

GOVERNMENT OF TRIPURA
DEPARTMENT OF CO-OPERATION
(INSPECTION REPORT)

Name of the Inspecting Officer with Designation :-

Date of Inspection :-

Date of last inspection :-

1. Name & Address of the Society :-
2. Regn. No. and Date :-
3. Area of Operation :-
4. Controlling Department :-
5. Nos. of Members
a) Individual :-

Category	Male	Female	Total
ST			
S.C			
Other			
Government			
New members during last year			
Total			

6. Authorized Share Capital :- Rs.
7. Paid up Share Capital as on the Date of Inspection
a) Individual :- Rs.
b) Govt. :- Rs.
Total :- Rs.
8. Main activities of the Society :-

9. Liabilities

- a) Government :-
 b) Bank TSCB/TGB/UBI/SBI :-
 i) S.T. (Agri/Others)/KCC :-
 ii) M.T./L.T. :-
 c) Other Institution (NCDC/ICDP) :-
 Total :-

Gross amount taken	amount paid till now	balance as on date

10. Physical verification of cash -

- A) Cash in hand :- Rs.
 B) Cash at bank (as on the date of inspection).

Sl no.	Name of Bank	Account No.	Amount
i)			Rs.
ii)			Rs.
iii)			Rs.

11. Custodian of Cash (with designation):- Sri/ Smt.....

12. Is there any cash lying with Other than cash custodian? :-

If so, what steps have been taken for Recovery?
 (Attach separate report, if required)

13. Audit position :

- i) Period of last Audit (CAS) :-
 (Gross /Net Profit/Loss) :- Rs.
 ii) If not up to date, reasons thereof :-
 iii) Amount of pending audit fees, if any :-
 iv) Proposed steps to clear pending Audit fees :-
 v) Whether AR passed by Board? :-
 vi) Action taken on Audit Report :-
 vii) If no action taken, reasons :-

14. i) Position of Annual Return submitted :-

 ii) Position of other Returns submitted :-

15. a) Last date of Annual General Meeting :-

 b) Membership Register up to date as on :-

16. a) Date of last Board Meeting :-
 b) Frequency of Board meeting :-
 c) Status of Minutes Book :-

17. Management :

- a) Name of the President/Chairman /Administrator :- Name Contact No.
 b) Whether Elected/ Nominated :-
 c) Dated of Election /Nomination :-
 d) Tenure of the Board :-
 e) Names of other Board members :-

18. A) Present staff position No. of staff Monthly salary @
 Class III
 Class IV

b) Average duration of the staff working:-

- c) Any advance/amount Name Amount
 Pending with any i)
 Staff /Board members ii)
 iii)

19. Liabilities of staff/others and action taken:-
 (Enclosed list of name with Designation/
 Portfolio with amount)

20. Lending activities (as on date of Inspection)

- a) Loan Disbursed (Total) :-
 b) Outstanding with members :-
 c) Recovery :-
 d) Action taken/Proposed for recovery :-

21. Business activities :- Business turnover as on Position of Business
 the date of inspection. Profit / Loss.

- e) F. P. Shop :-
 f) Consumers :-
 g) Supply :-
 h) Others (specify) :-

22. Assets of the society and utilisation there of

- a) Landed property :-
- b) Transport Vehicle :-
- c) Go-downs :-
- d) Agri Machineries and appliances :-
- e) Water Body :-

(Separate report may be attached)

23. Status of STCC

- a) Total amount sanctioned :-
- b) Amount adjusted by Bank :-
- c) Amount lying with Bank/Society :-
- d) Interest received :-
- e) Action plan to utilize the amount :-

24. Any specific proposal submitted by the Society to :-

RCS/ Department for further development

(Attach a copy with this report)

25. Books & Records Of The Society :-

(Books & Records, as per Bidyanathan Committee

Recommendation, whether maintained & up to date?

If not, why? Detailed, separate note may be attached)

26. Review / Comment On The Last Inspection Report -

- a) Whether Society has taken follow up action on the :-
Suggestions/ instructions recorded in the last inspection,
if not, state reason.
- b) Suggestion/instruction given today :-

27. Comments & suggestions of the Inspecting :-

Officer for further development of the Society

Enclosed documents:-

- i)
- ii)
- iii)

(Dated, Full signature & Designation of the I. O.)

Contact no: .

Submitted to the:-

ARCS./ DRCS./ RCS.....for kind information & further action.

(Copy of the inspection report also handed over to

.....of the Society on