

# STANDARD OPERATING PROCEDURE (SOP)

Filing of Annual Returns under  
The Trade Unions Act, 1926

**Department of Labour and Employment**  
Government of J&K

## Name of Service

Filling of Annual Returns under The Trade Unions Act, 1926

## Name of Department

Department of Labour and Employment, GoJK

## Policy/Government Order

The Trade Unions Act, 1926

## Documents Checklist

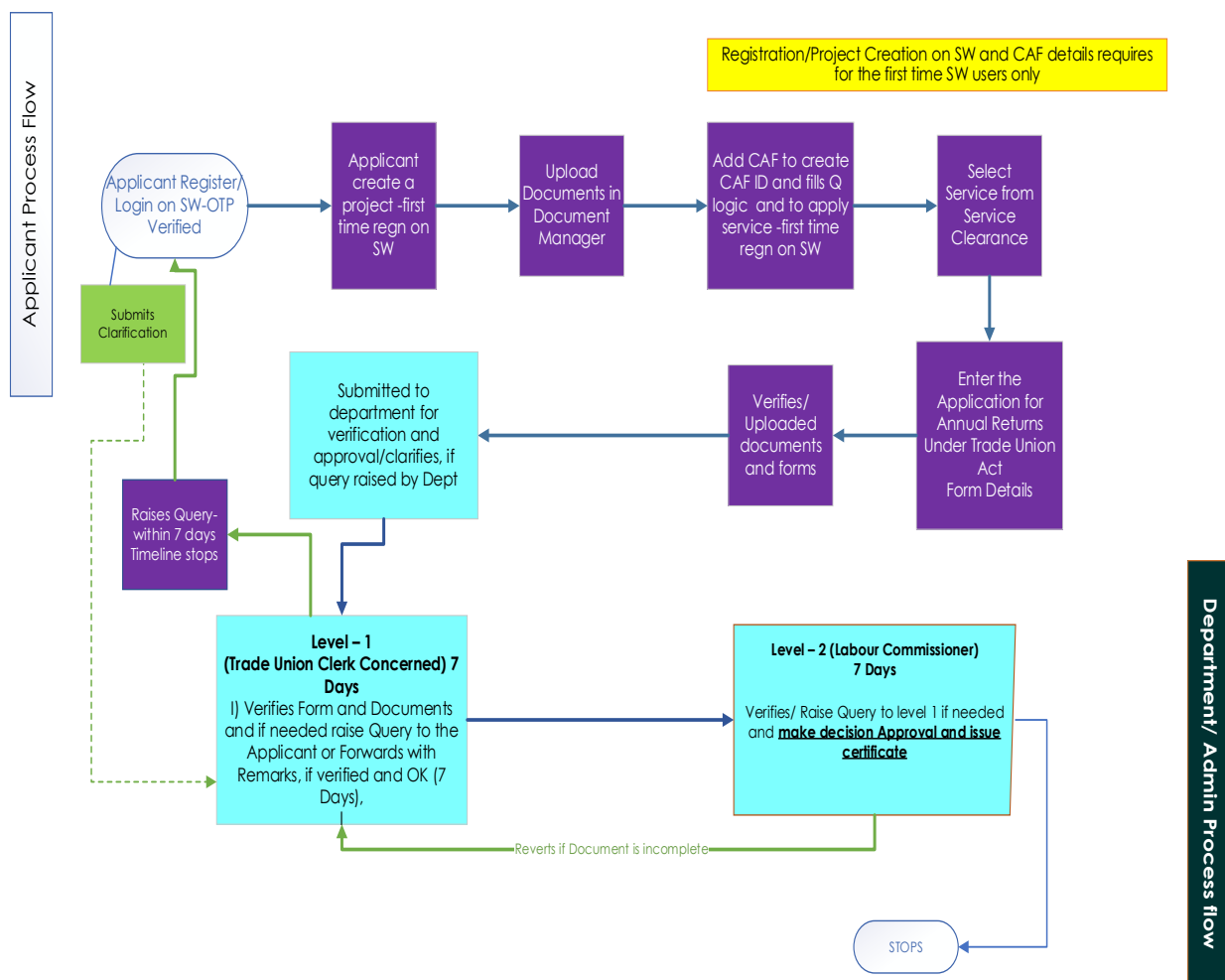
#	Document name	Type	Mandatory
1	Bank Statement showing total balance in the bank	PDF	Yes
2	Number of certificates of registration in the prescribed format in Form D of Trade Unions Act 1926	PDF	Yes
3	Statement of liabilities and assets in the prescribed format in Form D of Trade Unions Act 1926	PDF	Yes
4	List of Securities in the prescribed format in Form D of Trade Unions Act 1926	PDF	Yes
5	General Fund Account Details in the prescribed format in Form D of Trade Unions Act 1926	PDF	Yes
6	Political Fund Details in the prescribed format in Form D of Trade Unions Act 1926	PDF	If Applicable
7	Change of Officers Details in the prescribed in Form D of Trade Unions Act 1926format	PDF	If Applicable

## Procedure for the application for Filling of Annual Returns under The Trade Unions Act, 1926

- I. Applicant registers himself/herself on single window system <http://www.singlewindow.jk.gov.in>. If, already registered on the portal then login with the registered user id and password
- II. Applicants get the registration information on registered email id and registered mobile number.
- III. Your first step is to create a Project (a Project can be your new or existing Business/Industry).
- IV. Once a Project is created, you can fill the Common Application Form for the Project where all the common details required for the project are filled.
- V. Once CAF Id is created, from all the available Forms, click on the Form/Registration you want to apply for.
- VI. Before filling the forms, you will be given instructions about the documents required to submit along with the form. You need to upload these documents before filling the form.

- VII. Now you can apply for Application for Filling of Annual Returns under Trade Union Act 1926.
- VIII. Filled application form will be submitted to Concerned Trade Union Clerk.
- IX. After online receipt of application form for Filling of Annual Returns under Trade Union Act 1926 with all the necessary documents mentioned above, the Concerned Trade Union Clerk shall scrutinize the application along with uploaded documents.
- X. In case of deficiency Trade Union Clerk shall report the deficiency to the applicant within 7 working days.
- XI. If there is no deficiency the Trade Union Clerk shall recommend the application to Labour Commissioner with remarks.
- XII. If the Labour Commissioner is satisfied that the Annual return is complete in all respects, he shall accept it or in case the Annual Return is incomplete the same shall be sent back to the applicant for rectification within 7 working days.
- XIII. The certificate can be downloaded from the applicant login.

### Process Flow: Registration under Trade Union Act, 1926



## Form Fields:

#	Section	Caption Name	Type of Field	Mandatory (Yes/No)
1.		Annual Return for the Year	Calendar	Yes
2.	Trade Union Details	Name of Union	Alpha/numeric	Yes
3.		Registered Head Office	Alpha/numeric	Yes
4.		City	Alpha	Yes
5.		District	Alpha/Dropdown	Yes
6.		Pin code: *	Numeric	Yes
7.		Contact Number	Numeric	Yes
8.		Number of Certificate of Registration	Alpha/Numeric	Yes
9.		Documents	Bank Statement showing total balance in the bank	Upload Option/ Dropdown
10.	Form D of Trade Unions Act 1926		Upload Option/ Dropdown	Yes
11.	Additional attachment 1		Upload Option/ Dropdown	Yes
12.	Additional attachment 2		Upload Option/ Dropdown	Yes
13.	Additional attachment 3		Upload Option/ Dropdown	Yes
14.	Additional attachment 4		Upload Option/ Dropdown	Yes

## Do's and Don'ts

### Do's

1. Ensure that relevant document as mentioned in the Standard Operating Procedure is uploaded at appropriate place.
2. Reply at the earliest or in 7 days to the clarification raised by the Department Officer for the Application.
3. Raise grievances on Single Window, if Approval is not granted within specified timeline.
4. Download your Approval certificate/ License/Registration etc. from the portal only.

### Don'ts

1. There is no need to visit the Dept. for approval or any clarification.
2. Don't submit any physical hard copy of document to the Dept.
3. Don't upload irrelevant documents in the Application which is not mentioned in the Document Checklist

## References:

1. The Trade Union Act, 1926  
([https://www.indiacode.nic.in/bitstream/123456789/2386/1/AAA1926tr\\_\\_16.pdf](https://www.indiacode.nic.in/bitstream/123456789/2386/1/AAA1926tr__16.pdf))

Appendix

FORM D

ANNUAL RETURN PRESCRIBED UNDER SEC. 28 OF THE INDIAN TRADE UNIONS ACT, 1926 FOR THE YEAR ENDING ON 31ST [MARCH,]<sup>1</sup> 20.....]

Name of Union.....  
 Registered Head Office.....  
 Number of certificate of registration.....

<p>Return to be made by the federations of Trade Unions.</p> <p>This return need not be made by federations of Trade Unions.</p>	<p>Number of Unions affiliated at the beginning of year.</p> <p>Number of Unions joining during the year.</p> <p>Number of Unions disaffiliated at the end of year.</p> <p>Number of members on books at the beginning of year.</p> <p>Number of members on books admitted during the year (add) together.</p> <p>Number of members who left during the year.(deduct).</p> <p>Total number of members on books at the end of the year.</p> <p>Males—</p> <p>Females—</p> <p>Number of members contributing to political fund.</p>
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A copy of the rules of the Trade Union, corrected up to the date of despatch of this return, is appended.

Dated the .....

.....

Secretary.

1. It is apprehended that this should read "31st December" consequent to the amendment of Sec. 28 of the Trade Unions Act, 1926 in which the word "December" was substituted for the word "March" by the Indian Trade Unions (Amendment) Act 38 of 1964. The required amendment does not appear to have been made.



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TRADE UNIONS ACT, 1926

FORM D

Statement of liabilities and assets on  
 the ..... day of ...20.....

Liabilities	Rs. P.	Assets	Rs. P.
Amount of general fund		Cash— In hands of Treasurer	
Amount of political fund		In hands of Secretary	
Loans..... from		In hands of.....	
Debts due to		In the.....Bank	
Other liabilities (to be specified)		In the.....Bank	
		Securities as per list below	
		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 at date on which accounts have been made up	In hands of

Treasurer.

General Fund Account

Income	Rs. P.	Expenditure	Rs. P.
Balance at the beginning of the year		Salaries, allowances and expenses of officers.	
Contributions from members as.....per member.		Salaries, allowances and expenses of establishment.	
Donations		Auditor's fees.....	
Sale of periodicals, rules, etc.		Legal expenses.....	
Interest of investments		Expenses in conducting trade disputes.	
Income from miscellaneous sources (to be specified).		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,	
		Rent, rate and taxes.	
		Stationery, printing and postage.	
		Expenses incurred under Sec. 15 (j) of the Indian Trade Unions Act, 1926 (to be specified).	
		Other expenses (to be specified).	
Total		Balance at the end of year.	
		Total .....	

FORM D

CENTRAL TRADE UNION REGULATIONS, 1938

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**Political Fund Account**

Income	Rs. P.	Expenditure	Rs. P.
Balance at the beginning of year		Payments made on objects specified in Sec. 16 (2) of the Indian Trade Unions Act, 1926 (to be specified).	
Contributions from members as.....per member,		Expenses of managements (to be specified).	
		Balance at the end of year.	
<b>Total</b>		<b>Total</b>	

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 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 of relinquishing office

**Officers Appointed**

Name	Age	Office	Address	Occupation	Date of appointment

.....  
 Secretary.