

# एम.एस.एम.ई-टूल रूम, गुवाहाटी MSME-TOOL ROOM, GUWAHATI

वार्षिक प्रतिवेदन 2014-2015  
ANNUAL REPORT 2014-2015



## टूल रूम एण्ड ट्रेनिंग सेन्टर TOOL ROOM & TRAINING CENTRE

Amingaon Industrial Area, Amingaon  
Guwahati-781 031

Ph : (0361) 268 0907, Fax :- (0361) 268 1030

Website:- [www.trtcguwahati.org](http://www.trtcguwahati.org),

E-mail:- [trtcghy@hotmail.com](mailto:trtcghy@hotmail.com)

(AN ISO 9001:2008, 14001:2004 CERTIFIED ORGANISATION)

# SKILL





# MSME TOOL ROOM, GUWAHATI

## 14<sup>th</sup> Annual Report

### 2014-2015

# MSME

सूक्ष्म, लघु एवं मध्यम उद्यम  
MICRO, SMALL & MEDIUM ENTERPRISES  
MSME-TOOL ROOM, GUWAHATI



## MSME TOOL ROOM, GUWAHATI (TOOL ROOM & TRAINING CENTRE)

Amingaon Industrial Area, Amingaon, Guwahati-781 031

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# MSME – TOOL ROOM, GUWAHATI

## (TOOL ROOM & TRAINING CENTRE)

### ANNUAL REPORT FOR THE YEAR 2014 – 2015

## 14<sup>th</sup> ANNUAL REPORT

### 1.0 INTRODUCTION:

Tool Room and Training Centre has been established by Government of India to cater tooling and training need of industries of NE Region. The State Government of Assam has provided land and building to the Tool Room. TRTC has been registered as Government of India Society under society registered act on 24<sup>th</sup> February 2000.

The management of the affairs of the Centre rests with the Governing Council constituted by Government of India. Additional Secretary and Development Commissioner (MSME), Government of India, is the President of the Society and the Chairman of the Governing Council.

### 2.0 AIMS AND OBJECTIVES:

- To develop production facilities of moulds, jigs, fixtures, gauges & other sophisticated tools preferable for Small Scale Industries.
- To train manpower in the field of tool making & other allied engineering trades both for the fresher's & for personnel already engaged in the field.
- To provide common facilities in precision machining.
- To provide consultancy facilities primarily for MSMEs units in the field of tool engineering aimed at improvement in productivity.

### 3.0 FACILITIES AVAILABLE WITH TOOL ROOM:

The following machineries/infrastructure is available with the Tool Room

#### TRAINING

<u>Sl. No.</u>	<u>Name of the machines</u>	<u>Quantity</u>
1.	CNC Milling Machine	02 No.
2.	CNC Lathe Machine	02 No.
3.	CNC wire EDM machine	01 No.
4.	CNC EDM Machine	01 No.
5.	CNC Training System	11 Nos.
6.	CAD/CAM equipments, Computers & Software	100 Stations
7.	Conventional Lathe Machine	13 Nos.
8.	Vertical Milling Machine	09 Nos.

9.	Universal Milling Machine	02 Nos.
10.	Horizontal Milling Machine	03 Nos.
11.	Surface Grinding Machine	04 Nos.
12.	Cylindrical Grinding Machine	03 Nos.
13.	Tool & Cutter Grinder	02 Nos.
14.	Radial Drilling Machine	01 No.
15.	Pillar Drilling Machine	02 Nos.
16.	Shaper Machine	02 Nos.
17.	Bench Drill Machine	03 Nos.
18.	Power Hacksaw Machine	01 No.
19.	Pedestal Grinder	03 Nos.
20.	Welding Machine & Equipment (Arc Welding, Gas Welding, Submerged Welding, TIG, MIG Welding & Plasma Cutting)	01 Set.
21.	Work Bench	40 Nos.
22.	Measuring Instruments	Lots.
23.	125 KVA DG Set	01 No.
24.	Heat Treatment Furnace (Muffle Type)	01 No.

#### 4.0 SERVICE OFFERED

*The Tool Room has the capabilities & can offer the following:*

##### (i) Production

- a. Manufacturing of different Parts of Plastic Moulds, Press Tools, Jigs & Fixtures, Gauges, Extrusion Dies, Blow Moulds.
- b. Manufacturing of high precision Jobs & Machine Components.
- c. Production with latest technologies like CNC and CAM.
- d. Repairing, Re-sharpening & Maintenance of Dies & Tools.

##### (ii) Training

The need to update & upgrade training programme due to rapid technological development has driven the Centre to tune the training and development of man power for smooth transition and adoption to contemporary manufacturing system to cater to wide range of industries.

#### LONG TERM COURSES:

##### Certificate Course in Machinist

- The duration of the course is two years. It was approved by SCVT. The trainees are trained as per norms of SCVT as well as the need of Industries. The admission of new batch of the course conducted every year since 2006. Initially the capacity of the batch was 16, now it is increased to 32 Nos. The placement of this batch is nearby 100%. Pass out trainees have got the job in industries located in various parts of country.

##### Certificate Course in Advance Machinist

- This course is designed for Diploma / ITI student. The duration of course is 1 year. Trainees are trained on different conventional as well as CNC Machines. The demand of course is very good as the placement of this course is very high.

## Certificate Course in Advance Machine Maintenance

- This course is designed for Diploma / ITI student. The duration of course is one year. Trainees are trained in maintenance of different machine tools. The course is designed for maintenance of different conventional and CNC machine in Mechanical and Electrical area. The demand of course is very good.

## Certificate Course in Machine Tool Operation

- This course is designed for school dropout student. The duration of course is 1 year. Trainees are trained in fitting, turning, milling, grinding etc. The course is very popular in Industries.

## Certificate Course in Machine Maintenance

- This course is designed for school dropout student. The duration of course is 1 year. Trainees are trained in Mechanical & Electrical maintenance of Conventional Machine tools. The course is very popular in industries.

## Certificate Course in Welding

- This course is designed for school dropout student. The duration of course is 1 year. Trainees are trained in different welding technique. The course is as per need of local industries.

## **MID TERM COURSES:**

### Manufacturing Technology

- This course is designed for Engineering Graduate / Diploma in Production / Mechanical / Automobile trade. Duration of the course is six months. Trainees are trained on Conventional, CNC Machines and CAD/CAM softwares. Placement is very high.

### Mould Design with CAD/CAM

- This course is designed for Engineering Graduate / Diploma in Production / Mechanical / Automobile or equivalent. Trainees are trained to the Mould Design and Manufacturing as well as use of high ends software.

### Electrical Maintenance

- It is designed for technical person who have already experienced in the line of maintenance. The duration of course is six months.

### Mechanical Maintenance

- It is designed for technical person who have already experienced in the line of maintenance. The duration of course is six months.

### Advance Welding

- This course is designed for ITI pass student. The duration of course is six months. Trainees are trained in different advance welding technique like TIG, MIG etc. The course is as per need of local industries.

### Basic Welding

- This course is designed for school dropout student. The duration of course is six months. Trainees are trained in Arc welding, Gas welding and their applications.



## SHORT TERM COURSES:

### Auto CAD

- This course is designed for Graduate in any discipline. The duration of course is two months. Trainees are trained in Drafting and Designing 2D, 3D, Isometric, Wire frame & Surface Modeling.

### Advance Auto CAD

- This course is designed for Degree / Diploma / ITI in Mechanical / Production / Automobile Engineering. The duration of course is one month. Trainees are trained in Drafting and Designing 2D, 3D, Isometric, Wire frame & Surface Modeling.

### Master CAM

- This course is designed for Degree / Diploma / ITI in Mechanical / Production / Automobile Engineering. The duration of course is one month. Trainees are trained in Drafting, 3D Part Modeling, Surface Modeling, NC Code Generation in Master CAM software.

### Solid Works

- One month certificate course in Solid Works after Degree / Diploma / ITI in Mechanical, Production / Automobile Engineering. Trainees are trained in Drafting, 3D Part Modeling, Surface Modeling in Solid works Software.

### Delcam Software

- One month certificate course in Delcam software after Degree / Diploma / ITI in Mechanical, Production / Automobile Engineering. Trainees are trained in Drafting, 3D Part Modeling, Surface Modeling in Delcam Software.

### Pro-Engineering Software

- One month certificate course in Pro-Engineering software after Degree / Diploma / ITI in Mechanical, Production / Automobile Engineering. Trainees are trained in Sketch, Part (Solid, Surfaces, Freestyle, Flexible Modeling, Sheet Metal), Assembly.

### Catia Software

- One month certificate course in Catia software after Degree / Diploma / ITI in Mechanical, Production / Automobile Engineering. Trainees are trained in Part Design, Assembly Design, Generative Shape Design, Generative Sheet Metal Design, Generative Structural Analysis, DMU Kinematics, Drafting, Machining etc.

### Unigraphics Software

- One month certificate course in Unigraphics software after Degree / Diploma / ITI in Mechanical, Production / Automobile Engineering. Trainees are trained in 2D Sketching, Solid Modeling, Surface Modeling, Synchronous Modeling Assembly, Drafting, Core Cavity Extraction, Sheet Metal, 3D Machining with Different Techniques.

### Staad Pro Software

- One month certificate course in Staad Pro software after Degree / Diploma / ITI in Mechanical, Production / Automobile Engineering. Trainees are trained in Model Generation, Assigning Loads, Load Combination, Concrete Design, Steel Design, Foundation Design, Report Generation etc.

## Hyper Works Software

- One month certificate course in Hyper Works software after Degree / Diploma / ITI in Mechanical, Production / Automobile Engineering. Trainees are trained in importing & Exporting Different Types of File, Geometry Clean Up, 1D, 2D (Manual, Auto, QI Optimize) & 3D Meshing (Hexa, Tetra Mesh), Element Quality Check, Mesh Refinement, Creation of Entity Sets, Connectors, RBE Elements, Local Coordinate System.

## Industrial Automation (PLC) Software

- One month certificate course in Industrial Automation (PLC) software after Degree / Diploma / ITI in Mechanical, Production / Automobile Engineering. Trainees are trained in Electrical & PLC Hardware & PLC Programming Software, Architectural Evaluation of PLC, PLC Fundamentals (Block Diagram of PLC'S) – Role of PLC in Automation–Basic Concept of Analog–STL & FBD Languages–PLC Components (Power Supply / I/O Modules/CPU & Communication Bus)–Profibus Networking to RIO Station–Type of Inputs & Outputs–Addressing Concepts–Introduction to Bit Byte & Word Concept. Programming Instructions Arithmetic and Logical.

## CNC Technology

- This course is designed for Degree / Diploma / ITI in Mechanical, Production / Automobile Engineering. The duration of course is three months. Trainees are trained in programming & machining of different CNC Machines.

## Computer Hardware Maintenance & Networking

- This course is designed for 10<sup>th</sup> pass student. The duration of course is three months. Trainees are trained for Maintenance, Assembling and Establish Network connection

## **SKILL BASED COURSES**

### Electrical House Holding Equipments Repair & Maintenance

- One month certificate course in Electrical House Holding Equipments Repair & Maintenance for School dropout. Trainees are trained in Maintenance & Repairing Electrical House Holding Equipments.

### Industrial Wiring

- One month certificate course in Industrial Wiring for School dropout. Trainees are trained in 220 as well as 440 Volts wiring and machine connection as per Industries needs.

### Plumber

- One month certificate course in Plumber for School dropout. Trainees are trained in Plumbing works.

### **(iii) Consultancy: -**

A highly professional wing is to especially provide consultant MSMEs in the field of Tool Design, Manufacturing and innovations for improved quality & productivity etc.

- Introduction of modern production technology.
- Use & maintenance of Precision Tools.
- Quality control & testing of tools & products.
- Guidance for modern tool design as per standards & methods.
- Selection of proper raw materials for tools to ensure enhanced tool life.

## 5.0 ACTIVITIES PERFORMED:

1. Total 4942 Nos. trainees had been trained in different training programmes.
2. Awareness programmes are conducted in Engineering colleges, Polytechnics, ITIs and organizations involved in imparting Skill Development activities and facilities of TRTC, Guwahati.
3. Different Skill development programmes are conducted which are sponsored by Ministry of Micro, Small & Medium Enterprises, Govt. of India. 775 trainees were trained under this scheme.
4. Different Outreach Programmes were conducted at Digboi, Upper Assam, Rangia, Nagarbera, Sualkuchi, Nalbari and Goreswar, BTAD, Assam. Total 1736 trainees were trained under outreach programme
5. Different Skill development programmes are conducted which are sponsored by Ministry of Industries & Commerce, Govt. of Assam. 100 trainees were trained under Multidisciplinary Skill Development Programme.
6. 262 trainees are placed in different industries in Assam & other part of country and remaining students opted for higher studies.
7. 659 MSMEs are getting support in production, design & development and manpower supply.

## 6.0 PERFORMANCE:

Physical Performance (5 years)						
Activity	Year	2010-11	2011-12	2012-13	2013-14	2014-15
<b>(A) Training</b>						
<b>(a) Number of training courses conducted</b>						
(i) Long term		06	09	09	08	08
(ii) Short term		57	52	107	108	187
<b>(b) Number of trainees trained</b>						
(i) Long term (total)		129	375	282	252	193
(ii) Short term (total)		974	733	1490	2239	4749
<b>TOTAL</b>		1103	1108	1772	2491	4942
(iii) SC candidates		235	202	264	482	1236
(iv) ST candidates		369	327	785	1101	2395
(v) Women candidates		127	48	94	398	1217
(vi) PH candidates		-	-	-	-	-
(vii) Minorities		44	72	99	100	72
<b>(B) Unit Assisted</b>						
(a) MSME		282	333	373	491	556
(b) Other		55	64	77	80	103
<b>TOTAL</b>		337	397	450	571	659

## Financial Performance (5 years)

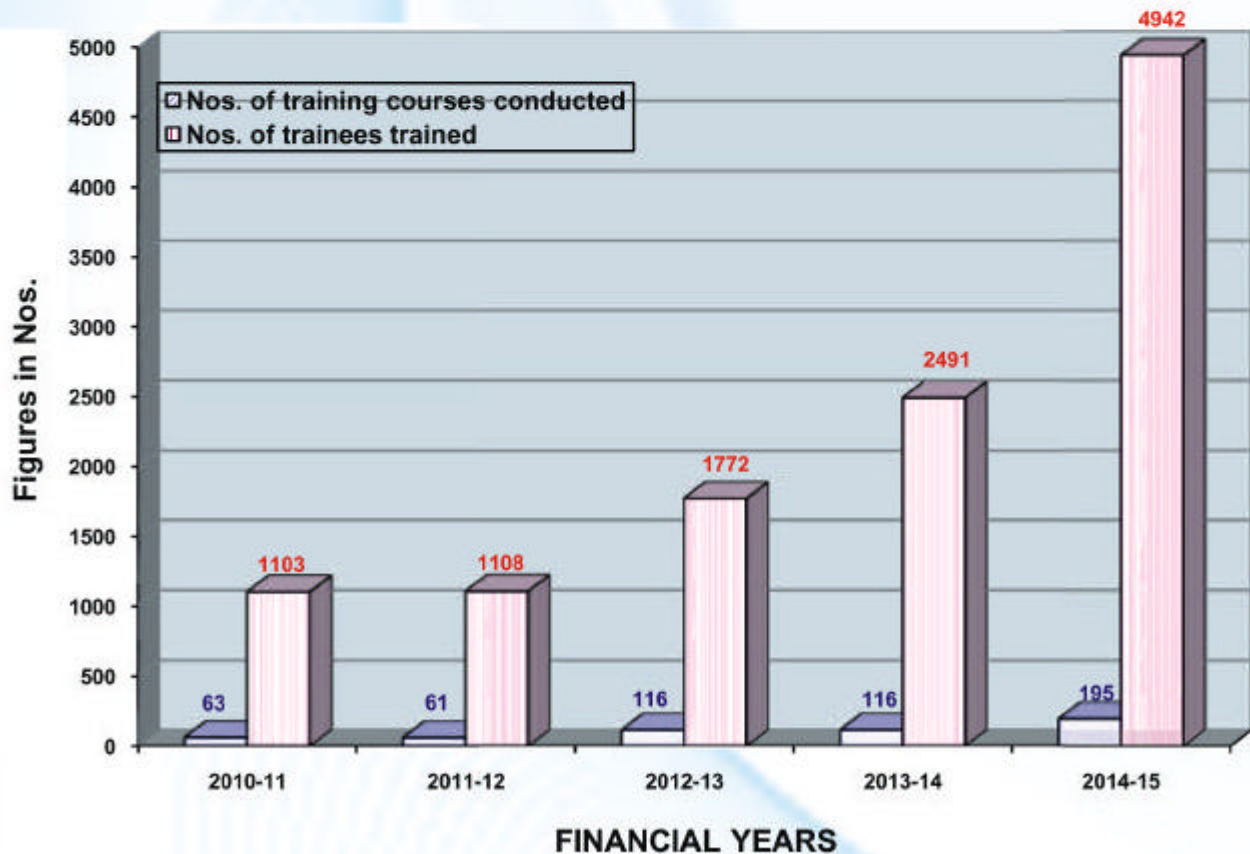
### GRAPHICAL FORMS

Activity \ Year	2010-11	2011-12	2012-13	2013-14	2014-15
Revenue generated (Rs.)	121.63	200.39	305.08	336.71	505.04
Revenue expenditure (Rs.)	95.27	151.51	174.97	213.17	270.52
Cash surplus	26.36	48.88	130.11	123.54	234.52
% age Recovery	127	132	174	158	186

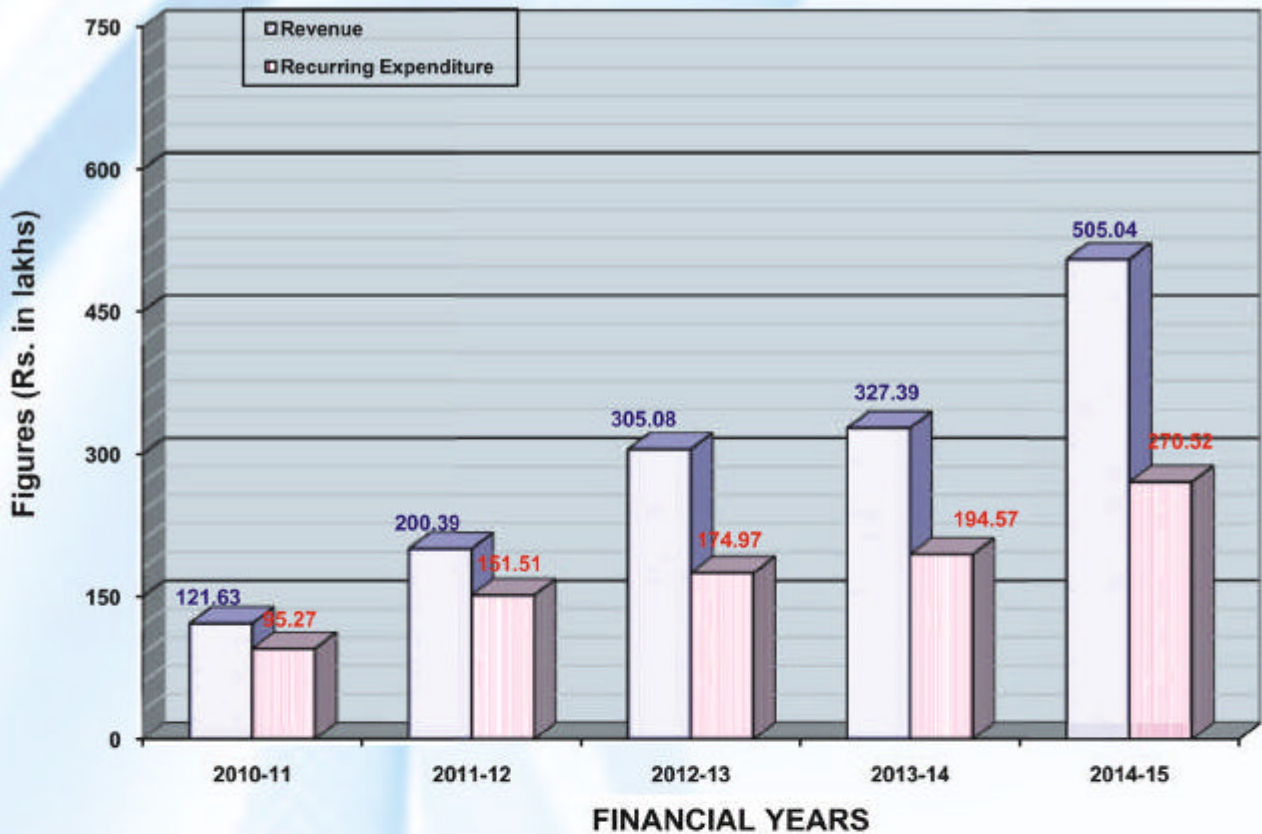
#### Significant Achievement, if any.

- a. 4942 trainees have been trained in different training programmes.
- b. During the year under report we have executed job orders of 556 Nos. of Small Scale units and total 659 units were assisted.
- c. 262 trainees are placed in different industries.
- d. ISO 14001:2004 is awarded from BIS, Kolkata.
- e. Machinist, Turner, Welder Trades are affiliated by NCVT.

## TRAINING COURSES CONDUCTED & TRAINEES TRAINED



**REVENUE EARNED AND RECURRING EXPENDITURE**



**7.0 Details of assets created out of utilization of Plan Funds**

**A. Plant and Machinery**

Sl. No.	Name of Asset
1.	Conventional Turning Machine
2.	Power Hacksaw Machine
3.	Heat Treatment Furnace (Muffle)
4.	Catia, Staad Pro, Hyper Works, Solid Works, Master CAM, Creo Software
5.	Computer 66 Nos.
6.	Measuring Instruments

**B. Civil Construction**

2nd Phase Construction work of two hundred capacity hostels (Boys & Girls), 25 Nos. Staffs quarters are constructed by CPWD, Guwahati for which estimated cost was Rs. 1,254.00 lacs. The advance payment of Rs. 910.00 lacs was released to CPWD before financial year 2014-15 in several installments by year wise. Balance Rs. 344.00 lac was released in the financial year 2014-15. As per CPWD, Guwahati no payment is pending. TRTC, Guwahati has taken over entire building of boys hostel, girls hostel & staff quarters & utilized in full capacity.

## 8.0 FUTURE PLAN:

### 2015 – 2016

1. Enhance training activities, conducting outreach programme.
2. Set up an extension centre at Jorhat, Assam to enhance the training activities.
3. Enhance production activities for making tools, moulds, dies etc. and interaction with industries for getting the production works.
4. Project Work of Engineering Colleges will be taken.
5. Advance welding technology will be implemented by using of TIG & MIG.
6. Develop 300 capacity hostel after acquiring the newly constructed hostel building.

## 9.0 STAFF POSITION:

As on	Group A		Group B		Group C		Total	
	Tech.	Non. Tech.	Tech.	Non. Tech.	Tech.	Non. Tech.	Tech.	Non. Tech.
31-03-2013	01	-	02	-	06	-	09	-
31-03-2014	02	-	02	-	07	-	11	-
31-03-2015	02	-	03	-	08	-	13	-
SC	02	-	01	-	01	-	04	-
ST	-	-	-	-	-	-	-	-
OBC	-	-	-	-	02	-	02	-

## 10.0 GOVERNING COUNCIL DETAILS

The Governing Council of the Centre as on 31.03.2015 consists of the following members:

- |     |  |                 |
|-----|--|-----------------|
| 1.  | <b>Special Secretary &amp; Development Commissioner (MSME)</b><br>Ministry of MSME, Govt. of India<br>Nirman Bhawan, New Delhi                                       | <b>Chairman</b> |
| 2.  | <b>Jt. Secretary (MSME)</b><br>Ministry of MSME,<br>Govt. of India<br>Udyog Bhawan, New Delhi – 110 108.   | <b>Member</b>   |
| 3.  | <b>Director (IF-Wing)</b><br>Department of IP & P<br>Ministry of MSME<br>Govt. of India, Udyog Bhawan,<br>New Delhi – 110 108  | <b>Member</b>   |
| 4.  | <b>Secretary Industries &amp; Commerce Deptt.</b><br>Govt. of Assam, Dispur,<br>Guwahati – 781 006   | <b>Member</b>   |
| 5.  | <b>Directorate of Industries &amp; Commerce</b><br>Govt. of Assam, Udyog Bhawan<br>Bamunimaidan, Guwahati – 781 021  | <b>Member</b>   |
| 6.  | <b>Directorate of Industries &amp; Commerce</b><br>Govt. of Nagaland<br>Kohima, Nagaland   | <b>Member</b>   |
| 7.  | <b>Directorate of Industries &amp; Commerce</b><br>Govt. of Tripura<br>Shilpodyog Bhawan,<br>Pandit Neheru Complex,<br>P.O. Kunjaban,<br>Agartala – 799 006, Tripura | <b>Member</b>   |
| 8.  | <b>Director (TR)</b><br>O/o the DC (MSME), Nirman Bhawan,<br>New Delhi – 110 108   | <b>Member</b>   |
| 9.  | <b>General Manager</b><br>MSME – Tool Room, Kolkata<br>Bonhoogly Industrial Area,<br>Kolkata – 700 108   | <b>Member</b>   |
| 10. | <b>Director</b><br>Indian Institute of Entrepreneurship<br>Lalmati, Basishtha Charali<br>Guwahati – 781 029  | <b>Member</b>   |

- 11. **Director**  
MSME – DI  
Bamunimaidan, Guwahati – 781 021 **Member**
- 12. **Principal**  
Assam Engineering College  
Jalukbari, Guwahati – 781 014 **Member**
- 13. **Regional Director**  
Indira Gandhi Open University  
Christianbasti, Guwahati – 781 005 **Member**
- 14. **Director**  
Employment & Craftsman Training  
Rehabari, Guwahati – 781 008 **Member**
- 15. **Managing Director**  
Torsa Machine Limited  
EPIP, Amingaon, Guwahati – 781 031 **Member**
- 16. **President**  
All Assam Small Scale Industries Association  
Bamunimaidan, Guwahati – 781 021 **Member**
- 17. **The Project Manager**  
MSME – Tool Room, Guwahati  
Tool Room & Training Centre  
Amingaon Industrial Estate.  
Guwahati – 781 031 **Member Secretary**

**11. DETAILS OF GOVERNING BODY MEETING:**

	No. of Meeting	Date
<b>Governing Council Meeting</b>	20 <sup>th</sup>	27-08-2014
<b>Annual General Body Meeting</b>	13 <sup>th</sup>	27-08-2014

**12.0 ANNUAL ACCOUNTS:**

The Annual Accounts for the year 2014 – 2015 are given in the Appendix – 1 comprises the following:

- i. Auditors' Report.
- ii. Balance Sheet as on 31-03-2015
- iii. Income & Expenditure Accounts for the year 2014 – 2015.



## AUDITOR'S REPORT

To,

**The Members,  
TOOL ROOM & TRAINING CENTRE,  
GUWAHATI**

We have audited the attached Balance Sheet of M/S TOOL ROOM & TRAINING CENTRE, Amingaon, Guwahati - 31 (Assam) as on 31<sup>st</sup> March 2015 and also the "Income & Expenditure Account" and "Receipts and Payments Account" for the year ended on that date annexed thereto. These financial statements are the responsibility of the society's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in India. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion and we report that:

We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of audit;

In our opinion, proper books of accounts have been kept by the Society so far as appears from our examination of those books;

The Balance Sheet and the Income & Expenditure Account dealt with by this report are agreement with books of accounts;

In our opinion and best of our information and according to the explanations given to us, and subject to notes on accounts annexed thereto give the true and fair view in conformity with the accounting principles generally accepted in India;

- a) In the case of the Balance Sheet, of the state of affairs of the Society as at 31<sup>st</sup> March'2015;
- b) In case of Income & Expenditure Account, of the SURPLUS of Society for the year ended on that date.
- c) In case of the Receipts and Payment Accounts, of the transactions of the Society for the year ended on that date.

For, M/S S A S D & Co.,  
Chartered Accountants  
F.R. No-325049E

Place : Guwahati  
Date : 28/08/2015

(CA. Samikhya Das)  
: Partner  
Mem. No-061770

**TOOL ROOM AND TRAINING CENTRE : GUWAHATI**

**BALANCE SHEET AS AT 31ST MARCH,2015**

(Amount in Rs. )

	SCH. NO.	FIGURES FOR THE CURRENT YEAR	FIGURES FOR THE PREVIOUS YEAR
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**CORPUS/ CAPITAL FUND AND LIABILITIES**

Corpus/ Capital Fund	1	274,107,816	197,677,607
Current Liabilities & Provision	2	3,879,374	4,748,321
<b>TOTAL</b>		<b>277,987,190</b>	<b>202,425,928</b>

**ASSETS**

Fixed Assets( Net Block)	3	220,360,287	51,366,189
Current Assets , Loans and Advances	4	57,626,902	151,059,739
<b>TOTAL</b>		<b>277,987,190</b>	<b>202,425,928</b>

Significant Accounting policies and Notes on Accounts 10

For & on behalf of

**Tool Room & Training Centre**

Project Manager

Chairman

For M/S S A S D & Co.  
CHARTERED ACCOUNTANTS  
(FIRM REGN. NO. 325049E)

(CA. Samikhya Das)  
Partner  
(M.NO.061770)

PLACE : GUWAHATI  
DATE : 28.08.2015

**TOOL ROOM AND TRAINING CENTRE : GUWAHATI****INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2015**

(Amount in Rs. )

	SCH. NO	FIGURES FOR THE CURRENT YEAR	FIGURES FOR THE PREVIOUS YEAR
<b><u>INCOME</u></b>			
Fees/ Subscription	5	48,369,951	32,769,096
Interest Earned	6	1,994,262	832,400
Other Income	7	140,060	69,600
<b>TOTAL (A)</b>		<b>50,504,273</b>	<b>33,671,096</b>
<b><u>EXPENDITURE</u></b>			
Establishment Expenses	8	8,395,771	7,148,517
Other Administrative Expenses	9	18,656,405	14,168,708
Depreciation	3	11,592,167	15,651,167
<b>TOTAL (B)</b>		<b>38,644,343</b>	<b>36,968,392</b>
Excess of income over expenditure (C) (A-B)		11,859,930	(3,297,296)
Add: Prior Period Adjustment (D) for Depreciation		14,570,279	-
<b>Total Excess of income over expenditure (C+D)</b>		<b>26,430,209</b>	<b>(3,297,296)</b>

As per our report of even date annexed

For & on behalf of  
**Tool Room & Training Centre**

Project Manager

Chairman

For M/S S A S D & Co.  
CHARTERED ACCOUNTANTS  
(FIRM REGN. NO. 325049E)

(CA. Samikhya Das)  
Partner  
(M.NO.061770)

PLACE : GUWAHATI  
DATE : 28.08.2015

**TOOL ROOM AND TRAINING CENTRE : GUWAHATI****SCHEDULE FORMING PART OF THE BALANCE SHEET :**

(Amount in Rs.)

	FIGURES FOR THE CURRENT YEAR	FIGURES FOR THE PREVIOUS YEAR
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**SCHEDULE -"1" CORPUS / CAPITAL FUND :**

Balance at the beginning of the year	197,677,607	182,174,903
Add: Grant in Aid (Received from Govt. of India)	50,000,000	18,800,000
Total	247,677,607	200,974,903
ADD: Excess of income over expenditure during the year	26,430,209	-3,297,296
<b>TOTAL:</b>	<b>274,107,816</b>	<b>197,677,607</b>

**SCHEDULE -"2" CURRENT LIABILITIES & PROVISION:****A. CURRENT LIABILITIES****1. Sundry Creditors****a) For goods**

Geeta Machine Tools Private Limited	390,123	390,123
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**b) For others**

Telephone expenses	6,135	1,689
Electricity Expenses	170,538	162,118
Audit Fees	22,800	11,236
Wages/Stipend	93,641	90,793
Office Expenses	13,011	28,385
Medical Expenses	60,266	44,354
Training Expenses	176,532	82,742
House Keeping	44,441	42,626
Security Charges	53,547	55,200
Hiring Charges of Vehicle	36,000	86,101
Production Expenses	58,613	44,000
Rent	0	69,000
Jorhat Extension Centre Exp	36,227	0

**3. Statutory Liabilities**

Value Added Tax	24,467	12,102
Tax Deducted at Sources(Contractor)	26,750	14,904
Provident Fund	131,110	110,900
Professional Tax (Employee)	2,912	2,398
ESIC Payable	3,423	0
Service Tax	12,082	170,978

**4. Other Current Liabilities**

Machinery Security Deposit	97,775	97,775
Earnest Money Deposit	57,000	82,000
Security Deposit (CCMT)	865,000	581,000

**B. PROVISION**

Gratuity	1376080		
Less: Gratuity Fund with LIC paid premium	1070916	305,164	1,376,080
Encashment of Leave Salary		1,191,817	1,191,817
<b>Total</b>		<b>3,879,374</b>	<b>4,748,321</b>

**TOOL ROOM & TRAINING CENTRE : GUWAHATI**  
**Schedule "3" of Fixed Assets as on 31-03-2015**

Description	Rate	WDV as on 01.04.2014	Addition during the year	Deductions during the year	Total	DEPRECIATION		WDV as on 31.03.2015
						during the year	the year	
<b>A. FIXED ASSETS:</b>								
1. Land :								
a) Freehold								
2. Buildings	5.00%	10,139,346	144,551,432	-	154,690,778	524,793		154,165,985
a) On Freehold Land								
3. Plant & Machinery & Equipments	13.91%	35,087,951	11,706,953	-	46,794,904	5,460,968		41,333,936
4. Office Car	25.89%	81,315	-	-	81,315	21,052		60,262
5. Furniture & Fixtures	18.10%	3,737,809	2,704,615	-	6,442,424	865,877		5,576,547
6. Office Equipments	13.91%	807,888	558,150	-	1,366,038	117,659		1,248,378
7. Computer/ Peripherals	40.00%	5,985,883	12,516,020	-	18,501,903	4,268,406		14,233,498
8. Electric Installation	13.91%	1,118,436	2,688,930	-	3,807,366	298,553		3,508,812
9. Library Books	13.91%	91,360	1,403	-	92,763	12,797		79,966
10. Other Fixed Assets	18.10%	102,623	72,340	-	174,963	22,061		152,903
<b>Total of Current Year</b>		57,152,611	174,799,843	-	231,952,454	11,592,167		220,360,287
<b>B. Capital Work in Progress</b>								
		8,783,857	-	8,783,857	-	-		-
<b>TOTAL RUPEES</b>		65,936,468	174,799,843	8,783,857	231,952,454	11,592,167		220,360,287

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## SCHEDULE -"4" - CURRENT ASSETS, LOANS AND ADVANCES ETC.

(Amount in Rs. )

	FIGURES FOR THE CURRENT YEAR	FIGURES FOR THE PREVIOUS YEAR
<b>A. CURRENT ASSETS</b>		
<b>1. Sundry Debtors</b>		
a) Debts Outstanding	708,137	348,569
b) Course fees receivable for MOIA	503,407	503,407
c) Training Fee receivables for SC, ST students	7,620,500	4,358,500
d) Course fee receivables for ESDP, Ludhiana	1,263,400	4,053,100
e) DoNER Programme	149,600	5,300,000
f) MDSD Programme	2,314,000	2,314,000
 2. Cash Balances in Hand ( Including cheque/drafts & imprest)	 208,001	 84,201
3. Bank Balnces:		
<u>With Schedule Banks:</u>		
SBI , Bamunimaidan Branch, Current A/C -10566983571	1,113,413	7,523,572
SBI , ICD Amingaon Branch, S.B A/C -32955851040	665,790	1,739,810
 - On deposit Account ( Term Deposit ) (As per Annexure-I)	 38,590,943	 19,272,554
<b>Total ( A )</b>	<b>53,137,190</b>	<b>45,497,713</b>
<b>B. LOANS ,ADVANCES AND OTHER ASSETS</b>		
<u>1. Advances and other amounts receivable in Cash or Kind or for value to be received</u>		
<u>a) On Capital Account</u>		
Building Advance (CPWD)	0	101,291,000
<u>b) Other ( Specify ) ( Security Deposit)</u>		
Security Deposit ( DAVP)	180,000	180,000
Security Deposit ( Electricity )	115,010	115,010
Security Deposit (Telephone)	8,500	8,500
Security Deposit (CST)	2,000	2,000
Security Deposit (AGST)	2,000	2,000
Security Deposit (Indian Oil)	6,000	6,000
<u>c. Others:</u>		
i) Other Prepaid expenses	34,299	31,003
ii) Tax Deducted at Source (Interest)	406,263	186,103
iii) Tax Deducted at Source (Contractual service provided)	25,912	17,843
iv) Project Implementation Expenses (to be capitalized/written off)	2,523,833	2,523,833
 <u>2.Raw Merterials &amp; Stocks:</u>	 1,185,895	 1,198,734
Opening Stock	1198734.00	
Add:Purchase during the year	320296.00	
	1519030.00	
Less: Consumed during the year	333135.00	
<u>Balance</u>	<u>1185895.00</u>	
<b>Total ( B )</b>	<b>4,489,712</b>	<b>105,562,026</b>
<b>Total ( A+B )</b>	<b>57,626,902</b>	<b>151,059,739</b>

**SCHEDULE "5"- FEES/SUBSCRIPTIONS:**

	(Amount in Rs. )	
	FIGURES FOR THE CURRENT YEAR	FIGURES FOR THE PREVIOUS YEAR
1) Entrance Fees		
<u>2) Annual Fees/Subscriptions</u>		
Course Fee(Short Term)	2,188,000	1,005,000
Course Fee (Long Term)	656,000	700,000
Training Fee	42,146,625	28,681,800
<u>3) Others (Specify)</u>		
Hostel Fees	315,100	272,500
Job Work Charges	1,087,791	1,285,441
Sales	1,946,285	804,555
Application Fee	30,150	19,800
<b>Total</b>	<b>48,369,951</b>	<b>32,769,096</b>

**SCHEDULE "6" INTEREST EARNED:**

	(Amount in Rs. )	
	FIGURES FOR THE CURRENT YEAR	FIGURES FOR THE PREVIOUS YEAR
1) On Term Deposits-		
Cash	296,687	258,097
Accrued	1,657,510	538,242
2) on Saving Bank Account	40,065	36,061
<b>Total</b>	<b>1,994,262</b>	<b>832,400</b>

**SCHEDULE "7" OTHER INCOME:**

	(Amount in Rs. )	
	FIGURES FOR THE CURRENT YEAR	FIGURES FOR THE PREVIOUS YEAR
1) Tender Fees	1,000	8,500
2) Misc. Income	139,060	61,100
<b>Total</b>	<b>140,060</b>	<b>69,600</b>

**SCHEDULE "8" ESTABLISHMENT EXPENSES:**

	(Amount in Rs. )	
	FIGURES FOR THE CURRENT YEAR	FIGURES FOR THE PREVIOUS YEAR
1) Salaries and Wages	7,334,728	5,673,021
2) Contribution to Provident Fund	808,370	593,053
3) Staff Welfare Expenses (Medical Exp.)	210,203	154,613
4) Provision for Gratuity	0	500,000
5) Provision for Encashment of Leave Salary	0	200,000
6) Contribution to ESI	42,470	27,830
<b>Total</b>	<b>8,395,771</b>	<b>7,148,517</b>

**SCHEDULE "9" OTHER ADMINISTRATIVE EXPENSES:**

	(Amount in Rs.)	
	FIGURES FOR THE CURRENT YEAR	FIGURES FOR THE PREVIOUS YEAR
1) Electricity Expenses	1,960,126	1,813,565
2) Insurance Premium	67,253	78,745
3) Repair & Maintenance	4,041,851	987,667
4) Postage, Telephone & Communication Exp.	122,324	86,302
5) Printing & Stationary	237,656	356,374
6) Travelling & Conveyance Exp.	414,226	390,448
7) Meeting Expenses	134,546	245,075
8) Contingencies/Miscellaneous Expenses	200,690	210,022
9) Auditors Remuneration	62,126	17,978
10) Consultancy Charges	263,999	24,883
11) Advertisement & Publicity	1,549,944	394,529
12) Bank charges & Commission	2,625	1,386
13) News Paper & Periodicals	4,987	2,752
14) Production Expenses	663,443	612,568
15) Uniform	250,650	137,040
16) Security Charges	853,960	613,566
17) Building Maintenance	0	415,275
18) House Keeping/Swachh Bharat Abhiyan Expenses	687,377	496,942
19) Training Expenses	2,138,691	1,737,417
20) Interview Expenses	89,066	115,809
21) Machine maintenance charges	116,455	44,724
22) Office Expenses	270,270	293,340
23) Oil & Fuel Expenses(Car)	112,878	114,898
24) Office Car Maintenance	39,828	40,128
25) Professional Tax (Employer)	2,500	5,000
26) Rent Paid	421,000	796,000
27) Raw material consumed	333,135	264,649
28) Cutting Tools & Oil	380,075	174,083
29) D.G. Set Maintenance	0	9,092
30) Hiring Charges of Vehicle	746,392	870,245
31) Hostel Expenses	1,719,660	2,471,402
32) Oil & Fuel Expenses (D.G. Set)	207,500	136,500
33) Licence Fees	30,337	0
34) Application Fee Paid	41,082	39,326
35) Service Tax	0	170,978
36) Interest Paid	11,663	0
37) Quality Improvement Exp	218,332	0
38) Jorhat Extension Centre Exp	259,758	0
<b>Total</b>	<b>18,656,405</b>	<b>14,168,708</b>



**BANK RECONCILIATION STATEMENT FOR THE YEAR 2014-15**

Current Account No.10566983571

Particulars	Amount (Rs.)	Amount (Rs.)
Bank balance as per Cash Book as on 31.03.2015		1,113,413
<u>Add: Cheque issued but not yet collected by the bank:-</u>		
<u>Date</u> <u>Cheque No.</u>		
04.03.2014                      897450	9,400	
26.03.2014                      897487	6,000	
07.03.2015                      375273	8,684	
13.03.2015                      375283	19,600	
25.03.2015                      375306	9,000	
25.03.2015                      375309	68,973	
25.03.2015                      375311	7,382	
30.03.2015                      375319	44,415	
30.03.2015                      375320	7,160	
30.03.2015                      375321	7,370	
31.03.2015                      375323	1,996,838	
31.03.2015                      375324	584,100	
31.03.2015                      375325	76,725	
31.03.2015                      652277	15,566	
Bank balance as per Bank Statement as on 31.03.2015		2,861,213
		3,974,626

**BANK RECONCILIATION STATEMENT FOR THE YEAR 2014-15**

S.B Account No.32955851040

Particulars	Amount (Rs.)	Amount (Rs.)
Bank balance as per Cash Book as on 31.03.2015		665,790
<u>Less: Cheque deposited but not yet credited:-</u>		
<u>Cheque No.</u> <u>Date</u>		
007094                      28.02.2015	10,080	
081510                      27.03.2015	11,830	
736867                      27.03.2015	4,747	
630671                      30.03.2015	16,854	
803436                      30.03.2015	50,866	
348372                      30.03.2015	35,700	
430327                      04.03.2015	4,000	
430326                      04.03.2015	4,000	
041633                      07.03.2015	4,000	
616658                      16.03.2015	4,000	
507801                      22.12.2014	4,000	
Bank balance as per Bank Statement as on 31.03.2015		150,077
		515,713

## ANNEXURE - I

## FIXED DEPOSIT STATEMENT FOR THE YEAR 2014-15

FIXED DEPOSIT NO.	FACE VALUE RS.	ACCRUAL INTEREST (Current Year)	ACCRUAL INTEREST (Previous Year)	TOTAL (Rs.)
32128941719	1,000,000	117,457		1,117,457
32154969517	1,000,000	116,985		1,116,985
33704689042	5,000,000	466,215		5,466,215
33779054762	3,000,000	213,388		3,213,388
33779054900	2,000,000	142,259		2,142,259
33779055052	3,000,000	225,189		3,225,189
34623144386	2,500,000	35,243		2,535,243
34622146418	2,500,000	36,458		2,536,458
34623171750	2,500,000	41,319		2,541,319
34835151459	2,000,000	924		2,000,924
34835151551	2,000,000	924		2,000,924
34835151607	2,000,000	924		2,000,924
34839583871	3,000,000	700		3,000,700
33302147017	1,000,000	42,335		1,042,335
33302181922	1,000,000	42,335		1,042,335
33302193303	1,000,000	42,335		1,042,335
33302205117	1,000,000	42,335		1,042,335
33302211744	1,000,000	42,335		1,042,335
<b>TOTAL RUPEES</b>	<b>36,500,000</b>	<b>1,609,660</b>	<b>481,283</b>	<b>38,590,943</b>

## ANNEXURE - II

## DETAILS OF PRIOR PERIOD ADJUSTMENT (DEPRECIATION)

Retrospective recomputation of Depreciation

Financial Year	Depriciation taken in Books	Depreciation (WDV method)	Difference Depreciation
2003-04	945,412	3,017,607	2,072,195
2004-05	1,356,271	3,041,832	1,685,561
2005-06	1,672,906	3,782,600	2,109,694
2006-07	2,581,058	4,910,724	2,329,666
2007-08	3,117,307	5,130,123	2,012,816
2008-09	3,729,119	5,795,589	2,066,471
2009-10	11,082,114	6,194,256	(4,887,857)
2010-11	10,297,455	6,407,218	(3,890,236)
2011-12	13,066,353	7,907,566	(5,158,787)
2012-13	14,182,215	8,014,508	(6,167,707)
2013-14	15,651,167	8,909,072	(6,742,095)
<b>TOTAL RUPEES</b>	<b>77,681,375</b>	<b>63,111,097</b>	<b>(14,570,279)</b>

## TOOL ROOM AND TRAINING CENTRE, GUWAHATI

### SCHEDULE – “10”

#### SIGNIFICANT ACCOUNTING POLICIES AND NOTES ON ACCOUNT.

##### **A. SIGNIFICANT ACCOUNTING POLICIES:**

##### **1. Accounting convention :**

The financial statements are prepared on the basis of historical cost convention, unless otherwise stated and on the accrual method of accounting.

##### **2. Inventory Valuation:**

- i. Stores and spares (including machinery spares) are valued at cost.
- ii. Raw materials, semi finished goods and finished goods are valued at lower of cost or net realizable value. The costs are based on weighted average cost. Cost of finished goods and semi finished goods is determined by considering material, labour and related overhead.

##### **3. Revenue Recognition :**

Expenses and income considered payable and receivable respectively are accounted for on accrual basis.

##### **4. Fixed Assets:**

- i. Fixed Assets are stated at cost of acquisition inclusive of inward freight, duties and taxes and incidental and direct expenses related to acquisition. In respect of project involving construction, related pre-operational expenses (including interest on loan for specific project prior to its completion), from part of the value of the assets capitalized.
- ii. Fixed assets received by way of non monetary grant (other than towards of Corpus Fund), are capitalized at values stated, by corresponding credit to capital reserve.

##### **5. Depreciation on Fixed Assets:**

Depreciation is provided on WDV Method as per rates specified under the Companies Act, 1956 as per decision made on 20<sup>th</sup> GC Meeting held on 27<sup>th</sup> August 2014, at New Delhi. Since there is a change in method of depreciation during the year, depreciation has been calculated giving retrospective effect and surplus has been recognized in the Income & Expenditure account according to AS 6 amounting to Rs. 1,45,70,279/-

6. **Investments:**

Investments are stated at cost plus accrued interest less any diminution in their value, which is other than temporary.

7. **Contingent liabilities:**

Not to be provided for any contingent liabilities except for cases where provision needs to be made based on expert opinion.

8. **Miscellaneous Expenditure:**

Deferred revenue expenditure is written off over a period of 5 years from the year it is incurred.

9. **Taxation :**

In view of there being no taxable income under Income Tax Act 1961, no provision for income tax has been considered necessary.

10. Bank Balance Accounts the close of the year shown in Scheduled '4' Current Assets include accrual interest.

**B. NOTES ON ACCOUNTS:**

1. All schedules are integral part of "Balance Sheet" and "Income & Expenditure Account" respectively.
2. Previous year figures has been rearranged and regrouped wherever necessary.
3. All party balances are subject to confirmation to parties.
4. Auditors remuneration for the financial year : Auditors remuneration for Statutory Audit has been provided for Rs.22800/-
5. Project implementation expense is to be written off in due course of time over a period considering the nature of expenditure.
6. Bank balance as shown in Current Assets includes accrual Interest.
7. Sundry Debtors account include amounts receivable from Sponsored training activities, out of which Rs.5,03,407/- receivable from Ministry of Overseas Indian Affairs for past several years.

8. The following amounts were capitalized to Fixed Assets during the year:

Particulars	Capitalized to	Amount (Rs.)
Building Advance	Building	Rs. 13,56,91,000/-
Capital WIP	Building	Rs. 84,05,432/-
Capital WIP	Plant & Machinery	Rs.3,78,425/-

9. The Gratuity fund is maintained with LIC (New Group Gratuity Cash Accumulation Plan, Policy no. 404000710). During the Current year Rs. 10,70,916/- contribution has been made out of previous provision amounting to Rs.13,76,080/-. The policy Account value showing various components under the policy for the period 01/04/2014 to 31/03/2015 are as under:

Opening balance:	NIL
Add: Premium Contribution:	Rs.10,70,916.00
Add: Interest credited:	<b>Rs. 53,414.00</b>
TOTAL	Rs.11,24,330.00
Less: Service Charges paid	<b>Rs. 5,247.00</b>
Closing Balance as on 31.03.2015	<b>Rs.11,19,083.00</b>

For, Tool Room & Training Centre

(Project Manager)

For M/S S A S D & Co.  
CHARTERED ACCOUNTANTS  
(FIRM REGN. NO. 325049E)

(CA.Samikhya Das)  
Partner  
(M.NO.061770)  
PLACE : GUWAHATI  
DATE : 28.08.2015

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## TOOL ROOM & TRAINING CENTRE : GUWAHATI

### RECEIPT & PAYMENT ACCONT FOR THE YEAR ENDED 31-03-2015

FIGUR. FOR THE		RECEIPTS		AMOUNT		FIGUR. FOR THE		PAYMENTS		(Amount in Rs. )	
PREV. YEAR				Rs.	P.	PREV. YEAR				Rs.	P.
		<b><u>To Opening Balance</u></b>				6,871,665		<b><u>By Establishment Expenses</u></b>			8,836,304
		<b><u>State Bank of India,</u></b>						<b><u>By Production &amp; Administrative Expenses</u></b>			19,009,945
9,959,326	Current A/c No.10566983571	7,523,572				14,189,349		<b><u>By Expenditure on Fixed Assets &amp; Capital WIP</u></b>			
-	S.B. A/c No.32955851040	1,739,810						<b><u>By Purchase of Plant &amp; Machinery &amp; Other Fixed Assets (Sch. "3")</u></b>			30,324,966
5,500,000	Term Deposit with SBI	18,500,000				6,846,000		<b><u>By Building Advance to CPWD</u></b>			34,400,000
143,969	Cash in Hand	84,201		27,847,583				<b><u>By Other Payments</u></b>			
18,800,000	<b><u>To Grants Received from GOI</u></b>			50,000,000				- By Licence Fees (ISO Certification)			30,337
324,368	<b><u>To Bank Interest Received</u></b>			455,713		300,000		By Earnest Money/Security Deposit			25,000
								By Gratuity Payable			1,070,916
								By Statutory Payment			840,527
								<b><u>By Closing Balance</u></b>			
								<b><u>State Bank of India</u></b>			
						7,523,572		Current A/C No.10566983571			1,113,413
						1,739,810		S.B A/c No. 32955851040			665,790
						18,500,000		Term Deposit with SBI			36,500,000
						84,201		Cash in Hand			208,001
								<b><u>To Income from Training</u></b>			
28,283,700	Training/Course Fee			49,670,725				<b><u>To Other Income</u></b>			
19,800	Application Fee			30,150				272,500 Hostel Fees			315,100
								8,500 Tender Fee			1,000
								61,100 Misc. Income			139,060
								<b><u>To Other Receipt/Recovery</u></b>			
2,040,097	Sundry Debtors			2,893,113				2,040,097 Sundry Debtors			2,893,113
205,000	Security Deposits			284,000				205,000 Security Deposits			284,000
1,116,937	Miscellaneous			1,388,775				1,116,937 Miscellaneous			1,388,775
<b>66,735,297</b>	<b>Total ( Balance C/F )</b>			<b>133,025,219</b>		<b>66,735,297</b>		<b>Total ( Balance C/F )</b>		<b>133,025,219</b>	

As per our report of even date annexed

For & on behalf of  
Tool Room & Training Centre

Project Manager

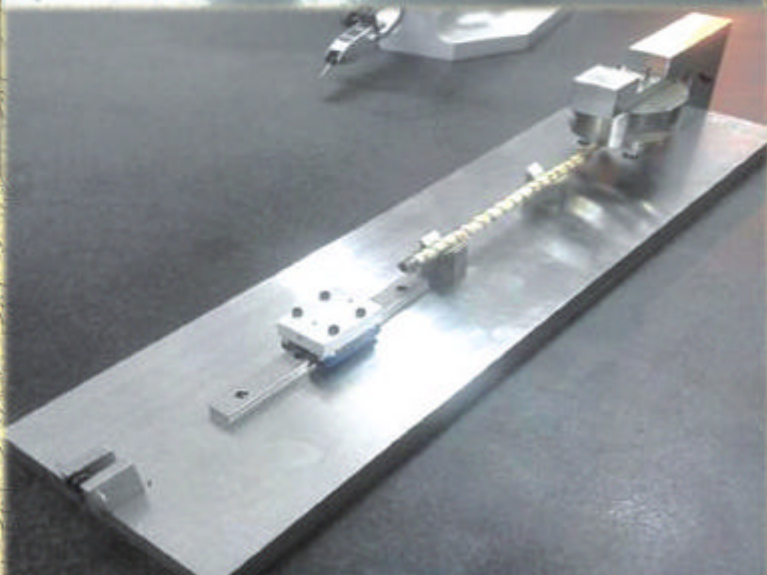
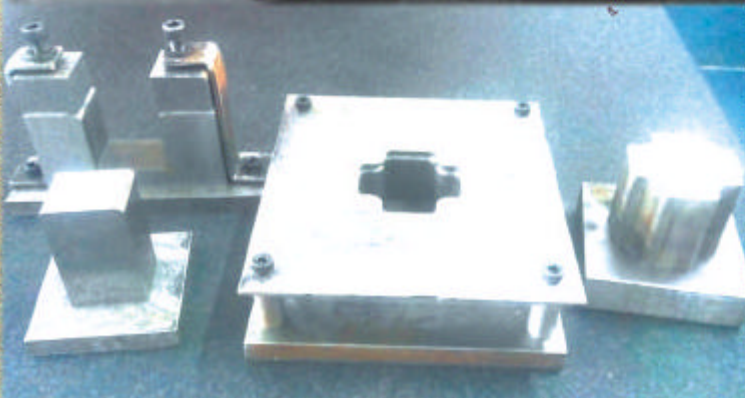
Chairman

For M/S S A S D & Co.  
CHARTERED ACCOUNTANTS  
(FIRM REGN. NO. 325049E)

(CA. Samikhya Das)  
Partner  
(M.NO.061770)

PLACE : GUWAHATI  
DATE : 28.08.2015

# TECHNOLOGY





# WOMEN EMPOWERMENT

वार्षिक प्रतिवेदन 2014-2015



## TOOL ROOM & TRAINING CENTRE

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(AN ISO 9001:2008, 14001:2004 CERTIFIED ORGANISATION)



BUREAU OF INDIAN STANDARDS

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