

# MSME

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



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

वार्षिक प्रतिवेदन 2015-2016  
ANNUAL REPORT 2015-2016



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

Amingaon Industrial Area, Amingaon

Guwahati-781 031

Ph : (0361) 268 0907

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)



# ADEPT



# MSME TOOL ROOM, GUWAHATI

## Annual Report

2015-2016

# 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

Ph : (0361) 268 0907,

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

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



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

## ANNUAL REPORT FOR THE YEAR 2015 – 2016

### 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	02 Nos.
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 (Affiliated by SCVT)

- 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 Machinist (Affiliated by NCVT)**

- The duration of the course is two years. It was approved by NCVT. The trainees are trained as per norms of NCVT as well as the need of industries. The admission of new batch of the course conducted every year since 2015. The capacity of the batch is 64 Nos. (4 units).

## **Certificate Course in Turner (Affiliated by NCVT)**

- The duration of the course is two years. It was approved by NCVT. The trainees are trained as per norms of NCVT as well as the need of industries. The admission of new batch of the course conducted every year since 2015. The capacity of the batch is 64 Nos. (4 units).

## **Certificate Course in Welder (Affiliated by NCVT)**

- The duration of the course is one year. It was approved by NCVT. The trainees are trained as per norms of NCVT as well as the need of industries. The admission of new batch of the course conducted every year since 2015. The capacity of the batch is 84 Nos. (4 units).

## **Certificate Course in Advance Machining**

- 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.

## **Advance Certificate Course in 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 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.

## MID TERM COURSES:

### Master Certificate Course in CAD/CAM

- 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 software. 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.

### Basic Certificate Course in Welding

- This course is designed for school dropout student. The duration of course is 6 months. Trainees are trained in different welding technique. The course is as per need of local industries.

### 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.

## 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 and 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 of Computer 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 6,425 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. 650 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 2,314 trainees were trained under outreach programme.
5. Different Skill development programmes are conducted which are sponsored by Ministry of Industries & Commerce, Govt. of Assam. 344 trainees were trained under Multidisciplinary Skill Development Programme.
6. 532 trainees are placed in different industries in Assam & other part of country and remaining students opted for higher studies.
7. 120 MSMEs are getting support in production, design & development and manpower supply.

## 6.0 PERFORMANCE:

Physical Performance (5 years)						
Activity \ Year	2011-12	2012-13	2013-14	2014-15	2015-16	
<b>(A) Training</b>						
<b>(a) Number of training courses conducted</b>						
(i) Long term	09	09	08	08	08	
(ii) Short term	52	107	108	187	244	
<b>(b) Number of trainees trained</b>						
(i) Long term (total)	375	282	252	193	148	
(ii) Short term (total)	733	1490	2239	4749	6277	
<b>TOTAL</b>	1108	1772	2491	4942	6425	
(iii) SC candidates	202	264	482	1236	1673	
(iv) ST candidates	327	785	1101	2395	3374	
(v) Women candidates	48	94	398	1217	1700	
(vi) PH candidates	-	-	-	-	-	
(vii) Minorities	72	99	100	72	113	
<b>(B) Unit Assisted</b>						
(a) MSME	333	373	491	556	595	
(b) Other	64	77	80	103	135	
<b>TOTAL</b>	397	450	571	659	730	

Financial Performance (5 years)

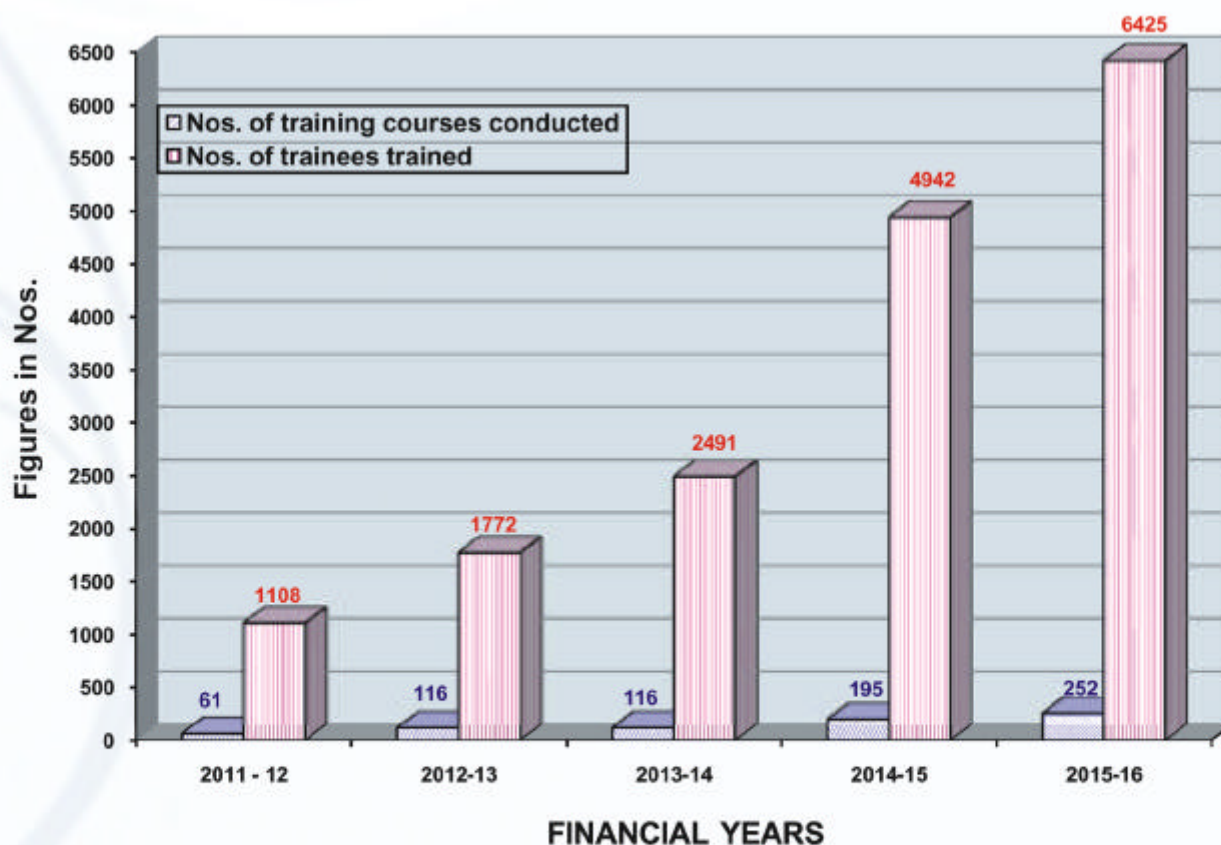
GRAPHICAL FORMS

Activity	Year	2011-12	2012-13	2013-14	2014-15	2015-16
Revenue generated (Rs.)		200.39	305.08	336.71	505.04	775.35
Revenue expenditure (Rs.)		151.51	174.97	213.17	270.52	298.24
Cash surplus		48.88	130.11	123.54	234.52	477.11
% age Recovery		132	174	158	186	260

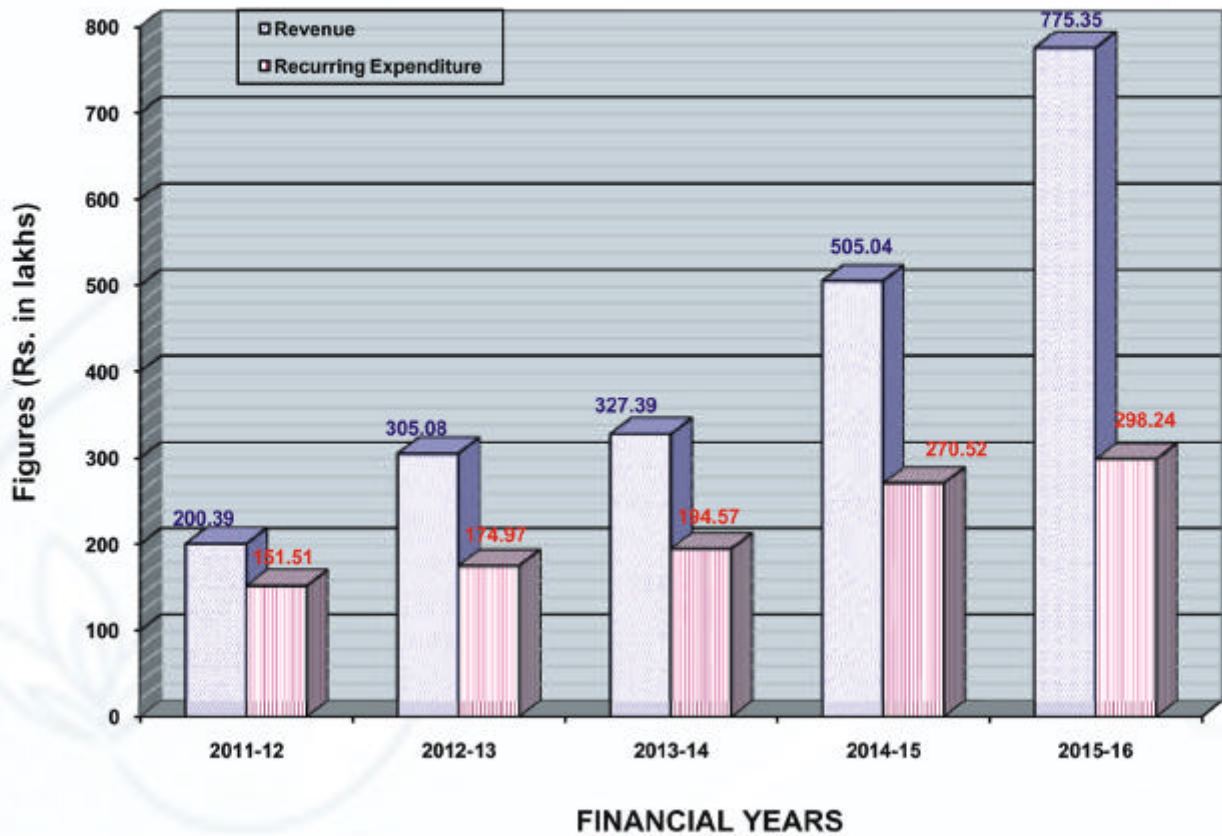
Significant Achievement, if any.

- a. 6,425 trainees have been trained in different training programmes.
- b. During the year under report we have executed job orders of 595 Nos. of Small Scale units and total 730 units were assisted.
- c. 532 trainees are placed in different industries.
- d. 13 passed out trainee's setup thier own units..
- e. Tool Room activities started at Jorhat Extension Centre.

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.	Computer 64 Nos.
2.	Lab View Software.
3.	PLC Machine.
4.	Renovation work at Extension Centre.
5.	Civil work.
6.	Office Vehicle, Mahindra Scorpio S4 BS4 2WD

**B. Civil Construction**

2<sup>nd</sup> 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. 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.

**C. Establishment of Jorhat Extension Centre**

Jorhat Extension Centre was developed in the Office of MSME – DI, Jorhat extension centre after renovation of old and decayed building. The CAD/CAM courses were started from 18<sup>th</sup> November 2015. Total 40 Nos. of trainees were trained in the year 2015-16.

The area of land is 1.4 acre. DAG No 693, 701, 901, 909 as per Map No. 344, Atilagaon, Charaibari Mouza, Dist – Jorhat, Assam.

Rs. 70.00 lacs had been paid to CPWD, Jorhat in advance for construction of boundary wall and earth filling.

**8.0 FUTURE PLAN:**

**2016 – 2017**

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 different 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.
31-03-2014	02	-	02	-	07	-	11	-
31-03-2015	02	-	03	-	08	-	13	-
31-03-2016	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 31.03.2016 consists of the following members:

- |     |  |                 |
|-----|--|-----------------|
| 1.  | <b>Additional 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>Addl. Chief Secretary</b><br>Industries & Commerce Deptt.<br>Govt. of Assam,<br>Dispur, Guwahati – 781 006  | <b>Member</b>   |
| 5.  | <b>Commissioner</b><br>Commissioner of Industries & Commerce<br>Govt. of Assam, Udyog Bhawan<br>Bamunimaidan, Guwahati – 781 021                                       | <b>Member</b>   |
| 6.  | <b>Director</b><br>Directorate of Industries & Commerce<br>Govt. of Nagaland<br>Kohima, Nagaland   | <b>Member</b>   |
| 7.  | <b>Director</b><br>Directorate of Industries & Commerce<br>Govt. of Tripura<br>Shilpodyog Bhawan, Pandit Neheru Complex,<br>P.O. Kunjaban, 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>   |

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

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

	<b>No. of Meeting</b>	<b>Date</b>
<b>Governing Council Meeting</b>	21 <sup>st</sup>	07-09-2015
<b>Annual General Body Meeting</b>	14 <sup>th</sup>	07-09-2015

**12.0 ANNUAL ACCOUNTS:**

The Annual Accounts for the year 2015 – 2016 are given in the Appendix – 1 comprises the following:

- i. Auditors’ Report.
- ii. Balance Sheet as on 31-03-2016
- iii. Income & Expenditure Accounts for the year 2015 – 2016.



**AUDITOR'S REPORT**

To,

**The Members,  
TOOL ROOM & TRAINING CENTRE,  
North Guwahati Road, Amingaon,  
Guwahati - 781031**

We have audited the attached Balance Sheet of M/S TOOL ROOM & TRAINING CENTRE, Amingaon, Guwahati - 781031 (Assam) as on 31<sup>st</sup> March 2016 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'2016;
- 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  
FIRM REGN. NO-325049E

Place : Guwahati  
Date : 30/05/2016

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

**TOOL ROOM AND TRAINING CENTRE : GUWAHATI**

**BALANCE SHEET AS AT 31ST MARCH,2016**

(Amount in Rs. )			
	SCH. NO.	FIGURES FOR THE CURRENT YEAR	FIGURES FOR THE PREVIOUS YEAR
<b><u>CORPUS/ CAPITAL FUND AND LIBILITIES</u></b>			
Corpus/ Capital Fund	1	324,268,587	274,107,816
Current Liabilities & Provision	2	4,102,988	3,879,374
<b>TOTAL</b>		<b>328,371,575</b>	<b>277,987,190</b>
<b><u>ASSETS</u></b>			
Fixed Assets( Net Block)	3	216,384,079	220,360,287
Current Assets , Loans and Advances	4	111,987,496	57,626,902
<b>TOTAL</b>		<b>328,371,575</b>	<b>277,987,190</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 : 30.05.2016

**TOOL ROOM AND TRAINING CENTRE : GUWAHATI**

**INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2016**

(Amount in Rs. )

	SCH. NO	FIGURES FOR THE CURRENT YEAR	FIGURES FOR THE PREVIOUS YEAR
<b><u>INCOME</u></b>			
Fees/ Subscription	5	72,995,445	48,369,951
Interest Earned	6	4,043,039	1,994,262
Other Income	7	496,182	140,060
<b>TOTAL (A)</b>		<b>77,534,666</b>	<b>50,504,273</b>
<b><u>EXPENDITURE</u></b>			
Establishment Expenses	8	10,608,045	8,395,771
Other Administrative Expenses	9	19,215,570	18,656,405
Depreciation	3	22,550,280	11,592,167
<b>TOTAL (B)</b>		<b>52,373,895</b>	<b>38,644,343</b>
Excess of income over expenditure (C) (A-B)		25,160,771	11,859,930
Add: Prior Period Adjustment (D) for Depreciation		-	14,570,279
<b>Total Excess of income over expenditure (C+D)</b>		<b>25,160,771</b>	<b>26,430,209</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 : 30.05.2016

**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	274,107,816	197,677,607
Add: Grant in Aid (Received from Govt. of India)	25,000,000	50,000,000
<b>Total</b>	<b>299,107,816</b>	<b>247,677,607</b>
 ADD: Excess of income over expenditure during the year	 25,160,771	 26,430,209
<b>TOTAL:</b>	<b>324,268,587</b>	<b>274,107,816</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	7,543	6,135
Electricity Expenses	240,399	170,538
Audit Fees	22,900	22,800
Wages/Stipend	95,263	93,641
Office Expenses	0	13,011
Medical Expenses	65,590	60,266
Training Expenses	249,738	176,532
House Keeping	90,202	44,441
Security Charges	69,072	53,547
Hiring Charges of Vehicle	0	36,000
Production Expenses	42,600	58,613
Jorhat Extension Centre Exp	40,392	36,227

**3. Statutory Liabilities**

Value Added Tax	13,112	24,467
Tax Deducted at Sources(Non Salary)	65,121	26,750
Provident Fund	141,077	131,110
Professional Tax (Employee)	2,912	2,912
ESIC Payable	3,352	3,423
Service Tax	0	12,082

**4. Other Current Liabilities**

Machinery Security Deposit	97,775	97,775
Earnest Money Deposit	82,000	57,000
Security Deposit (CCMT/NCVT)	1,192,000	865,000

**B. PROVISION**

Gratuity	0	305,164
Encashment of Leave Salary	1,191,817	1,191,817
<b>Total</b>	<b>4,102,988</b>	<b>3,879,374</b>

**TOOL ROOM & TRAINING CENTRE : GUWAHATI**  
**Schedule "3" of Fixed Assets as on 31-03-2016**

Description	Rate	WDV as on 01.04.2015	Addition during the year	Deductions during the year	Total	DEPRECIATION		WDV as on 31.03.2016
						during the year	the year	
<b>A. FIXED ASSETS:</b>								
1. Land :								
a) Freehold								
2. Buildings								
a) On Freehold Land	5.00%	154,165,985	6,728,546	-	160,894,531	7,755,680		153,138,851
3. Plant & Machinery & Equipments	13.91%	41,333,936	1,299,582	-	42,633,518	5,833,817		36,799,701
4. Office Car	25.89%	60,262	887,031	-	947,293	126,640		820,653
5. Furniture & Fixtures	18.10%	5,576,547	1,003,203	-	6,579,750	1,149,798		5,429,951
6. Office Equipments	13.91%	1,248,378	415,279	-	1,663,657	205,231		1,458,426
7. Computer/ Peripherals	40.00%	14,233,498	5,814,523	-	20,048,021	6,775,414		13,272,607
8. Electric Installation	13.91%	3,508,812	2,342,300	-	5,851,112	660,930		5,190,182
9. Library Books	13.91%	79,966	1,066	-	81,032	11,228		69,804
10. Other Fixed Assets	18.10%	152,903	82,542	-	235,445	31,541		203,904
<b>Total of Current Year</b>		<b>220,360,287</b>	<b>18,574,072</b>	<b>-</b>	<b>238,934,359</b>	<b>22,550,280</b>		<b>216,384,079</b>
<b>Total of Previous Year</b>		57,152,611	174,799,843	-	231,952,454	11,592,167		220,360,287

# ANNUAL REPORT - 2015-16

## 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	1,219,584	708,137
b) Course fees receivable for MOIA	503,407	503,407
c) Training Fee receivables for SC, ST students	19,081,578	7,620,500
d) Course fee receivables for ESDP, Ludhiana	333,700	1,263,400
e) DoNER Programme	149,600	149,600
f) MDSD Programme	604,000	2,314,000
2. Cash Balances in Hand ( Including cheque/drafts & imprest)	49,692	208,001
3. Bank Balnces:		
<u>With Schedule Banks:</u>		
SBI , Bamunimaidan Branch, Current A/C -10566983571	30,311	1,113,413
SBI , ICD Amingaon Branch, S.B A/C -32955851040	1,338,267	665,790
- On deposit Account ( Term Deposit )	76,830,902	38,590,943
<b>Total ( A )</b>	<b>100,141,042</b>	<b>53,137,190</b>

## B. LOANS ,ADVANCES AND OTHER ASSETS

### 1. Advances and other amounts receivable in Cash or Kind or for value to be received

#### a) On Capital Account

Building Advance for Jorhat Centre (CPWD)	7,000,000	0
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#### b) Other ( Specify ) ( Security Deposit)

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>Earnest Money Deposit (Receivable)</u>	5,000	0

#### c. Others:

i) Other Prepaid expenses	105,205	34,299
ii) Tax Deducted at Source (Interest)	489,164	406,263
iii) Tax Deducted at Source (Contractual service provided)	34,303	25,912
iv) Project Implementation Expenses (to be capitalized/written off)	2,523,833	2,523,833

#### 2.Raw Merterials & Stocks:

	1,375,439	1,185,895
Opening Stock	1185895.00	
Add:Purchase during the year	559799.00	
	1745694.00	
Less: Consumed during the year	370255.00	
<u>Balance</u>	1375439.00	

<b>Total ( B )</b>	<b>11,846,454</b>	<b>4,489,712</b>
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<b>Total ( A+B )</b>	<b>111,987,496</b>	<b>57,626,902</b>
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# ANNUAL REPORT - 2015-16

## SCHEDULE "5"- FEES/SUBSCRIPTIONS:

(Amount in Rs. )

	FIGURES FOR THE CURRENT YEAR	FIGURES FOR THE PREVIOUS YEAR
1) Entrance Fees		
2) Annual Fees/Subscriptions		
Course Fee(Short Term)	1,773,500	2,188,000
Course Fee (Long Term)	706,000	656,000
Training Fee	19,312,265	42,146,625
Reimbursement of Training Fee (SC/ST)	47,334,000	0
3) Others (Specify)		
Hostel Fees	160,000	315,100
Job Work Charges	1,399,388	1,087,791
Sales	2,282,442	1,946,285
Application Fee	27,850	30,150
<b>Total</b>	<b>72,995,445</b>	<b>48,369,951</b>

## SCHEDULE "6" INTEREST EARNED:

(Amount in Rs. )

	FIGURES FOR THE CURRENT YEAR	FIGURES FOR THE PREVIOUS YEAR
1) On Term Deposits-		
Cash	763,773	296,687
Accrued	3,234,739	1,657,510
2) on Saving Bank Account	44,527	40,065
<b>Total</b>	<b>4,043,039</b>	<b>1,994,262</b>

## SCHEDULE "7" OTHER INCOME:

(Amount in Rs. )

	FIGURES FOR THE CURRENT YEAR	FIGURES FOR THE PREVIOUS YEAR
1) Tender Fees	28,000	1,000
2) Misc. Income	468,182	139,060
<b>Total</b>	<b>496,182</b>	<b>140,060</b>

## SCHEDULE "8" ESTABLISHMENT EXPENSES:

(Amount in Rs. )

	FIGURES FOR THE CURRENT YEAR	FIGURES FOR THE PREVIOUS YEAR
1) Salaries and Wages	8,269,460	7,334,728
2) Contribution to Provident Fund	885,076	808,370
3) Staff Welfare Expenses (Medical Exp.)	246,388	210,203
4) Gratuity Premium (LIC)	593,243	0
5) Contribution to ESI	28,590	42,470
6) Incentive Exp	585,288	0
<b>Total</b>	<b>10,608,045</b>	<b>8,395,771</b>

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

(Amount in Rs. )

	FIGURES FOR THE CURRENT YEAR	FIGURES FOR THE PREVIOUS YEAR
1) Electricity Expenses	2,580,490	1,960,126
2) Insurance Premium	157,075	67,253
3) Repair & Maintenance	1,233,882	4,041,851
4) Postage, Telephone & Communication Exp.	141,681	122,324
5) Printing & Stationary	455,583	237,656
6) Travelling & Conveyance Exp.	702,083	414,226
7) Meeting Expenses	116,982	134,546
8) Contingencies/Miscellaneous Expenses	697,008	200,690
9) Auditors Remuneration	22,900	62,126
10) Consultancy Charges	257,655	263,999
11) Advertisement & Publicity	560,396	1,549,944
12) Bank charges & Commission	3,468	2,625
13) News Paper & Periodicals	4,015	4,987
14) Production Expenses	829,850	663,443
15) Uniform	263,080	250,650
16) Security Charges	885,722	853,960
17) House Keeping/Swachh Bharat Abhiyan Expenses	703,472	687,377
18) Training Expenses	6,609,866	2,138,691
19) Interview Expenses	76,607	89,066
20) Machine maintenance charges	217,099	116,455
21) Office Expenses	0	270,270
22) Oil & Fuel Expenses(Car)	116,755	112,878
23) Office Car Maintenance	97,954	39,828
24) Professional Tax (Employer)	5,000	2,500
25) Rent Paid	0	421,000
26) Raw material consumed	370,255	333,135
27) Cutting Tools & Oil	785,244	380,075
28) Hiring Charges of Vehicle	254,688	746,392
29) Hostel Expenses	164,000	1,719,660
30) Oil & Fuel Expenses (D.G. Set)	143,149	207,500
31) Licence Fees	0	30,337
32) Application Fee Paid	0	41,082
33) Project Work Exp	24,019	0
34) Interest Paid	0	11,663
35) Quality Improvement Exp	74,193	218,332
36) Jorhat Extension Centre Exp	661,399	259,758
<b>Total</b>	<b>19,215,570</b>	<b>18,656,405</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, labor 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.

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.

**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.22900/-
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. The Gratuity fund is maintained with LIC (New Group Gratuity Cash Accumulation Plan, Policy no. 404000710). During the Current year Rs. 8,98,407/- contribution has been made out of previous provision amounting to Rs.3,05,164/- and remaining amount Rs.5,93,243/- paid during the year . The policy Account value showing various components under the policy for the period 01/04/2015 to 31/03/2016 is as under:

Opening balance :	Rs. 11,19,083.00
Add: Premium Contribution:	Rs. 8,98,407.00
Add: Interest credited:	Rs. 1,45,275.00
<b>TOTAL</b>	<b>Rs. 21,62,765.00</b>
Less: Service Charges paid	Rs. 13,515.00
Closing Balance as on 31.03.2016	Rs. 21,49,250.00

8. The provision for encashment of Leave : Opening balance is Rs.11,91,817.00

**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 : 30.05.2016

# ANNUAL REPORT - 2015-16

## TOOL ROOM & TRAINING CENTRE : GUWAHATI

### RECEIPT & PAYMENT ACCOUNT FOR THE YEAR ENDED 31-03-2016

(Amount in Rs.)

FIGUR. FOR THE PREV. YEAR	RECEIPTS	AMOUNT Rs. P.	FIGUR. FOR THE PREV. YEAR	PAYMENTS	AMOUNT Rs. P.	
	<b>To Opening Balance</b>		8,836,304	<b>By Establishment Expenses</b>	11,245,374	
	<b>State Bank of India,</b>			<b>By Production &amp; Administrative Expenses</b>	19,488,847	
7,523,572	Current A/c No.10566983571	1,113,413	19,009,945			
1,739,810	S.B. A/c No.32955851040	665,790		<b>By Expenditure on Fixed Assets &amp; Capital WIP</b>		
18,500,000	Term Deposit with SBI	36,500,000		By Purchase of Plant & Machinery & Other Fixed Assets (Sch. "3")	18,574,072	
84,201	Cash in Hand	208,001	30,324,986	By Building Advance to CPWD	7,000,000	
50,000,000	<b>To Grants Received from GOI</b>	25,000,000	34,400,000			
	<b>Reimburse SC/ST Training Fee</b>			<b>By Other Payments</b>		
	F.Y. 2014-15	7,620,500	30,337	By Licence Fees (ISO Certification)	0	
	F.Y. 2015-16	28,252,422	25,000	By Earnest Money/Security Deposit	89,000	
455,713	<b>To Bank Interest Received</b>	1,420,178				
	<b>To Income from Training</b>			1,070,916	By Gratuity Fund Payable to LIC	305,164
49,670,725	Training/Course Fee	24,436,965	840,527	By Statutory Payment	1,057,175	
30,150	Application Fee	27,850				
	<b>To Other Income</b>			<b>By Closing Balance</b>		
315,100	Hostel Fees	160,000		<b>State Bank of India</b>		
1,000	Tender Fee	28,000	1,113,413	Current A/C No.10566983571	30,311	
139,060	Misc. Income	468,182	665,790	S.B A/c No. 32955851040	1,338,267	
	<b>To Other Receipt/Recovery</b>		36,500,000	Term Deposit with SBI	72,200,000	
2,893,113	Sundry Debtors	3,446,201	208,001	Cash in Hand	49,692	
284,000	Security Deposits	411,000				
1,388,775	Miscellaneous	1,619,400				
<b>133,025,219</b>	<b>Total ( Balance C/F )</b>	<b>131,377,902</b>	<b>133,025,219</b>	<b>Total ( Balance C/F )</b>	<b>131,377,902</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)

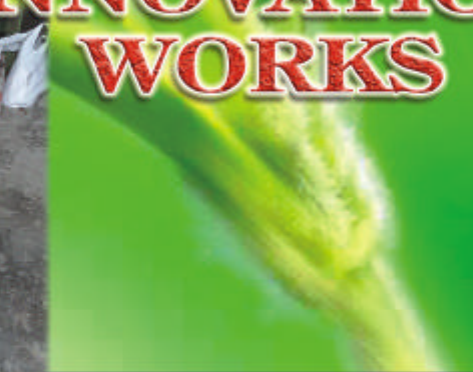
(CA. Samikhya Das)  
Partner  
(M.NO.061770)

PLACE : GUWAHATI  
DATE : 30.05.2016

# ECOLOGY



# INNOVATION WORKS



# MSME ECO SYSTEM



वार्षिक प्रतिवेदन 2015-2016



## TOOL ROOM & TRAINING CENTRE

Amingaon Industrial Area, Amingaon, Guwahati-781 031

Ph : (0361) 268 0907

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)



BUREAU OF INDIAN STANDARDS

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