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 :-

<table>
<thead>
<tr>
<th>Category</th>
<th>Male</th>
<th>Female</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S.C</td>
<td></td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
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<tr>
<td>Government</td>
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<tr>
<td>New members during last year</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Total</td>
<td></td>
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</table>

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

<table>
<thead>
<tr>
<th>Gross amount taken</th>
<th>amount paid till now</th>
<th>balance as on date</th>
</tr>
</thead>
</table>

10. Physical verification of cash
    A) Cash in hand
    B) Cash at bank (as on the date of inspection).

<table>
<thead>
<tr>
<th>Sl no.</th>
<th>Name of Bank</th>
<th>Account No.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>i)</td>
<td></td>
<td></td>
<td>Rs.</td>
</tr>
<tr>
<td>ii)</td>
<td></td>
<td></td>
<td>Rs.</td>
</tr>
<tr>
<td>iii)</td>
<td></td>
<td></td>
<td>Rs.</td>
</tr>
</tbody>
</table>

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 :-
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
   Class III
   Class IV

   b) Average duration of the staff working:-

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

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 the date of inspection.
   Position of Business Profit / Loss.

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

   Contact No.
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.)

Submitted to the:-
ARCS./ DRCS./ RCS..............................................................for kind information & further action.
(Copy of the inspection report also handed over to .......... .......... .......... .......... .......... .......... ......
...... ......of the Society on ......................)

Contact no: