



Manipur



Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

Imphal, Monday, May 13, 1957

No. 16-E-10

MANIPUR ADMINISTRATION,  
Orders by Chief Commissioner.

NOTIFICATION.  
Imphal, the 10<sup>th</sup> April, 1957.

No. II/36/56-57. - In exercise of the powers conferred by Section 29 of Indian Trade Unions Act, 1926 (XVI of 1926), read with Notification No. 104 J, Government of India, late Ministry of States, dated on 24<sup>th</sup> August, 1950, the Chief Commissioner, Manipur, hereby makes the following Regulations, the same having been previously published as required by Section 30 of the said Act, namely-

2. These Regulations will come into force on 1.5.57

THE REGULATIONS.

1. (i) These regulations may be called the Manipur Trade Union Regulations, 1956.  
(ii) These regulations apply to trade unions whose head offices are situated in the State of Manipur.
2. In these regulations -
  - (a) "the Act" means the Indian 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.
4. 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 this behalf to inspect any document, register or other paper of the union.
5. The register of trade unions referred to in section 8 shall be maintained in Form B.
6. The certificate of registration issued by the Registrar under Section 9 shall be in Form C.
7. (i) 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 D, Form D1, Form D2 or Form D3.  
(ii) 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.  
(iii) When the Registrar registers 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 6 that the new name has been registered. The Secretary shall present the certificate to the Registrar for making this entry.
8. Cancellation of registration: - The application of a trade union for the withdrawal or cancellation of a certificate of registration shall be in Form E. The application shall be verified and duly signed by the President or Secretary or any seven members of the Trade Union.
9. 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

Copy for  
A.P. Singh  
R.K. Singh

- 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 take such other steps as he may consider necessary.
10. 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 (b) of section 10 is called for against the union. He may take the steps periodically or as and when he may deem necessary.
  11. The Registrar shall when he proposed to withdraw or cancel the certificate of registration of a trade union under clause (b) of section 10 of the Act cause a notice in Form F. to be served on the trade union through its Secretary, in person or by registered post with a form for acknowledgement.
  12. The withdrawal or cancellation of a certificate shall be in Form G.
  13. The fee payable for the registration of a trade union shall be Rs. 5/-
  14. 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 the rule or rules for any of the existing rules, or of a rescission of any of the existing rules or 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.
  15. (a) Every notice of a complete or partial alteration of the rules of a trade union shall be given in Form H or Form H1 as the case may be.  
(b) In the case of a complete alteration of rules, Schedule H of Form A must be enclosed, duly filled in showing the provision made in the altered rules 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.
  16. The certificate of registry of a partial or complete alteration of rules shall be in Form I.
  17. The fee payable for the registration of a complete or partial alteration of rules shall be Re. 1/- for each set of alteration made simultaneously.
  18. Any appeal made under section 11(I) of the Act must be filed within 60 days, of the date on which the Registrar passed the order against which the appeal is made.
  19. 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 funds 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.
  20. The annual return to be furnished under section 28 shall be submitted to the Registrar by the 30<sup>th</sup> day of June, in each year and shall be in Form J.
  21. (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 226 of the Indian Companies Act, 1956 (1 of 1956).  
(2) Where the membership of a trade union did not at any time during the financial year exceed 2,500 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 Provincial Government, or
    - (c) 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. 200/- per mensem.
  - (3) Where the membership of a trade union did not at any time during the financial year exceed 750 the annual audit of the accounts may be conducted :-
    - (a) by any two person 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, in receipt of a pension from Government of not less than Rs. 75/- a month, or

(c) by any auditor appointed to conduct the audit of any co-operative societies by the Provincial Government or by the Registrar of Co-operative Societies or by any provincial co-operative organization by Government for this purpose.

- (4) Where the membership of a trade union did not at any time during the financial year exceed 250, 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 the Registrar.
- (5) Where the trade union is a federation of unions, and the number of union affiliated to it at any time during the financial year did not exceed 55, 15 or 5 respectively, the audit of the accounts of the federation may be conducted as if it had not to any time during the year had a membership of more than 2,500, 750 or 250 respectively.

22. Notwithstanding anything 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 of securities belonging to the trade unions shall be eligible to audit the accounts of that union.

23. 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 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 of 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.

24. 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.

25. (1) The register of trade unions maintained in accordance with regulation 4 shall be open to inspection by any person on payment of a fee of 50 Naye Paise.
- (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 50 N.P. for each document inspected.
- (3) Documents shall be open to inspection every day on which the office of the Registrar is open and which 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 75 N.P. for the first two hundred words (or less) and 38 N. P. for every additional hundred words or fractional part thereof.

26. 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.





**SCHEDULE I.**  
**List of Officers.**

Title	Name	Age.	Address.	Occupation
1.				
2.				
3.				

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 1 the names 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 of Rules.**

The numbers of the rules making provision for the several matters detailed in column 1 are given in column 2 below:-

1. Matter.	2. Number 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.....	
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 condition 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 ... ..	

\*\*Vide notification No. 2474 Com, dated the 9<sup>th</sup> August, 1939.

SCHEDULE III.

(This need not be filled in if the union comes 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.	Assets	Rs.
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.....	
Debts due to -		In the .....bank.....	
.....		Securities as per list below.....	
.....		.....	
Other Liabilities (to be specified)-		Unpaid subscriptions due.....	
.....		Loans to.....	
.....		.....	
		Immovable property-	
		Goods and furniture.....	
		Other Assets (to be specified)....	
		.....	
		.....	
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.	Officers.	Name	Age on Entry	Address	Occupation.	Year of relinquishing office	Others offices held in addition to membership of executive with dates
Name of Union, Address of head office.	Year of entering on Office						
Date of registration							
Number of application form							
List of members 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, Manipur.

Rs.

hands of.

**FORM D.**  
**Regulation 7 (1)**  
Notice of change of address.

Name of trade union.....  
Register No. ....

Notice is hereby given as required by section 12 of the Indian Trade Unions Act, 1926 (XVI of 1926), that the above mentioned trade union shifted from (1), .....  
To (2).....on the (3) .....  
Given this day, the .....19.....

Signature of Secretary or  
President of the union

To  
The Registrar of Trade Unions, Manipur.

(1) and (2) full postal address 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, Manipur.

**FORM D1.**  
**(Regulation 7)**  
Notice of change of name.

Notice is hereby given as required under section 25 of the Indian 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 the 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 whereof the proposed new name was adopted in a resolution a certified copy of which is enclosed.

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

- (1) .....
  - (2) .....
  - (3) .....
  - (4) .....
  - (5) .....
  - (6) .....
  - (7) .....
- } Members.

\* This part to be detached by the Registrar and returned to the union concerned.

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

+ The proposed name to be written here.



FORM D2.  
(Regulation 7).

Notice of Amalgamation 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 percent of the total number of members of each and every union entitled to vote were recorded. Of the votes recorded not less than 50 percent were in favour of the proposed amalgamation. The 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 authorising the undersigned to give this notice to the Registrar of Trade Unions, Manipur passed by the respective unions at general meetings held on the dates mentioned on the copies of resolutions, are enclosed.

4. Further correspondence on the subject of this amalgamation is to be address to .....

(The Secretaries and seven members of each of the amalgamating unions are to sign here).

To  
The Registrar of Trade Unions, Manipur.

FORM D3  
(Regulation 7).  
Notice of Dissolution

Name of the trade union.....  
Register 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 the .....  
.....19..... Of the total number of.....  
members on the rolls of he union,.....attended the meeting and of those  
present,.....members were in favour of dissolution.

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

Given this day, the .....19.....  
(Seven members and Secretary of the union to sign this notice)

To  
The Registrar of Trade Unions, Manipur.

\* Names and register numbers of amalgamating trade unions to be written here.



FORM G.  
(Regulation 12).

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).

Date ..... Registrar

FORM H.  
(Regulation 15 (a)).

NOTICE OF PARTIAL ALTERATION OF RULES.

Name of the trade union, .....  
Register No. ....  
Registered address, .....

Notice is hereby given, as required under sub-section (3) of section 28 of the Indian Trade Unions Act, 1926 (XVI of 1926) that partial alterations were made in rules .....  
..... of the registered rules of the above named 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 of the union making the alterations and authorising 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 (1) .....	}	Three members,
Signed (2) .....		
Signed (3) .....		
Signed .....		Secretary.
Signed .....		President.

To  
The Registrar of Trade Unions, Manipur.

**FORM III**  
**( Regulation 15 ) ( a )**  
Notice of complete alteration of rules.

Name of the trade union .....  
Registered No. ....  
Registered address.....

Notice is hereby given, as required under Sub-section (3) of Section 28 of the Indian Trade Unions Act, 1926 (XVI of 1926), that complete alteration 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 authorising 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 in column 2 below:-

1. Matter.	2. Number rule
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 officers and members...	
The admission of ordinary members.....	
The admission of honorary or temporary members.....	
The condition 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 ... ..	

4. The prescribed fee of Re. 1/- is sent per bearer/by money order.  
Given this day, the ..... 19.....
- |               |   |                |
|---------------|---|----------------|
| (Signed)..... | } | Three members. |
| (Signed)..... |   |                |
| (Signed)..... |   |                |
| (Signed)..... |   |                |
| (Signed)..... |   |                |
|               |   | Secretary      |
|               |   | President.     |

To  
The Registrar of Trade Unions, Manipur.

.....  
subst  
Trad  
Date  
Name  
Regis  
Numl  
I, R  
fede  
II, R  
by ir  
A  
appenc  
Dated

FORM I  
(Regulation 16)

Certificate of Regulation Complete Alteration of rules.  
Partial.

.....Trade Union. ....Register No.....

It is hereby certified that the rule/rules, copy whereof is appended hereto, has been registered in  
substitutions of rule/rules .....already registered for the .....  
have

Trade Union, this day of .....19.....

Date.....19..... Registrar.

FORM J.

(Section 28 and Regulation 20)

Annual Return for the year ending 31<sup>st</sup> March, 19.....

Name of union.....  
Registered head office.....  
Number of certificate of registration.....

I. Return to be made by federation of trade unions.	<ol style="list-style-type: none"> <li>1. Number of unions affiliated at the beginning of the year.</li> <li>2. Number of unions joining during the year</li> <li>3. Number of unions by which subscription due have been paid up in full</li> <li>4. Number of unions disaffiliated during the year.</li> <li>5. Number of unions affiliated at the end of the year.</li> </ol>
II. Return to be made by individual trade unions.	<ol style="list-style-type: none"> <li>1. Number of members on books at the beginning of the year.</li> <li>2. Number of members admitted during the year (Add).</li> <li>3. Together.</li> <li>4. Number of members by whom subscriptions due have been paid up in full.</li> <li>5. Number of members who left during the year (deduct)</li> <li>6. Total number of members on books at the end of the year.</li> <li>7. Males.</li> <li>8. Females.</li> <li>9. Number of members contributing to Political Fund.</li> </ol>

A copy of the rules of the trade union corrected up to the date of despatch of this return is appended. The alterations shown in the rules have/have not/ been registered.

Dated the .....19.....

Secretary

STATEMENT OF LIABILITIES AND ASSETS ON THE .....DAY OF  
 .....19.....

Liabilities	Rs. N.P.	Assets	Rs. N.P.
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—	
Debt due to-		Unpaid subscription due.....	
		Loans to---	
Other liabilities (to be specified).		Immovable property—	
		Goods and furniture.....	
		Other assets (to be specified)	
Total Liabilities.		Total Assets.	

LIST OF SECURITIES

Particulars	Nominal value.	Market value at date on which accounts have been made up	In hands of.

Treasurer  
 Treasurer

GENERAL FUND ACCOUNT.

Income	Rs. N. P.	Expenditure	Rs. N.P.
Rs. N.P.			
Balance at beginning of year .....		Salaries, allowance and expenses .....	
Contributions from members at .....per member.....		Salaries, allowances and expenses of establishments.....	
Sale of periodicals, books, rules etc. ....		Auditor's fees.....	
Interest on investments.....		Legal expenses.....	
Income from miscellaneous source (to be specified)		Expenses in conducting trade disputes.....	
		Compensation paid to members for loss arising out of trade disputes.....	
		Funeral, old age, sickness, unemployment benefits etc.....	
		Educational, social and religious benefits.....	
		Cost of publishing periodicals.....	
		Rents, rates and taxes.....	
		Stationary, printing and postage.....	
		Expenses incurred under section 15 (i) of the Indian Trade Unions Act, 1926 ( to be specified)—	
		Other expenses ( to be specified)—	
		Balance at the end of year.....	
Total.....		Total.....	

POLITICAL FUND ACCOUNT:

Balance at beginning of year.....	Rs. N. P.	Payment made on objects specified in section 16(2) of the Indian Trade Union Act, 1926 (to be specified).	Rs. N.P.
Contribution from members at.... per member.....		Expenses of management (to be fully specified)	
		Balance at the end of the year.....	
Total.....		Total.....	

Treasurer.

Treasurer.

**AUDITOR'S DECLARATION.**

The undersigned, having had access to all the books and accounts of the trade union, and having examined the foregoing statements 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 thereto.

Auditor

The following changes of officers have been made during the year:-

**OFFICERS RELINQUISHING OFFICE.**

Name	Office	Date relinquishing office

**OFFICERS APPOINTED.**

Name	Office	Date of appointed.

Signature of the Secretary

Complete list of Officers holding Office on 31<sup>st</sup> March, 19.....(ending the year of the return including the honorary Officers, is given below:-

Name	Age	Office	Address	Occupation	Date of appointment

Registered Address.....  
Dated.....

(Signature of the Secretary)

G.M. Singh,  
Assistant Secretary (G.H.) Manipur  
Administration.

MANIPUR TRADE UNION REGULATIONS, 1956  
 RETURNED TO THE SECRETARY, MANIPUR TRADE UNION



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7-5-57.

ANNEXURE-11  
 STATISTICS OF TRADE UNIONS REGISTERED UNDER INDIAN TRADE UNIONS ACT  
 RETURN A  
 REGISTERED TRADE UNIONS

Sl. No.	Name and address of the union	Date of registration	Date of the year	No. of members	No. of members	Political Fund		Whether the union is affiliated to any local or State Organisation of workers
						Rs.	Paise	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								

- (a) Central Unions  
 (i) Unions whose objects are not confined to the State  
 (ii) Unions in private sector  
 (iii) Unions in public sector  
 (a) Central sphere and  
 (b) State sphere  
 (b) State Unions  
 (i) Unions whose objects are confined to the State  
 (ii) Unions in private sector  
 (iii) Unions in public sector  
 (a) Central Sphere and  
 (b) State sphere

N.B Please show workers' unions and employers' union separately.

RETURN-B  
 REGISTERED FEDERATIONS

Industry (as per revised classification)	Sl. No.	Name and address of the federation and date of registration	Number of unions	General Fund		Political Fund		Whether the federation is affiliated to any local or State Organisation of workers
				Rs.	Paise	Rs.	Paise	
	1							
	2							
	3							
	4							
	5							
	6							
	7							
	8							
	9							
	10							
	11							
	12							
	13							
	14							
	15							
	16							
	17							
	18							

N.B Please show Workers' Federation and Employers' Federation separately

By order etc.  
 B.I. Sharma  
 Assistant Secretary (I), Manupur Administration



Extraordinary  
PUBLISHED BY AUTHORITY

No. 200-E-168

Imphal, Thursday, January 16, 1964

(Pause 26, 1885)

GOVERNMENT OF MANIPUR  
SECRETARIAT - LABOUR & EMPLOYMENT BRANCH

## NOTIFICATION

Imphal, the 10<sup>th</sup> January, 1961.

No. 332/2/60-Lab - In exercise of the powers conferred under Section 29 of the Indian Trade Union Act, 1926 (Act XVI of 1926) as extended to the Union Territory of Manipur read with the Government of India, late Ministry of States Notification No. 104-J, dated the 24<sup>th</sup> August, 1950, the Chief Commissioner, Manipur hereby makes the following amendment to the Manipur Trade Union Regulations, 1956 after previous publication of the draft of the said amendment as required by Section 30 of the said Act.

## AMENDMENT

After Regulation 20 of the Manipur Trade Union Regulations, 1956, the following shall be inserted as regulation 20-A :-

"20 - A. Every Registered of Trade Union shall maintain the following books and registers to facilitate the audit of its accounts:-

1. Register of membership and subscription in Form 'K'.
2. Register of receipts and disbursements of the General Fund Account.
3. Minutes book to record the proceedings of all meetings.
4. Register of stock, tools and plant to show 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 for the political fund (if there is a political fund).
7. A file of vouchers.

By order etc,

G.H. Singh,

Secretary to the Government of Manipur.

Manipur



Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No. 143-E-114 Imphal, Thursday November 6, 1962

(KARTIKA 15, 1884)

MANIPUR ADMINISTRATION  
SECRETARIAT – INDUSTRIES & LABOUR BRANCH

NOTIFICATION

Imphal, the 26<sup>th</sup> September, 1962.

No. 10/1/60 – Lab – In partial modification of the regulation published in this Administration Notification No. IL/36/56-57 dated 10<sup>th</sup> April, 1957 and in exercise of the powers conferred on him by section 29 of the Indian Trade Union Act, 1926 (Act XVI of 1926) read with the Government of India, Late Ministry of States Notification No. 104-J dated 24<sup>th</sup> August, 1950, the Chief Commissioner Manipur hereby makes the following amendment to the Manipur Trade Union Regulation 1956 after previous publication of the draft of the said amendment as required by section 30 of the said Act.

AMENDMENT

For the existing form-J the following form shall be substituted, namely:-

(Form J)

ANNUAL RETURNS PRESCRIBED UNDER SECTION 28 OF THE INDIAN  
TRADE UNION ACT, 1926

FOR THE YEAR ENDING 31<sup>ST</sup> MARCH, 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)
16. Classification of sector (Please state in which of the following four 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).
- +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. 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 on books at the end of the year:  
 (i.e. on 31/12/1959) 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 the trade union 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

+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 MARCH**

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

## GENERAL FUND ACCOUNT

Income	Rs. N.P.	Expenditure	Rs. N.P.
Balance at the beginning of year		Salaries and allowance of officers	
Subscription from members (including unpaid subscription due for the year)		Traveling Allowance, Salaries, allowance and expenses of establishment.	
+ (a) Subscription received		Auditors' fee.	
+ (b) Subscription in arrears for three months or less		Legal expenses.	
+ (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 investments		Educational, social and religious benefits etc.	
Income from miscellaneous sources (to be specified)			
		Rents, rates and taxes.	
		Stationary, printing and postage.	
		Expenses incurred under section 15(j) of the Indian Trade Unions Act, 1920 (to be specified)	
		Others expenses (to be specified)	
		Balance at the end of year.	
Total		Total	

**POLITICAL FUND ACCOUNT**

Rs. N.P.	Rs. N.
Balance at beginning of year.	Payments made on objects specified in section 16(2) of the Indian Trade Union Act, 1926 (to be specified)
Contributions from..... members at .....per member.	Expenses of management (to be specified)
Total	Balance at end of year ..... Total

Treasurer

**AUDITORS DECLARATION**

The undersigned having had access to all the books and accounts of the..... Union, and.....having examined the foregoing statements 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 and also certify that the .....Union had properly maintained its membership registers and its accounts and the members had paid the 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  
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	Date on which appointment in Col. 5 was taken up.	Other officers 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

**(FORM FOR FEDERATION OF TRADE UNIONS)**  
**Annual returns prescribed under section 28 of the Indian Trade Unions Act,**  
**1926, for the year ending 31<sup>st</sup> March 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 of 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 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. No. of affiliated unions at the beginning of the year and their membership.
- @13. No. of unions joining during the year and their membership.
- @14. No. of unions disaffiliated during the year and their membership.
- @15. No. of affiliated unions at the end of the year and their membership.
- +16. No. of members contributing to political fund.
- +17. No. 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 despatch of this return is appended.
- +19. Part B of the return overleaf has been duly completed.

Dated the \_\_\_\_\_

Secretary

+ 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 separately statements marked 'A', 'B', 'C' and 'D'.

**PART - B**  
**Statement of Liabilities and Assets on the 31<sup>st</sup> day of March 19....**

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





## GENERAL FUND ACCOUNT

Income	Rs. N.P.	Expenditure	Rs. N.P.
Balance at the beginning of year Subscription from members (including unpaid subscription due for the year) +(a) Subscription received +(b) Subscription in arrears for three months or less +(c) Subscription in arrears for more than three months Donations. Sale of periodicals, books, rules etc. Interest on investments Income from miscellaneous sources (to be specified)		Salaries, allowance and expenses of officers. Traveling allowance, Salaried allowance and expenses of establishment. Auditors' fee. Legal expenses. Expenses in conducting trade disputes. Compensation paid to members for loss arising out of trade disputes. Funeral, old age, sickness, unemployment benefits etc. Educational, social and religious benefits etc. Cost of publishing periodicals, Rents, rates and taxes Stationary, printing and postage Rents, rates and taxes Stationary, printing and postage Expenses incurred under section 15(j) of the Indian Trade Unions Act, 1926 (to be specified) Others expenses (to be specified) Balance at the end of year	
Total			Total

## POLITICAL FUND ACCOUNT

Rs. N.P.	Rs. N.P.
Balance at beginning of year Contribution from..... Members at .....per member.	Payment made on object specified in section 16(2) of the Indian Trade Unions Act, 1926 (to be specified) Expenses of management (to be specified) Balance at end of year.....
Total	Total

Treasurer

**AUDITORS DECLARATION**

The undersigned, having had access to all the books and accounts of the.....  
 .....Union, and.....having  
 examined the foregoing statements 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 and also  
 certify that the .....Union had properly  
 maintained its membership registers and its accounts and the members had paid their  
 membership subscription to the .....Unions as shown in  
 the foregoing statement of the general fund account of the Union, subject to the  
 remarks, if any appended hereto.

Auditor

**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	Date on which appointment in Col. 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