

**GOVERNMENT OF MEGHALAYA
OFFICE OF THE LABOUR COMMISSIONER
MEGHALAYA : : : SHILLONG**

(email: labour-meg@nic.in)

No. MLM-20/73/Pt-III/ _____

Dated : Shillong the

March, 2019.

To,

- (1) The Deputy Labour Commissioner,
Shillong/ Nongstoin/ Jowai/ Nongpoh/ Tura/ Williamnagar/ Baghmara.
- (2) The Assistant Labour Commissioner,
Khliehriat/ Mawkyrwat/ Ampati/ Resubelpara.

Sub: - Notification.

With reference to the subject cited above, I am enclosing herewith the Notification appointing the Deputy Labour Commissioner/ Assistant Labour Commissioner to be Additional/ Deputy Registrars, as the case may be, under the Trade Unions Act, 1926. The following are the guidelines to be adopted by the District Labour Offices in granting the trade union certificate to the applicants under the Trade Union Act, 1926.

1. All District Labour Offices are to observe all provisions relating to the Trade Unions Act, 1926 and in particular to those relating to this Department and instructions issued by this Office from time to time.
2. The following documents are to be submitted by each applicant at the time of applying for the Trade Union Certificate of Registration: -
 - (i) Application in **Form A** stating the name and address of the Union Headquarters along with **Schedule I, II and III. (Copies enclosed)**
 - (ii) The Union should submit **two copies of Minutes of Meeting** held to form the Union. (1 copy in original, 1 copy in duplicate with Seal of the Union). The Minutes should be signed by the President and General Secretary of the Union, along with Seal of the Union.
 - (iii) **Two copies of the Constitution** of the Union (1 in original and 1 in duplicate with Seal of the Union) satisfying all provisions as per Sections 5.6, 9A and other relevant Sections of the Act.
 - (iv) Fee of Rs. 5/- (Rupees Five only) to be deposited vide Treasury Challan.
3. After checking the application and on being satisfied that the Trade Union has complied with all the requirements of the Act, the Registration Certificate (**Form C – copy enclosed**) and **Form B** have to be filled up out of which Form C along with the **Annual Returns Forms (copies enclosed)** are to be issued to the applicant.
4. Form B books and samples of the official seals may be collected from this Office.

Encl: As stated

(Shri. B. Mawlong, MCS)
Labour Commissioner, Meghalaya,
Shillong.

Memo No. MLM-20/73/Pt-III/ 995

Dated : Shillong the 15th March, 2019.

Copy to:-

✓ Chinmoy Bhattacharya, Sr. Technical Director/Scientist-F, NIC Meghalaya, Shillong, to please have the Notification placed in our office website.



[Handwritten signature]