

Name of Service

Registration under The Trade Unions Act, 1926

Name of Department

Department of Labour and Employment, GoJK

Policy/Government Order

The Trade Unions Act, 1926

Form Fields:

#	Section	Caption Name	Type of Field	Mandatory (Yes/ No)
1.	Trade Union Details	Name of Trade Union	Alpha/ numeric	Yes
2.		Address of Head Office	Alpha/ numeric	Yes
3.		City	Alpha	Yes
4.		District	Alpha/ Dropdown	Yes
5.		Pin code: *	Numeric	Yes
6.		Contact Number	Numeric	Yes
7.		Trade union came into existence	Calendar	Yes
8.		Type of Union	Dropdown	Yes
9.	Documents	Constitution of Union-Particulars showing the provision made in the rules of section 6 of Indian Trade Unions Act (Schedule II) (two copies)	Upload Option/ Dropdown	Yes
10.		Resolution of General Body (two copies)	Upload Option/ Dropdown	Yes
11.		List of Members - Particulars required by section 5-1 c of Indian Trade Unions Act, 1926 (List of Officers-Schedule I)-Two Copies	Upload Option/ Dropdown	Yes
12.		Bank Account of Union	Upload Option/ Dropdown	Yes
13.		Non-Involvement Certificate from Police	Upload Option/ Dropdown	Yes
14.		Department/Passport Copy	Upload Option/ Dropdown	Yes
15.		Copy of identity Cards of Members	Upload Option/ Dropdown	Yes

#	Section	Caption Name	Type of Field	Mandatory (Yes/ No)
16.		Photographs/Address/Telephone No's of Executive Body	Upload Option/ Dropdown	Yes
17.		Inventory of Assets and Liabilities of Union-Particulars required by section 5(2) of Indian Trade Unions Act 1926 (Statement of Assets and Liabilities-Schedule III)	Upload Option/ Dropdown	Yes
18.		Office of Union (Photograph)	Upload Option/ Dropdown	Yes
19.		Rubber Stamp of President/General Secretary	Upload Option/ Dropdown	Yes
20.		Photocopy of Cash Book, Minute Book, and Membership Register	Upload Option/ Dropdown	Yes
21.		On-spot verification report along-with recommendation for registration	Upload Option/ Dropdown	Yes
22.		Certificate by the verifying Officer to the effect that no other identical Union exists in the areas	Upload Option/ Dropdown	Yes
23.		Rent Deed	Upload Option/ Dropdown	Yes
24.		Additional attachment 1 to 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)
2. PSGA General Administration Department, Jammu & Kashmir.
([showpdf.aspx\(jkgad.nic.in\)](showpdf.aspx(jkgad.nic.in)))

Appendix

42

TRADE UNIONS ACT, 1926

FORM A

FORM A

APPLICATION FOR REGISTRATION OF TRADE UNIONS

Dated.....day of20.....

1. We hereby apply for the registration of a Trade Union under the name of
2. The address of the Head Office of the Union is
3. The Union came into existence on the day of20.....
4. The Union is a union of employees/workers engaged in the Industry (or profession).....
5. The particulars required by Sec. 5 (1) (c) of the Indian Trade Unions Act, 1926, are given in Sch. I.
6. The particulars given in Sch. II show the provisions made in the rules for the matters detailed in Sec. 6 of the Indian Trade Unions Act, 1926.
7. (To be struck out in the case of Unions which have not been in existence for one year before the date of application). The particulars required by Sec. 5 (2) of the Indian Trade Unions Act, 1926, are given in Sch. III.

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

To the Registrar of Central Trade Unions, Delhi

**SCHEDULE I
List of Officers**

Title	Name	Age	Address	Occupation

NOTE.—Enter in this schedule the names of all members of the executive of the Union, showing in Col. 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.

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

FORM A

CENTRAL TRADE UNION REGULATIONS, 1938

43

SCHEDULE II
 Reference to Rules

The numbers of the rules making provisions for the several matters detailed in Col. (1) are given in Col. (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 officers and members. The admission of ordinary members. The admission of honorary or temporary members. The conditions under which members are entitled to benefits assured by the rules. The conditions under which fines or forfeitures can be imposed or varied. The manner in which the rule 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

Statement of Liabilities and Assets on the day of.....20.....

[This need not be filled in if the Union came into existence less than one year before the date of application for registration.]

Liabilities	Rs. P.	Assets	Rs. P.
Amount of general fund		Cash—	
Amount of political fund		In hands of Treasurer	
Loans from		In hands of Secretary	
Other liabilities (to be specified)		In hands of.....	—
		In the..... Bank	
		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	

44

TRADE UNIONS ACT, 1926

FORM B

List of securities

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

FORM B

REGISTER OF TRADE UNIONS

Serial No.	Officers
Name of Union	
Address of Head Office	
Date of registration	

	Year of entering in office	Name	Age of entry	Address	Occupation	Year of relinquishing office	Other offices held in addition to membership of executive with date
Number of application form. List of members applying for registration.							

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

FORM C

CERTIFICATE OF REGISTRATION OF TRADE UNIONS

No.....

It is hereby certified that the has been registered under the Indian Trade Unions Act, 1926, this day of 20.....

SEAL

.....
Registrar of Central Trade Unions

System Generated Certificate would be provisioned and with Approval No, applicant unit name and date