

## APPENDIX

### THE A.P. TRADE UNION REGULATIONS, 1927 (As Adapted by the State of Andhra Pradesh)

1. (1) These regulations may be called the Andhra Pradesh Trade Union Regulations, 1927.

(2) They shall extend to and be in force in the whole of the State of Andhra Pradesh and the territories in the First Schedule to the Andhra Pradesh and Madras (Alteration of Boundaries) Act, 1959 (Central Act 56 of 1959).

2. In these regulations,—

(a) "The Act" means the Trade Unions Act, 1926.

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

(c) "Government" means the [Government of Andhra Pradesh].

(d) "Section" means a section of the Act.

[(e) Words and expressions used but not defined in these regulations shall have the meanings respectively assigned to them in the Act.]

3. Every application for registration of a trade union under Section 4 shall be made in Form A.

<sup>1</sup>[3-A. Upon an application under Regulation 3 being made, the Registrar may require from the applicants such evidence as may appear to him necessary for the purpose of ascertaining whether the applicants have been duly authorised to make the application on behalf of the trade union.]

4. The register of trade unions referred to in Section 8 shall be maintained in Form B.

5. <sup>1</sup>[(1)] The certificate of registration issued by the Registrar under Section 9 shall be in Form C.

<sup>2</sup>[(2) Upon an application for a copy of the certificate issued under Clause(1) being made, the Registrar may, after satisfying himself that the original certificate is lost, damaged or untraceable, issue a copy thereof marked 'duplicate' on payment of a fee of Rs.2.]

<sup>1</sup> The words in sub-regulation (c) were substituted for 'Government of Madras' and sub-regulation (e) was inserted by G.O.Ms.No.2883, Home (Labour-I) Department, dt. 17-12-1959.

<sup>2</sup> Issued by G.O.Ms.No.2283, dt. 12-11-1959.

<sup>3</sup> Regulation 5 was re-numbered as sub-regulation(1) thereof and sub-regulation(2) inserted by G.O.Ms.No.2883, dt. 17-12-1959.

<sup>1</sup>[6. Every application for cancellation or withdrawal of registration under Clause(a) of Section 10 shall be presented to the Registrar in Form CC. It shall be signed by the Secretary and seven more members of the trade union.]

7. There shall be appended to every such application a certificate issued by the members making it to the effect that the statement contained in the application is to the best of their knowledge and belief.

8. Upon an application for the cancellation or withdrawal of registration of a trade union being presented to him, the Registrar, if he has reasons to believe, that the applicants have not been duly<sup>2</sup> [authorised by a resolution of the general body meeting of the members of such union] to make the same may, for the purpose of ascertaining the fact require from the applications such evidence as may seem to him necessary and examine any office-bearer of such union.

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 cause to be served a notice in Form-D on the trade union through its Secretary in person or by registered post.

10. The certificate of registration issued to a trade union under Regulation 5 shall be surrendered by the Secretary of the union when the Registrar decides to withdraw or cancel such certificate under Clause(a) or Clause(b) of Section 10.

11. (1) The Registrar on receipt of a notice of transfer of the head office of a trade union from this State shall forward to the Registrar of the State to which the head office of the Trade Union has been transferred, a copy of all the entries contained in the register prescribed by Regulation 4 and a copy of the rules of the Union with all amendments thereto.

(2) The Registrar of the State to which the office of the Trade Union has been transferred may thereupon enter in his Register the particulars relating to the trade union and certify the fact of such registration on the certificate already issued under Regulation 5. The Secretary of the Union shall present the certificate to the Registrar for this purpose.

1. Substituted for original by G.O.Ms.No.2883, dt. 17-12-1959.

2. *ibid.*



(3) The procedure prescribed in Clause(2) shall be followed also in respect of a trade union whose head office has been transferred to this State from another State:

Provided that, if the name of the trade union, the head office of which has been transferred to this State from another State is identical with that by which any other trade union in this State has been registered or, in opinion of the Registrar, so nearly resembles such name as to be likely to confuse the public or the member of either trade union whose head office has been transferred to the State from another State to change its name and may refuse to act under Clause(2) until such change has been made.

<sup>1</sup>[11-A. Notice of any change in the address of the Head Office of a trade union shall be given to the Registrar in Form-DD within a fortnight of change.]

12. <sup>2</sup>[(1) When a Registrar registers a change of name under sub-section(3) of Section 25, 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 this purpose.

<sup>3</sup>[(2) Notice of any change in the name of trade union shall be sent to the Registrar in Form-DDD within the fortnight of such change.]

13. <sup>4</sup>[(1)] Notice of every amalgamation of trade unions shall be sent to the Registrar in duplicate in Form-DDDD within a fortnight of such amalgamation:

Provided any change in the address of the head office of a trade union shall be passed by resolution at a general body meeting of the trade union.

<sup>5</sup>[(2) When the amalgamated trade union is registered under sub-section(4) of the said section, it shall be assigned a new number in the register in Form-B and the Registrar shall issue a new certificate in Form-C thereof. He shall also note the fact of amalgamation against the entries, if any relating to the trade unions so amalgamated in the register in Form-B].

1. Regulation 11-A was inserted by G.O.Ms.No.2883, dt. 17-12-1959.

2. Regulation 12 was re-numbered as sub-regulation(1) thereof and sub-regulation(2) inserted vide G.O.Ms.No.2883, dated 17-12-1959.

3. Regulation 13 was re-numbered, as sub-regulation(1) thereof and after the sub-regulation so re-numbered, sub-regulation(2) was inserted by *ibid*.

[13-A. (1) Whenever any office-bearer or member of the Executive Committee is convicted by a Court in India of any offence involving moral turpitude and sentenced to imprisonment, the union shall give a notice in Form G to the Registrar of Trade Unions within 30 days of such conviction.

(2) The Union which fails to give such notice shall be liable for action under the provisions of the Act.]

14. The fee payable for the registration of a trade union shall be Rs.5.

15. (1) On receiving a copy of the alteration made in the rules of a trade union sent under sub-section(3) of Section 28, the Registrar, after satisfying himself that the alteration has been made in the manner laid down by the rules of the trade union and is not inconsistent with any of the provisions of the Act shall register the alteration in the register of trade union prescribed under Regulation 4 and deliver to the Secretary of such trade union a copy of the alteration with a certificate appended thereto to the effect that alteration has been duly registered by him.

(2) The fee payable for registration of alteration of rules shall be Re.1 for each set of alterations made simultaneously.

16. Any appeal under sub-section(1) of Section 11 of the Act shall be filed within [ninety days] of the date of the order against which the appeal is made.

17. [(1)] When a registered trade union is dissolved, notice of dissolution shall be sent to the Registrar in Form-DDDDD.

[(2)]. Along with the notice for dissolution under sub-section(1) of Section 27 certificate issued under Regulation 5 shall be surrendered. When the Registrar registers the dissolution, he shall send an intimation of the fact of such registration under his signature to the Secretary of the trade union.

[(3)]. Where it is necessary for the Registrar, under sub-section(2) of Section 27, to distribute the funds of trade union which

1. Added G.O.Ms.No. 2149, Home, dated 25-10-1965, published at pages 302-303 of R.S. to Part I of A.P. Gazette, dated 11-11-1965.
2. The bracketed words were substituted vide G.O Ms.No. 2883 dated 17-12-1959.
3. Sub-regulation(1) was inserted by *ibid*.
4. The Original sub-regulations (D&(2) were re-numbered as (2) and (3) vide G.O.Ms.No. 2883 dated 17-12-1959.



has been dissolved, he shall divide the funds in proportion to the amounts contributed by the members on roll at the time of dissolution, by way of subscription to the several funds of the trade union during their membership. In the event of the death of a member of a trade union subsequent to the date of its dissolution but prior to the distribution of funds, the Registrar shall pay the sum payable to such member to his legal representative.

17-A. Forms B and D [and the receipt of the notice in Form 'DD'] which are by these regulations required to be signed or initialled by the Registrar may be signed or initialled under his discretion, and on his behalf by any Gazetted Officer subordinate to him in writing for this purpose.

18. The annual return to be furnished under Section 28 shall be submitted in duplicate to the Registrar on or before the [30th day of April] in each year and shall be in Form E.

18-A. Every registered trade union shall maintain the following books and registers to facilitate the audit of its accounts:—

- (1) Register of membership and subscriptions in Form 'F' ;
- (2) Register of receipts and disbursements of the General Fund Accounts;
- (3) Minutes book to record the proceedings of all meetings;
- (4) Register of stock, tools and plant showing the furniture fittings and valuable documents relating to the immovable property of the union;
- (5) Machine numbered subscription receipt book;
- (6) Register of receipts and disbursements of the political fund if there is a political fund; and
- (7) A file of vouchers.

19. (1) The annual audit of the accounts of registered trade union shall be conducted—

- (a) by an auditor authorised to audit the accounts of companies under [sub-section(1) of Section 226 of the Companies Act, (Central Act 1 of 1956)];

1. The bracketed words were inserted by G.O.Ms.No.2883 dated 17-12-1959.

2. The bracketed words are substituted by G.O.Ms.No.2149, dated 25-10-1965 for the words '31st day of May'.

- (b) by the Examiner of Local Fund Accounts or by an auditor deputed by the Examiner of Local Fund Accounts; or
- (c) by the Registrar of Co-operative Societies; or
- [(d) by an auditor appointed to conduct the audit of the Co-operative Societies by the Government or the Registrar of Co-operative Societies or by any Co-operative Organisation recognised by the Government for this purpose; or]
- (e) if the membership of the union did not at any time during the financial year exceed 2,500 by any person who, having held an appointment under the '[Government] in any audit or accounts department, is in receipt of a pension of not less than Rs. 200 per mensem; or
- (f) If the membership of the union did not at any time during the financial year exceed 750:—
  - (i) by any person who, having held an appointment under \*[Government] in any audit or accounts department, is in receipt of a pension of not less than Rs. 75 per mensem; or
  - (ii) by any \*[State] Co-operative Organisation recognised by the Government for this purpose; or
- (g) if the membership of the union did not, at any time during the financial year exceed 250, by any two members of the union.

(2) Where the trade union is a federation of the unions and the unions affiliated to it any time during the financial year did not exceed 50, 15 or 5, respectively, the audit of the accounts of the federation may be conducted as if it were an union whose membership did not exceed 2,500, 750 or 250 respectively.

19-A. Notwithstanding anything contained in Regulation 19, any registered trade union may apply to the Registrar to arrange for the audit of the accounts of the union. On receipt of such application, the Registrar shall subject to any general or special order of the Government, arrange for an audit of the accounts. The cost of such audit arranged through the Registrar shall be borne by the Government. A copy of the report of such audit shall be sent by the

1. Item (d) and the words in item (e) and in items (f) (i) and (ii) were substituted by G.O Ms.No. 2485, dated 17-12-1959.



Registrar to the trade union concerned and copy filed in his office. [A copy of the report shall be furnished by the Registrar to any person on application made with Court-fee stamp of one rupee affixed to it and accompanied by a sufficient number of copy stamp papers each of the value of thirty-five *naya paise*.]

Provided that application is made after the expiration of twelve months from the date of the report, an additional searching fee of rupees two shall be charged.]

20. Notwithstanding anything contained in Regulation 19, no person who, at any time during the year, entrusted with any part of the funds or securities belonging to the trade union 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 vouchers relating thereto and shall thereafter sign the auditor's declaration appended to Form-E 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 unauthorised 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, and
- (c) the amount of any sum which ought to have been is not brought to account by any person.

22. The audit of the political fund of 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 the trade unions maintained in accordance with regulation 4 shall be open to inspection by any person on payment of a fee of <sup>1</sup>[fifty *naya paise*].

1. The bracketed matter was substituted by G.O.Ms.No. 2883, dated 17-12-1959.

2. Substituted by *ibid*.

(2) Any documents in the possession of the Registrar received from a registered trade union may be inspected by any person on payment of a fee [fifty naye paise] for each document inspected.

(3) Documents shall be open to inspection on all days 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 shall furnish a certified copy of any of the documents specified in Clause (12) to a registered trade union or a member thereof, on application made and on payment of copying fee of seventy five naye paise for the first two hundred words (or less) of such document and thirty-five naye paise for every additional hundred words or fractional part thereof:

Provided that if such application is made after the expiration of twelve months from the date of receipt of such document in the office of the Registrar, an additional searching fee of rupees two shall be charged.]

[24. The fees paid to the Government under these regulations shall be credited into the Government Treasury to the head of account [XLII. Miscellaneous Social and Development Organisations-(a) Labour and Employment-I. Receipts of Labour Department.]

[25. The Hyderabad Trade Union Regulations, 1956, are hereby repealed:

Provided that anything done or any action taken thereunder shall be deemed to have been done or taken under these regulations].

[26. The Madras Trade Union Regulations, 1927 published at page 811-886 of Part 1 of the Fort. St. George, Gazette, dated the 31st May, 1927 as in force in the State of Madras in their application to the territories specified in the First Schedule to the Andhra Pradesh and Madras (Alteration of Boundaries) Act, 1959 (Central Act 56, 1959) are hereby repealed.]

1. The bracketed words were substituted by the G.O. Ms. No. 2883, dt. 17-12-1959.

2. Substituted by *ibid*.

3. This regulation was added by G.O. Ms. No. 2054, Home (Lab-I) dated 13-10-1961.

4. *ibid*.



[FORM A]

(See Regulation 3)

Trade Unions Act, 1926

## Application for Registration of Trade Unions

Name of the Trade Union .....

Address .....

dated the ..... day of 19.....

1. This application is made by the persons whose names are subscribed at the foot hereof.

2. The name of the registered Trade Union (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 the Head Office of the Union to which all communications and notices may be addressed is.....

4. The ..... Union came into existence on the ..... day of ..... 19.....

5. The Union is a Union of employers/workers engaged/employed in the ..... industry or ..... profession/or ..... establishment, and has ..... members.

6. The particulars required by Section 5(1) (c) of the Trade Unions 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 Unions Act, 1926.

8. (To be struck out in 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 Trade Unions Act, 1926 are given in Schedule III.

9. One copy of the rules of the Union duly attested by all of us is attached to this application.

10. We have been duly authorised to make this application by.\*

Name	Signature	Occupation	Address
Signed			
(1)			
(2)			
(3)			
(4)			
(5)			
(6)			
(7)			

To  
The Registrar of Trade Unions,  
Andhra Pradesh, Hyderabad.

\*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

(See Regulation 3)

Trade Unions Act, 1926

List of office-bearers

Name of the Trade Union.....

Office held in Union	Name	Age	Address	Occupation
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#### SCHEDULE-II

##### Reference to Rules

The numbers of the rules making provisions for the several matters detailed in column(1) are given in column(2) below.

Matter	Number of rules
(1)	(2)

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.

The facilities provided for the inspection of the list of members by office-bearers, and members.

The admission of ordinary members

The admission of honorary and 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 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 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.

### 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..... A.D.

Liabilities	Rs.P.	Assets	Rs.P.
Amount of General Fund		Cash	
Amount of Political Fund		In hand of Treasurer	
		In hand of Secretary	
Loan From .....		In hand of .....	
		In the ..... Bank	
Debts from .....		In the ..... Bank	
Debts due to .....		Securities as per list below.	
Other liabilities		Unpaid subscriptions due.	
(to be specified)		Loans to .....	
		Immovable property	
		Goods and furniture	
		Other assets (details to be specified)	
Total Liabilities :		Total Assets :	

#### List of Securities

Particulars Signed	Face value/Cost price	Market value	In hands of
1.	5.		
2.	6.		
3.	7.		
4.	8.		

#### [CERTIFICATE]

Certified that none of the Office-bearers or Executive members appointed for the year has been convicted by any Court in India of any offence involving moral turpitude and sentenced to imprisonment.

Place :

Date :

General Secretary].

The Certificate was added by G.O.Ms.No. 2149, dated 25-10-65.

## FORM B

(See Regulation 4)

## Register of Trade Unions

1. Serial Number.
2. Date of Registration
- 3.(a) Names of the members making the application.
- (b) Occupations of the members making the application.
- (c) Address of the members making the application
4. Name of Trade Union
5. Address of the head office of Trade Union.
6. Date of Establishment of Trade Union.
7. Office-bearers of Trade Union.  
Title Name  
Age. Occupation.  
Address.
8. Signature of Registrar.
- 9.(a) Whether provision has been made for a separate fund under Section 16 and if so from what date;
- (b) Initials of the Registrar.
- 10.(a) Date of intimation for alteration of rules;
- (b) Date of registration of alteration of rules and issue of a certified copy thereof;
- (c) Initials of the Registrar.
- 11.(a) Date of registration of change of address of registered office;
- (b) Address of the Trade Union as changed;
- (c) Initials of Registrar
- 12.(a) Date of registration of change of name;
- (b) Name of the Trade Union as changed;
- (c) Initials of the Registrar;
- 13.(a) Date of registration of amalgamation;
- (b) Name of the amalgamated union;
- (c) Registration number of the amalgamated union;
- (d) Initials of the Registrar.
- 14.(a) Date of application for cancellation of registration under Section 10(a);



- (b) Date of giving notice for cancellation or withdrawal under Section 10(b);
- (c) Date of issue of order withdrawing or cancelling registration;
- (d) Initials of the Registrar.
- 15.(a)(1) Names of the members applying for dissolution;
- (2) Occupation of the members applying for dissolution;
- (3) Address of the members applying for dissolution;
- (b) Date of registration of dissolution and issue of certificate to that effect;
- (c) Number and date of Registrar's proceedings ordering distribution of funds under Section 27 (2), if any;
- (d) Initial of Registrar;

*Note* :— One page shall be allotted for each Union.

## FORM C

[See Regulation 5(1)]

## Certificate of Registration of Trade Union

No.

It is hereby certified that the ..... has been registered under the Trade Unions Act, 1926 on this ..... day of ..... 19.....

SEAL

Registrar of Trade Unions  
For the State of Andhra Pradesh.

## FORM CC

[See Regulation 6]

## Application for withdrawal or cancellation of certificate of registration

Name of Trade Union ..... Registration Number.....  
Address ..... Dated the ..... day of ..... 19.....

To

The Registrar of Trade Unions,  
Andhra Pradesh.

The above-mentioned trade union desires that its certificate of registration under the Trade Unions Act, 1926, may be withdrawn or cancelled. Resolution passed at a general meeting\* duly held on the ..... day of ..... 19.....

(Here give exact and true copy of the resolution)

(Signed)

\*If not at a general meeting, state in what manner the request has been determined upon.]

*Note* :— This form was inserted by G.O.Ms.No. 2883, dated 17-12-1959.

## FORM D

Office of Registrar of Trade Union for the State of Andhra Pradesh.

Place :

Trade Unions Act (XVI of 1926)

Notice before withdrawal or cancellation of certificate of registry

(Clause (b) of Section 10 of the Act)

Registration No. .... Trade Union.

Notice is hereby given to the above mentioned Trade Union that it is the intention of the Registrar to proceed on the date of 19 to withdraw (or cancel) the certificate of registration of the Trade Union, unless cause be shown to the contrary in the mean time.

The ground of such proposed withdrawal (or cancellation) is (or mistake), or that the Trade Union has ceased to exist or has wilfully and after notice from me violated the provisions of the above mentioned Act, or allowed its rule ..... to continue in force which is/or inconsistent with the provisions of the Act or has rescinded its rule ..... providing for a matter, provisions for which is required by Section 6. (The facts should be briefly specified where practicable).

Dated ..... day of ..... 19 .....

SEAL

(Signature)

Registrar of Trade Unions,  
For the State of Andhra Pradesh.

\*The date entered here shall not be less than two months from the date of notice.

To

The Secretary of .....

(Here enter the name of Trade Union)

[FORM DD]

(See Regulation 11)

Notice of Change of address of the head office of a  
Registered Trade Union

Name of Trade Union ..... Registration Number .....

Address ..... Dated the ..... day of ..... 19 .....

To

The Registrar of Trade Unions,  
Andhra Pradesh.

1. Form DD was inserted by G.O.Ms.No. 288 dt. 17-12-1959.



Notice is hereby given that the head office of the above mentioned trade union has been removed from ..... and is now situated at ..... in .....

(Signed)

Secretary

This part to be detached by the Registrar when the notice is registered and returned to the trade union.

SEAL

Received this day of ..... notice of removal to the head office of the trade union bearing Registration No. ....

(Signed)

Registrar of Trade Unions

FORM DDD

[See Regulation 12 (2)]

Notice of change of name

Name of trade union already registered.....

Registration No. .... Address .....

Dated this ..... day of ..... 19 .....

To  
The Registrar of Trade Unions,  
Andhra Pradesh.

Notice is hereby given that subject to the provisions of Section 23 of the Trade Unions Act, 1926, the name of the above mentioned trade union has been changed to .....

The consent of the members was obtained by\*

(Signed)

Secretary

- (1)
- (2)
- (3)
- (4)
- (5)
- (6)
- (7)

Members,

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

## FORM DDDD

[See Regulation 13 (1)]

## Notice of amalgamation of Trade Union

A. Name of registered trade union.....  
 Number of registration .....

B. Name of registered trade union .....  
 Number of registration (and so in if more than two)

Address .....

Dated the ..... day of ..... 19.....

To  
 The Registrar of Trade Unions,  
 Andhra Pradesh.

Notice is hereby given that in accordance with the requirements of Section 24 of the Trade Unions Act, 1926, the members of the above mentioned trade unions have resolved to become amalgamated together as one trade union.

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

And that it is intended that the trade unions shall hence forth be called the .....

Accompanying this notice is a copy of the rules intended to be henceforth adapted by the amalgamated trade union which are the rules (if so) of the .....

(To be signed by seven members and  
 the Secretary of each trade union.)

(Signed)

Secretary

(1)

(2)

(3)

(4) Members,

(5)

(6)

(7)



## FORM DDDDD

[See Regulation 17 (1)]

## Notice of the dissolution of Trade Union

Name of trade union ..... Registration No. ....  
Address .....

Dated the

To

The Registrar of Trade Unions,  
Andhra Pradesh.

Notice is hereby given that the above-mentioned trade union was dissolved in pursuance of the rules thereof on the ..... day of ..... 19.....

We have been duly authorised by the union to forward this notice on its behalf, such authorisation is based on a resolution passed at a general meeting on the\*.

Dated..... 19.....

(Signed)  
Secretary

(1)

(2)

(3)

(4)

Members,

(5)

(6)

(7)

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

Note — Forms DD to DDDD were inserted by G.O.Ms.No. 288 dt. 17-12-1959.

## FORM E

[See Regulation 18]

## [Form for Trade Union]

Annual Return prescribed under Section 28 of the Trade Unions Act, 1926, for the year ending [31st December, 19 ].

i. These words were substituted for the words "31st March 19...." G.O.Ms.No. 7149 dated 25-10-1965.

## PART A

- (1) Name of the Union
- (2) Address of the Union
- (3) Registered Head Office
- (4) Number and date of Certificate of Registration
- x(5) Classification of industry (to be shown as per Schedule of industries attached).
- x(6) Classification of sector please state to which of the following 4 categories the Union belongs—
  - (a) Public Sector, Central sphere
  - (b) Public Sector, State sphere
  - (c) Private Sector, Central sphere and.
  - (d) Private Sector, State sphere
- x(7) Name of the All-India Body/Federation to which affiliated
- x(8) Affiliation Number
- x(9) Affiliation fee paid during the year
- x(10) Number and date of receipt for payment of affiliation fee
- x(11) Membership fee per month
- (12) No. of members on books at the beginning of the year
- (13) No. of members admitted during the year
- (14) No. of members who left during the year
- (15) No. of members in books at the end of year  
(i.e., on 31st December, 19 ]      Male female Total
- (16) No. of members contributing to political fund
- \*(17) No. of members who paid their subscription for the whole year
- (18) A copy of the rules of Trade Unions corrected upto the date of despatch of this return is appended.
- \*(19) Part B of the Return overleaf has been duly completed.

Dated the .....

Secretary

x 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 and Expenditure Statement]

<i>Income</i>	<i>Rs. Ps.</i>	<i>Expenditure</i>	<i>Rs. Ps.</i>
Balance at beginning of the year (Subscription from members including unpaid subscription due for the year)		Salaries and allowances of officers. Travelling allowance salaries, allowances and expenses of establishment, Auditors fee.	
x (a) Subscription received		Legal expenses.	
x (b) Subscription in arrears for three months or less			
x (c) Subscription in arrears for more than three months		Expenses in conducting trade disputes	
Donations.		Compensation paid to members, for loss arising out of trade disputes	
Sale of Periodicals, books, rules, etc.		Funeral, old age, sickness, unemployment benefits, etc.	
Interest on investment.		Cost of publishing periodicals.	
Income from miscellaneous source (to be specified).		Rent, rates and taxes, Stationery, Printing and Postage	
		Expenses incurred under Section 15(i) of the Trade Unions Act, 1926 (to be specified).	
		Other expenses (to be specified)	
		Balance at the end of the year	
Total :		Total :	

PART C

*Political Fund Account*

	<i>Rs. Ps.</i>		<i>Rs. Ps.</i>
Balance at beginning of the year		Payments made on the object specified in Section 16(3) of the Trade Unions Act, 1926 (to be specified).	
Contributions from members at .....		Expenses of management (to be fully specified).	
		Balance at the end of the year.	
Total :		Total :	
		Treasurer.	

## PART D

## Statement of Liabilities and Assets on the 31st day of December, 19.....

Liabilities	Rs. Ps.	Assets	Rs. Ps.
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	
		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	
Other liabilities (to be specified)		Immovable property, goods and furniture, other assets to be specified).	
Total Liabilities :		Total Assets :	

## PART E

## List of Securities

Particulars	Face Value	Cost or price	Market price at date on which accounts have been made up	In hands of
(1)	(2)	(3)	(4)	(5)

Treasurer

## Auditor's Report

We have audited the foregoing, 'General Fund Account' in Part B and the 'Political Fund Account' in Part C of the ..... (name of the Trade Union) for the year ..... 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 explanation and have had access to all the books and accounts of 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, the 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 reason therefor.

Auditor(s)/Chartered Accountant

The following changes of Officers have been made during the year.

#### Officers Relinquishing Office

Name	Office	Date of Relinquishing Office
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#### Officers Appointed

Name	Date of Birth	Private address	Personal occupation	Title of position held in union	Date on which appointment in Column 5 was taken up	Other offices held in addition to membership of executive with date
(1)	(2)	(3)	(4)	(5)	(6)	(7)

#### Election

Date of last election of office-bearers

Date of next election of office-bearers  
Secretary.

#### FORM FOR FEDERATION OF TRADE UNIONS

Annual Return prescribed under Section 28 of the Trade Unions Act, 1926, for the year ending 31st December, 19

## PART A

- (1) Name of the Federation  
x(2) Address of the Federation  
(3) Registered Head Office  
(4) Number and date of Certificate of Registration  
x(5) Classification of Industry (to be shown as per Schedule of Industries attached).  
x(6) Classification of sector (please state to which of the following 4 categories the Federation belongs—  
(a) Public Sector, Central sphere  
(b) Public Sector, State sphere  
(c) Private Sector, Central sphere  
(d) Private Sector, State sphere)  
x(7) Name of the All-India Body to which affiliated  
x(8) Affiliated Number  
x(9) Affiliation fee paid to the All-India Body to which affiliated during the year.  
x(10) Date of payment of affiliation fee to the All-India Body.  
x(11) Membership fee charged from affiliated Unions by the Federation.  
xx(12) No. of affiliated unions at beginning of the year and their membership.  
xx(13) No. of unions joining during the year and their membership.  
xx(14) No. of unions disaffiliated during the year and their membership.  
xx(15) No. of affiliated unions at the end of the year and their membership.  
(16) No. of members contributing to political fund.  
x(17) No. of unions which paid their affiliation fee for the whole year.  
(18) A copy of the rules of Federation corrected upto the date of despatch of this return is appended.  
x(19) Part B of the return overleaf has been duly completed.
- Dated the ..... Secretary

x If the federation falls under more than one category, the membership claimed in each category, may be shown separately.

xx Names of unions should be shown in separate statements marked ABCD.



## PART B

## General Fund Account

## [Income and Expenditure Statement]

Income	Rs. Ps.	Expenditure	Rs. Ps.
Balance at beginning of the year		Salaries and allowances of officers. Travelling allowance, salaries, allowances and expenses of establishment.	
Subscription from members (including unpaid subscriptions due for the year)		Auditor's fee.	
x (a) Subscription received		Legal expenses.	
x (b) Subscription in arrears for three months or less		Expenses in conducting trade disputes	
x (c) Subscription in arrears for more than three months		Compensation paid to members, for loss arising out of trade disputes	
Donations.		Funeral, old age, sickness, unemployment benefits, etc.	
Sale of Periodicals, books, rules, etc.		Cost of publishing periodicals.	
Interest on investment.		Rent, rates and taxes.	
Income from miscellaneous sources (to be specified).		Stationery, Printing and Postage	
		Expenses incurred under Section 15(i) of the Trade Unions Act, 1926 (to be specified).	
		Other expenses (to be specified)	
		Balance at the end of the year	
Total :		Total :	

## PART C

## Political Fund Account

	Rs. Ps.		Rs. Ps.
Balance at beginning of the year		Payment made on the objects specified in Section 16(2) of the Trade Unions Act, 1926 (to be specified).	
Contributions from members		Expenses of management (to be fully specified).	
		Balance at the end of the year.	
Total :		Total :	

## PART D

## Statement of Liabilities and Assets on the 31st day of December, 19.....

Liabilities	Rs. Ps.	Assets	Rs. Ps.
Amount of General Fund		Cash	
		In hands of Treasurer	
		In hands of Secretary	
Amount of Political Fund		In hands of —	
		In the ..... Bank	
		In the ..... Bank	
Loans from —		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	
Other liabilities (to be specified)		Immovable property, goods and furniture, other assets (to be specified).	
Total Liabilities :		Total Assets :	

## PART E

## List of Securities

Particulars	Face Value	Cost or price	Market price at date on which accounts have been made up	In hands of
(1)	(2)	(3)	(4)	(5)

Treasurer

## Auditor's Report

We have audited the foregoing, 'General Fund Account' in Part B and the 'Political Fund Account' in 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 explanation and have had access to all the books and accounts of 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, the 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 reason therefor.

Auditor(s)/Chartered Accountant

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	Date on which appointment in Column 5 was taken up	Other offices held in addition to membership of executive with date
(1)	(2)	(3)	(4)	(5)	(6)	(7)

#### Elections

Date of last election of office-bearers

Date of next election of office-bearers  
Secretary.

Parts B to E and Auditor's Report etc., in Form for Trade Unions and Federation of Trade Unions, substituted by G.O. Ms. No. 2149, dated 25-10-1965.



## List of Industries

(Not printed)

## FORM F

## Register of Membership and Subscription

Serial Number	Token or work number	Name	Date of admission	Occupation	Pay (Rate)	Subscription (Rate)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

## Subscription paid

Jan.	Feb.	Mar.	April.	May.	June.	Amount outstanding at the end of the year.
(a)	(b)	(c)	(d)	(e)	(f)	
					Total	
July.	Aug.	Sep.	Oct.	Nov.	Dec.	
(g)	(h)	(i)	(j)	(k)	(l)	
(8)			(9)			(10)

Rs. Ps.

Rs. Ps.

## FORM G

[See Regulation 13-A (1)]

Name of Trade Union :

Registration No.:

Address :

To

The Registrar of Trade Unions,  
Andhra Pradesh, Hyderabad.

Notice is hereby given that the undermentioned office-bearers/members of the executive committee of the union have been convicted and sentenced to imprisonment by a Court (give the name of the Court) of an offence involving moral turpitude.

- (1) Name or names of the office-bearers, member/members of executive committee convicted.
- (2) Offence
- (3) Date of conviction
- (4) Period of sentence

Action has been taken to remove the above person(s) from the post(s) held by him/them.

Place :

Date :

General Secretary

## BIHAR & ORISSA TRADE UNIONS REGULATIONS, 1928

*Notification No.2575-XL-19-Com. Dated 19.11.1928*

1. These regulations may be called the Bihar and Orissa Trade Unions Regulations, 1928.

[1A. These regulations shall apply to all Unions whose objects are not confined to, and whose head office is situated in the State of Bihar].

2. In these regulations—

(a) "the Act" means the Indian Trade Unions Act, 1926.

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

(c) "Section" means a section of the Act.

3. Every application of registration of a trade union shall be made in Form A.

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.

6. (1) The Registrar on receiving an application for the withdrawal or cancellation of registration shall before granting the application, satisfy himself that the withdrawal or cancellation 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 the purpose he may call for such further particulars as he may deem necessary and may examine any officer of the union.

(2) The Registrar shall, before withdrawing or cancelling the certificate of registration of a trade union under clause (b) of Section 10, cause to be served a notice in Form D on the trade union through its Secretary in person or by registered post.

(3) The certificate of registration issued to a trade union under Regulation 5 shall be surrendered by the Secretary of the union when the Registrar withdraws or cancels such certificate under clause (a) or clause (b) of Section 10.

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Ins. by Notfn. No.162-XL-35/45., dated 19.1.1945.