by a Trade Union for withdrawal or cancellation of its certificate of registration shall be sent to the Registrar in Form 'D'.

(2) Verification of application: The Registrar on receiving an application for withdrawal or cancellation or registration shall, before granting the application verify that the application was approved in a general meeting of the Trade Union, or if it was not so approved, that it has approval of a majority of the members of the Trade Union. For this purpose the Registrar may call for such further particulars as he may deem necessary and may examine any office of the Union.

9. Appeals: Any appeal made under sub-section (1) of Section 11 shall be filed within ninety days of the date on which the Registrar passed the order against which the appeal is made.

10. Change of address of Head Office of a Trade Union: Notice of any change in the address of the Head Office of a Trade Union shall be given to the Registrar in form 'G'.

11. Alteration of rules: (1) On receiving a copy of any alteration made in the rules of a Trade Union under sub- section (3) of Section 28 the Registrar shall, unless he has reason to believe that the alteration has not been made in the manner provided by the rules of the Trade Union or unless the alteration is not in accordance with the provisions of the Act, register the alteration in a register to be maintained for this purpose and shall notify the fact that he has done so to the secretary of the Trade Union.

(2) The fee payable for registration of alteration of rules shall be Rs. 10 for each set or alteration made simultaneously.

12. Change of name: (1) The notices of any change of the name of a Trade Union shall be sent to the Registrar in Form E.

(2) When the Registrar registers a change of name under section 25, sub- section (3), he shall certify under his signature at the foot of the certificate issued under regulation 6 that the new name has been registered. The Secretary shall present the certificate to the Registrar for making this entry.

13. Amalgamation of trade Union: Form of Notice: Notice of every amalgamation shall be sent to the Registrar in duplicate in Form F.

14. Dissolution of registered Trade Union: When a registered Trade Union is dissolved, notice of the dissolution shall be sent to the Registrar in Form 'H'.

15. Division of funds: Where it is necessary for the Registrar, under sub-section (2) of Section 27, to distribute the funds of a registered Trade Union which has been dissolved he shall divide the fund among the members in proportion to the amounts contributed by them by way of subscription during their membership.

16. Annual returns: (1) The general statement to be furnished under section 28 shall be submitted to the Registrar by the 30<sup>th</sup> day of April in each year and shall be in Form 'I'.

(2) For the purpose of satisfying himself that the information contained in the general statement furnished under sub-regulation (1) is correct, the Registrar may require any registered Trade Union to produce before him any documents or to furnish such information or may authorize any person to make such investigation as he thinks necessary.

17. Audit: (1) Save as provided in sub-regulation (2), (3), (4) and (5) of this regulation, the annual audit of the accounts of registered Trade Union shall be conducted by an auditor authorized to audit the accounts of companies under sub-section (1) of Section 22 of the Companies Act, 1956.

(2) Where the membership of a registered Trade Union did not at any time during the year ending on the 31<sup>st</sup> December exceed 2,000 the annual audit of the accounts may be conducted.

(a) by an examiner of local fund accounts, or

(b) by any local fund auditor appointed by the Central Government, or

(c) by any person who, having held an appointment under the Central Government in any audit or accounts department is in receipt of pension of not less than Rs. 2000 per mensem.

(3) Where the membership of a registered Trade Union did not at any time during the year ending on the 31<sup>st</sup> of December exceed 1,000 the annual audit of the Accounts may be conducted.

(a) by any two persons holding office as a magistrate or a judge or as a member of Parliament.

(b) by any person who, having held an appointment under the Central Government in any audit or accounts department, in receipt of pension from the Central Government of not less than 1000/- a month, or

(c) by any auditor appointed to conduct the audit of co-operative societies by the Administration or by the Registrar of Co-operative Societies.

(4) Where the membership of a registered Trade Union did not at any time during the year ending on the 31<sup>st</sup> December exceed 500, the annual audit of the accounts may be conducted, by any two members of such registered Trade Union.

(3) Where the registered Trade Union is a federation of Trade Unions and the number of such unions affiliated to it any time during the year ending on the 31<sup>st</sup> December did not exceed 50, 15 or 5 respectively, the audit of the accounts of the federation may be conducted as if it had at any time during the year had a membership of more than 2,000, 1,000 or 500 respectively.

18. Papers, books and register to be maintained: Every registered Trade Union shall maintain the following books and registers to facilitate the audit of its accounts:-

- (i) register of membership and subscription in Form 'J'.
- (ii) register of receipt and disbursements for the general fund account:
- (iii) minutes books to record the proceedings of all meetings.
- (iv) register of stock, tools and plant to show the furniture, fittings and valuable documents relating to the immovable property of the Union:
- (v) machine numbered subscription receipt book;
- (vi) register of receipt and disbursements for the political fund (if there is political fund), and
- (vii) a file of vouchers,

19. Disqualification of auditors: Notwithstanding anything contained in regulation 18, no person who at any time during the year for which the accounts are to be audited was entrusted with any part of the funds or securities belonging to a registered Trade Union shall be eligible to audit the accounts of that Union.

20. The auditor or auditors appointed in accordance with these regulation shall be given access to all books of the registered Trade Union concerned and shall verify the general statement submitted under Section 28 with the accounts and vouchers relating thereto, and shall thereafter sign the auditor's declaration appended to Form 'T' 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, not supported by vouchers or not in accordance with the Act. The Particulars given in the statement shall indicate-

(a) every payment which appears to be unauthorised by the rules of the registered Trade Union concerned, or contrary to the provisions of the Act:

(b) the amount of any deficit 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.

21. Audit of political fund: The audit of political fund of a registered Trade Union shall be carried out along with the audit of the general account of the registered Trade Union by the same auditor or auditors.

22. Inspection of register and documents: (1) The register of Trade Union maintained in accordance with regulation 5 shall be open to inspection by any person on payment of a fee of one rupee.

(2) Any documents in the possession of the Registrar received from registered Trade Union may be inspected by any member of that Union on payment of a fee of rupee one 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.

**FORM-A**

(See Regulation 3)

**Application for Registration of Trade Union**

Name of Trade Union:

dated the \_\_\_\_\_ days of \_\_\_\_\_ 20\_\_\_\_\_

1. This application is made by the persons whose names are subscribed at the foot hereof.
2. The name under which it is proposed that the Trade Union on behalf of which this application is made shall be registered is \_\_\_\_\_ as set forth in Rule No. \_\_\_\_\_
3. The address of Head Office of the Union to which all communications and notice may be address is \_\_\_\_\_
4. The \_\_\_\_\_ Union came into existence on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_
5. The Union is a Union of employer/workers engaged in the \_\_\_\_\_ industry/or \_\_\_\_\_ profession or \_\_\_\_\_(establishment), and has \_\_\_\_\_ members.
6. The particulars required by Section 5(i) ( c) of the Trade Union Act, 1926 are given in schedule I.
7. The particulars given in Schedule II show the provision made in the rules for the matters detailed in section 6 of the trade Union Act, 1926.
8. ( To be struck out in the case of Union which have not been in existence for one year before the date of application). The particulars required by section 5 (2) of the Trade Union Act, 1926 are given Schedule III.
9. One Copy of the Rules of the Union is attached in the application.
12. We have been duly authorised by the Trade Union to make this application on its behalf, such authorization consisting of \_\_\_\_\_

	<b>Signature</b>	<b>Occupation</b>	<b>Address</b>
1.			
2.			
3.			

To,

The Registrar of Trade Union  
Union Territory of Daman & Diu.

State here whether the authority to make this application was made by a “ resolution of a general meeting of the Trade Union” or, if not, in what other way it was given

SCHEDULE- I  
List of Officers

Name of Trade Unions

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<u>Office held in Union</u>	<u>Name</u>	<u>Age</u>	<u>Address</u>	<u>Occupation</u>
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SCHEDULE- II  
Reference to rules

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

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<u>Mater</u>	<u>Number of rules</u>
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Name of Union

The whole of the object, for which the Union has been established.

The whole of the purpose 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 numbers, by officers and members.

The admission of ordinary members.

The Admission of honorary or temporary members.

The conditions under which members are entitled to benefit assured by the rules.

The condition 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 officer of the union shall be appointed and removed.

The safe custody of the funds.

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.

SHCEDULE-III

(This need not be filled in if the Union came into existence less than one of before the date of application for Registration.)

Statement of Liabilities and Assets on the \_\_\_\_\_ day of \_\_\_\_\_

<u>Liabilities</u>	<u>Rs.Ps.</u>	<u>Assets</u>	<u>Rs.Ps.</u>
Amount of general funds		Cash	
Amount of political funds		In hands of Treasurer	
		In hands of Secretary	
Loans from		In hand of In the Bank	
Debts due to		Securities as per list below.	
		Unpaid subscription due.	
Other liabilities (to be specified)		Loans to:- Immovable property: Goods and furniture Other assets ( to be Specified )-	
Total	----- -----	Total	----- -----

List of Securities

Particulars	Face Value	Cost price	Market Value	In hands of
-------------	------------	------------	--------------	-------------

(Signed)

- 1.
- 2.
- 3.
- 4.

**FORM- B**  
**(See regulation 5)**

Name of Trade Union	Date of Registration	Remarks.
1.	2.	3.

Registration Number	Number of application form
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Address of Head Office:

⋮

Subsequent change of the address  
of the Head Office.

- 1.
- 2.
- 3.
- 4.

Names of Members  
making application

- 1.
- 2.
- 3.
- 4.

Officers ( Transfers from one post to another count as relinquishment of appointment held).



Year of entering in office	Name	Office held in	Age on entry	Address	Occupation	Year of relinquishing office	Other Office held in addition membership of executive with date
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**FORM:- C**

(See regulation 6)

Certificate of Registration of Trade Union

Name of Trade Union:

Registration Number:

Office of the Register of  
Trade Union  
Daman and Diu, Daman.

It is hereby certified that the \_\_\_\_\_ Union has  
been registered under the Trade Union Act, 1926 this  
\_\_\_\_\_ day of \_\_\_\_\_ 20

(Seal)  
Unions.

Registrar of Trade Union  
  
Daman and Diu.  
DAMAN

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**FORM: D**

(See regulation 8)

Request to withdraw or cancel certificate of Registration

Name of Trade Union \_\_\_\_\_

Registration Number \_\_\_\_\_

(Address )

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 20

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\* i.e. by referendum, resolution of a general meeting, etc., If producer followed is covered by rule, quote number of the rule.

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To,  
The Registrar of Trade Unions  
Daman and Diu,  
Daman.

The abovementioned Trade Union desires that its certificate of registration under the Trade Union Act, 1926 may be withdrawn (or cancelled ) and at a general meeting duly on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ it was resolved as follows:-

( Here give exact copy of Resolution )

( Signed )

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\* if not at general meeting state in what manner the request has been determined upon.

**FORM: E**  
(See regulation 2)

Notice of Change of Name

Name of Trade Union already registered Registration number \_\_\_\_\_

(Address)

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

To  
The Registrar of Trade Unions  
Daman and Diu,  
Daman.

Notice is hereby given that the provisions of section 23 of the Trade Union Act having been complied with, the name of the above mentioned Trade Union has been changed to \_\_\_\_\_

The consent of the members was obtained by\*

- |             |           |
|-------------|-----------|
| (Signed) 1. | Secretary |
| 2.          |           |
| 3.          |           |
| 4.          | Members   |
| 5.          |           |

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\* i.e. by referendum, resolution of a general meeting, etc., If procedure followed is covered by rule, quote number of the rule.

**Form: F**  
(See regulation 13)

Notice of Amalgamation of Trade Unions.

- A. Name of Registered Trade Union \_\_\_\_\_  
Number of Registration \_\_\_\_\_
- B. Name of Registered Trade Union \_\_\_\_\_  
Number of Registration \_\_\_\_\_  
( and so on if more than two )

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

To  
The Registrar of Trade Unions  
Daman and Diu,  
Daman.

Notice is hereby given in accordance with the requirement of section 24 of the above mentioned Act the members of each ( or everyone) of the abovementioned Trade Union have resolved to become amalgamated together as one Trade Union.

And that the following are the term of said amalgamation (state the terms).

And that it is intended that the Trade Union shall henceforth be called the \_\_\_\_\_

Accompanying this notice is a copy of the rules intended to be henceforth adopted by the Amalgamated trade Union which are the rules (if so) of the \_\_\_\_\_ Union.

( To be signed by seven members and the Secretary of each Trade Union)

Name and address to (Signed) which registered copy is to be sent	1.	Secretary
	1.	
	2.	
	3.	
	4.	Members

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**Form: G**

(See regulation 10 )

Notice of change of address of the Head Office of a Registered Trade Union

Name of Trade Union \_\_\_\_\_

Registration Number \_\_\_\_\_

(Address)

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

To  
The Registrar of Trade Unions  
Daman and Diu,  
Daman.

Notice is hereby given that the Head Office of the above mentioned Trade Union  
has been removed from \_\_\_\_\_ and is now situated at  
\_\_\_\_\_ in ( Village/ Patelad)

(Signed)

Secretary

This part to be detached by the Register  
day of when the notice is registered and  
returned the Trade Union.

Received this \_\_\_\_\_ day  
20 \_\_\_\_\_ notice of removal  
of the office of the Head Register

( Village/ Patelad)

( Seal)

(Signed)

Registrar of Trade  
Union Daman and Diu,  
DAMAN

**Form : H**  
(See regulation 14)

Notice of the Dissolution of a Trade Unions.

Name of Trade Union \_\_\_\_\_

Registration Number \_\_\_\_\_

(Address)

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

To  
The Registrar of Trade Unions  
Daman and Diu,  
Daman.

Notice is hereby given that the Head Office of the abovementioned Trade Union was dissolved in pursuance of the rules thereof on the \_\_\_\_\_ day of \_\_\_\_\_ of 20 \_\_\_\_\_

We have been duly authorized by the \_\_\_\_\_ Union to forward this notice on its behalf, such authorisation consisting of a resolution passed at a general meeting on the day of \_\_\_\_\_ 20 \_\_\_\_\_

(Signed ) 1. \_\_\_\_\_ Members  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_ Members

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\* Here Insert the date, or if there was no such resolution, state in what other way the authorisation was given.

**Form: 'j'**

Register of membership and subscription

Serial No.	Token number of worker	Name	Date of admission
1	2	3	4

Occupation 5	Rate of pay 6	Rate of Subscription 7
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Subscription paid 8	January (a)	February (b)	March (c)	April (d)
------------------------	----------------	-----------------	--------------	--------------

May (e)	June (f)	July (g)	August (h)	September (i)	October (j)
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November (k)	December (l)
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Total	Amount outstanding at the end of the year
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By Order and in the name  
of the Administrator, Daman & Diu.

( P.J. Bamanía )  
Jt. Secretary (Lab.)

Copy to : The Deputy Director, Planning & Statistics, Government Printing Press, Daman  
for publication in the Official Gazette.

**Form:- I**

(See regulation 16)

Annual returns prescribed under section 28 of the Trade Union Act, 1926 for the year ending 31<sup>st</sup> December 20 \_\_\_\_\_

**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 of the following four categories the union belongs):-
  - (a) Public Sector Central Sphere.
  - (b) Private Sector Central Sphere and
  - (c) Private Sector State Sphere
7. Name of the All India Body or Federation to which affiliated.
8. Affiliated number.
9. Affiliated fee paid during the year.
10. Number and date of receipt for payment of affiliation Fee.
11. Membership fee per month.
12. Number of member 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. (i.e) on 31<sup>st</sup> December 20\_\_\_\_\_)
16. Number of members who contributed to political fund. 

Male	Female	Total
------	--------	-------
17. Number of members who paid their subscription for the whole year.
18. A copy of the rules of the trade union corrected upto the date of this return is appended

19. Part B of the return below 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

Statement of liabilities and assets on the 31<sup>st</sup> day of December 20\_\_\_\_\_

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

List of Securities

Particulars	Face Value	Cost price	Market price at date on which accounts have been made up	In hands of
				Treasurer.



Income	General Fund Account		Expenditure	Rs. Ps.
	Rs.	Ps.		
Balance at the beginning of the year			Salaries and allowances of officers.	
Subscription from members (including subscriptions due for the year_____)			Travelling allowances, unpaid Salaries, allowances and expenses of establishment.	
(a) Subscriptions received.			Auditor's fees	
(b) Subscriptions in arrears for three month or less.			Legal expenses, Expenses in conducting trade disputes.	
(c) Subscriptions in arrears for more than three months.			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.	
Interest on investments.			Rents, rates and taxes.	
Income from sources ( to be specified)			Stationary printing and postage. Expenses in currred under section 15(i) of the Trade Union Act, 1926 to be specified. Other expenses ( to be specified)	
			Balance at the end of year.	
Total	_____	_____	Total	_____

Political Fund Account

	Rs.	Ps.		Rs.	Ps.
Balance at beginning of year			Payments made on objects specified in section 16 (2) of the India Trade Union Act, 1926 ( to be specified)		

Contribution from members

Expenses of the management ( to be specified).

at \_\_\_\_\_  
per member

Balance at the end of the  
year \_\_\_\_\_

Total \_\_\_\_\_  
\_\_\_\_\_

Total \_\_\_\_\_  
\_\_\_\_\_

Treasurer.

Auditors Declaration

The undersigned, having had access to all books and account of the \_\_\_\_\_ Union and having examined the foregoing statement and verified the same with the account vouchers relating thereto, now sign the same as found to be correct, duly vouched and in accordance with the law subject to the remarks, if any, appended hereto also certify that the membership register and its accounts and the members had paid their membership subscription to the \_\_\_\_\_ Union as shown in the foregoing statement of the general fund account of the Union, subject to the remarks, if any appended hereto

Auditor.

The following changes of officers have been made during the year \_\_\_\_\_

Officers relinquished office.

Name	Office	Date of relinquishing office

Officers appointed

Name	Date of Birth	Private address	Personal occupation	Title of position held in Union
1	2	3	4	5

Date on which appointment in column 5 was taken up

Other offices held in addition to membership of executive with date

6

7

Elections

Date of last election of office bearer	Date of next election of office bearers
1	2

Secretary.

FORM FOR FEDERATION OF TRADE UNIONS

Annual returns prescribed under section 28 of the Trade Union Act, 1926 for the year ending 31 December 20\_\_\_\_\_

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 of the following four categories the union belongs):-(a) Public Sector Central Sphere.(b) Private Sector Central Sphere and(c) Private Sector State Sphere
7. Name of the All India Body to which affiliated.
8. Affiliated number.
9. Affiliated fee paid to the All India Body to which affiliated during the year.
10. Date of payment of affiliation fee to 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 year and their membership
14. Number of unions disaffiliated during the year and their membership
15. Number of affiliated unions at the end of year and their membership.
16. Number of members contributing to Political Fund.
17. Number of unions which paid their affiliated fee for the whole year

18. A copy of the rules of the Federation corrected up to the date of despatch of this return is appended.
19. Part B of the return overleaf has been duly completed.

Dated.....

Secretary

If Federation falls under more than one category the membership in each category may be shown separately.

Name of the unions should be given in separate statements marked 'A' 'B' 'C' and 'D'

Part: B

Statement of liabilities and assets on the 31<sup>st</sup> December, 20\_\_\_\_\_

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

List of Securities

Particulars	Face value	Cost price	Market price at date on in hands of which Accounts have been made up.
1.	2.	3.	4.

Treasurer

General Fund Account

Income	Rs. Ps.	Expenditure	Rs. Ps.
Balance at beginning of the year		Salaries allowances and expenses of officers.	
Subscription from members ( including unpaid subscriptions due for the year)		Traveling allowances, Salaries, allowances and expenses of establishment	
(a) Subscription received		Auditor's Fees	
(b) Subscription in arrears for three months or less.		Legal expenses Expenses in conducting trade disputes.	
(c) Subscription in arrears for more than three months.		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 periodical books rules etc.		Cost of publishing periodicals.	
Interest and Investments.		Rents, rates and taxes.	
Income from Miscellaneous sources ( to be specified.)		Stationary, printing and postage.	
		Expenses incurred under Section 5 (i) of the Trade Unions Act, 1926 ( to be specified)	
		Others expenses ( to be specified)	
		Balance at the end of year.	
	Total		Total
	_____		_____

Political Fund Account

Income	Rs. ps.	Expenditure	Rs. Ps.
Balance at beginning of year		Payment made on objects specified in Section (16) 2 of the Trade Unions Act, 1926 ( to be specified)	

Contribution from members

Expenses of the management ( to be specified).

at \_\_\_\_\_

Balance at the end of the year \_\_\_\_\_

Total

\_\_\_\_\_  
\_\_\_\_\_

Total

\_\_\_\_\_  
\_\_\_\_\_

Treasurer.

Auditors Declaration

The undersigned, having had access to all books and account of the \_\_\_\_\_ Union and having examined the foregoing statement and verified the same with the account vouchers relating thereto, now sign the same as found to be correct, duly vouched and in accordance with the law subject to the remarks, if any, appended hereto also certify that the \_\_\_\_\_ Union had properly maintained its membership register and its accounts and the members had paid their membership subscription to the \_\_\_\_\_ Union as shown in the foregoing statement of the general fund account of the Union, subject to the remarks, if any appended hereto

Auditor.

The following changes of officers have been made during the year \_\_\_\_\_

Officers relinquishing office.

Name	Office	Date of relinquishing office

Officers appointed

Name	Date of Birth	Private address	Personal occupation	Title of position held in Union
1	2	3	4	5

Date on which appointment in column 5 was taken up

Other offices held in addition to membership of executive with date

6

7

Elections

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Date of last election of office bearer

Date of next election of office bearers

Secretary.

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Schedule of Industries.

Division 0- Agriculture, Forestry, Fishing etc

010. Agriculture and Live Stock Production-

- (a) Cultivation and tillage of soil, dairy farms, production of agriculture or horticulture commodities, sugarcane, raising of live stock. bees or poultry farm, seri culture, wool shearing etc.
- (b) Plantations-
  - (1) Tea
  - (2) Coffee
  - (3) Rubber
  - (4) Other including cinchona, cardamum, cashew and pepper.
- (c) Gins and presses
  - (1) Cotton Ginning and Bailing
  - (2) Jute presses.
  - (3) Wool Bailing and Pressing
  - (4) Others

021 Forestry

022 Logging

030 Hunting, trapping and Game Propagation

040 Fishing

Division 1- Mining and Quarrying

110 Coal Mining

121 Iron Ore Mining

122 Other metal Mining-

- (a) Manganese
- (b) Gold
- (c) Others

130 Grade Petroleum and Natural Gas

140 Stone Quarrying Clay and Sand Pits.

190 Non- metallic Mining and Quarrying not elsewhere classified

- (a) Mica Mining
- (b) Other Mining
- (c) Coal Quarries
- (d) Other Quarries

Division 2 3- Manufacturing

- 20 Food ( Except Beverages)
- 21 Slaughtering , Preparation and Preserving of meat.
- 202 Manufacturing of daily products.
  - (a) Ghee and ghee products.
  - (b) Others
- 203 Canning and preservation of fruits and vegetables.
- 204 Canning and preservation of fish and other sea foods.
- 205 Grain Milk Products-
  - (a) Flour Mills
  - (b) Rice Mills
  - (c) Dal Mills
- 206 Bakery Products
- 207 Sugar factories and Refineries-
  - (a) Sugar
  - (b) Gur
- 208 Manufacture of cocoa, chocolates and sugar confectionery.
- 209 Miscellaneous Food Preparations-
  - (a) Edible Oil ( Other than Hydrogenated Oils)
  - (b) Hydrogenated Oil Industry
  - (C) Decoratition of groundnut
  - (d) Other
- 21 Beverages
- 211 Distilleries and Breweries (including power Alcohol and manufacturing)
- 212 Wine Industries,
- 214 Soft Drinks and carbonated Water Industries
- 22 Tobacco
- 220 Tobacco manufactures-
  - (a) Bidi Industry
  - (b) Cigar
  - (c) Cigarette
  - (d) Snuff
  - (e) Jerda
  - (f) Other
- 23 Textiles
- 231 Spinning Weaving and Finishing Textiles-
  - (a) Cotton Mills.
  - (b) Jute Mills
  - (c) Silk Mills
    - (i) Artificial Silk and Yarn
    - (ii) Others
  - (d) Woolen Mills.
  - (e) Others.



- 239 Manufacture of Textiles not elsewhere classified:-
  - (a) Coir Factories
  - (b) Others
  
- 232 & 233 Others
- 24 Footwear, other wearing Apparel and Made-up Textile Goods.
  
- 240 Footwear [ except Rubber Footwear]
  
- 242&244
- 25 Wood and Cork [ expect Furniture]
  
- 250 (a) Saw Mills
  - (b) plywood
  - (c) Others
- 26 Furniture and Fixtures
  
- 27 Paper and Paper products
- 271 (a) Pulp
  - (b) Paper
  - (c) Paper, card and Strawboard
  - (d) Other products.
  
- 272 Manufacture of Articles of Pulp, Paper and Paper Board.
- 28. Printing, Publishing and Allied Industries.
  
- 29 Leather and Leather Products [ except Footwear]
  
- 291 Tanneries and leather fishing
  
- 291 manufacture of Leather Product [ except Footwear and other Wearing apparel]
  
- 30 Rubber and Rubber Products-
  - (a) Footwear
  - (b) Tyres and
  - (c) Others
- 30 Chemicals and Chemicals Products
  
- 311 Basic Industrial Chemicals.
  - (a) Heavy chemicals—
    - [i] Acid
    - [ii] Alkalis
    - [iii] Salt
  - (b) Fertilizers.
    - [i] Bone Factories
    - [ii] Others
  - (c) Ammunitions.
  - (d) Plastics Materials
  - (e) Others.
  
- 312 Vegetable and Animal Oils and Fats----
  - (a) Vegetable Oils and Fats [ except edible]
  - (b) Animal Oils and Fats [ except edible]

- 319 Miscellaneous-
  - (a) Medical Pharmaceutical Products.
  - (b) Soaps
  - (c) Paints, Varnishes and Lacquers etc.
  - (d) Matches.
  - (e) lac [ including Shellac]
  - (f) Dyes.
  - (g) Others.
  
- 32 Products of Petroleum and Coal.
- 321 Petroleum Refineries-
  - (a) Petroleum
  - (b) Kerosene
  
- 322 Coke Ovens
  
- 329 Other Products
- 33 Non- metallic Mineral Products [ except products of Petroleum and Coal]
  
- 331 Structural Clay Products-
  - (i) Bricks Kilns
  - (ii) Tiles
  - (iii) Others
- 332 Glass and Glass Products [ except Optical Lenses]
- 333 Pottery, China and Earthen – ware
- 334 Cement
- 339 Non-metallic Mineral Product not elsewhere classified-
  - (a) Mica Industries
  - (b) Asbestos, Hume Pipes, Blocks, Prefabricated Products.
  - (c) Others
  
- 34 Basic Metal Industries
  
- 341 Ferrous (Iron and Steel)-----
  - (a) Metal Extracting and Refining.
  - (b) Metal Conversion, Metal Rolling, tube and wire Drawing.
  - (c) Metal Founding
  - (d) Others.
  
- 342 Non- ferrous
  - (a) Metal Extracting and Refining.
  - (b) Metal Conversion, Metal Rolling, tube and wire Drawing.
  - (c) Metal Founding
  - (d) Others.
  
- 35 Manufacture of Metal Products [except Machinery and transport Equipment]
- 350 Metal Products
  - (a) Metal containers and steel trunks, cutlery, Locks, etc Bolts, Nuts, Nails, Springs, Chains etc, Metal Galvanizing, tinning Planting Lacquering, type Founding, welding, safes and Vaults.
  - (b) Gun and Shell Factories
  - (c) Others.

- 36. Manufacture of Machinery[ except Electrical Machinery]
- 360 (a) Hydraulic, Ventilating and Pnematic Machinery Prime Moves and Boilers and Agricultural Implements.
  - (b) Machine Tools and Accessories.
  - (c) Combustion Engines and power Driven Pumps.
  - (d) E.M.E. WORKSHOPS
  - (e) Repairs and Services Workshops\
- 37 Electrical Machinery, Apparatus, Appliances and Supplies.
- 370 (a) Heavy Electric Motors and Machinery.
  - (b) Equipment for Generation, Storage, Transmission, Transformation and Distribution of Electric Energy
  - (c) Telegraph and Telephone Workships.
  - (d) Electric Fans, lamp batteries drycell and storage, radio receivers, wireless apparatus service meters and paid instruments.
  - (e) Others.
- 38. Transport Equipment
- 381 Ship Building
- 382 Manufacture and Repair of Rail Road Equipment
  - (a) Railway workshops-
    - [i] Wagons and Coaches
    - [ii] Others
  - (b) Tramway Ownships-
    - [i] Tramway Cars.
    - [ii] Others
- 383 Motor vehicles.
- 384 Bicycles.
- 385 Air Craft-
  - (a) Aero planes, Aircrafts Parts and assemblage
  - (b) Others
- 384&389
- 39 Miscellaneous
- 399 (a) Ordinance Factories not elsewhere classified.

Division 4 : Construction.

- 400 (a) Construction, Reconstruction, Maintenance, Repair, Alteration and Demolition of Buildings-
  - (i) Undertaken by Central Regional or Local Authorities or with the aid of subsidies or loans from such Authorities or supervised by them
  - (ii) Others.
- (b) Highways, Roads, Bridges, Sewers, Drains and other Public works-
  - (i) Undertaken by Central Regional or Local Authorities or with the aid of subsidies or loans from such Authorities or supervised by them
  - (ii) Others.

- (c) Railroads, Railways, Roadsheds, etc
- (d) Tramways, Airports, Docks.
- (c) Irrigation and River Valley Projects.

Division 5: Electricity, Gas, Water and Sanitary Services.

- 51 Electricity, Gas and Steam
- 511 (a) Generation supply and Distribution
- (b) Others
- 512 Water Supply
- 522 Sanitary Services

Division 6: Commerce

- 611 Whole sale and Retail Trade
- 612 (a) Shop Employees
- (b) Others
- 620 Banks and other Financial Institutions
- (a) Bank
- (b) Commercial concerns
- (c) Others
- 630 Insurance
- (a) Life
- (b) Others
- 640 Others [ real estate]

Division 7: Transport and Communication [other than workshop]

- 711 Railways
- (a) Railways staff, porters. licensed coolies, hamals
- (b) Others
- 712 Tramway and Omnibus Operators
- (a) Bus routes
- (b) Tramlines
- (c) Others
- 713 Motor Transport
- (a) Taxi
- (b) Others
- 714 Road Transport not elsewhere classified-
- (a) Rickshaw pullers
- (b) Carts and Animal driven Vehicles.
- (c) Lorry
- (d) Others
- 715 Ocean Transport (Seamen)-
- (a) Ocean Lines
- (b) Coastal Shipping
- (c) Others
- 716 Water Transport (except Ocean Transport)-
- (a) Steamer Service, steamer ghats, boatman,
- (b) Port trust, harbours and minor ports.
- (c) stevedoring
- (d) Work in Ports and Docks not elsewhere classified
- (e) Others.

717 Air transport—  
(a) Flying Crew, Aerodrome staff  
(b) Others

730 Communication---  
(a) Posts and Telegraph  
(b) Others

Division 8: Services

810 Government Services.

820 Community and Business Services—  
(a) Working Journalists  
(b) Others

821 Educational Services

822 Medical and other public Health Service—  
(a) Services of Local Bodies.  
(b) Hospital and dispensaries.

830 Recreation Services.

831 Motion Picture Production, Distribution and Projection.

832 Theatres and related Services.

833 Other Recreation Services.

884 Personal Services.

841 Domestic Services.

842-43 Restaurants, cafes, Hotels, etc.

844 Laundries and Laundry Services, Cleaning and Dyeing.

845 Barber and beauty shops.

846-49 Other Personal Services.

Division 9: Activities not adequately described