

# 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 2013-2014  
ANNUAL REPORT 2013-2014



एक कदम स्वच्छता की ओर



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

Amingaon Industrial Area, Amingaon, Guwahati-781 031

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

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AN ISO 9001:2008 CERTIFIED ORGANIZATION





# MAKE INDIA





# MSME TOOL ROOM, GUWAHATI

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

### 2013-2014

# MSME

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



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

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# MSME – TOOL ROOM, GUWAHATI

## (TOOL ROOM & TRAINING CENTRE)

### ANNUAL REPORT FOR THE YEAR 2013 – 2014

## 13<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	12 Nos.
8.	Vertical Milling Machine	08 Nos.

9.	Universal Milling Machine	02 Nos.
10.	Horizontal Milling Machine	03 Nos.
11.	Surface Grinding Machine	03 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 2419 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. 325 trainees were trained under this scheme.
4. Different Outreach Programmes were conducted at Digboi, Upper Assam and Goreswar, BTAD, Assam. Total 402 trainees were trained under outreach programme
5. Different Skill development programmes are conducted which are sponsored by Ministry of Industries & Commerce, Govt. of Assam. 200 trainees were trained under Multidisciplinary Skill Development Programme.
6. 150 trainees are placed in different industries in Assam & other part of country and remaining students opted for higher studies.
7. 125 MSMEs are getting support in production, design & development and manpower supply.

## 6.0 PERFORMANCE

Physical Performance (5 years)						
Activity	Year	2009-10	2010-11	2011-12	2012-13	2013-14
<b>(A) Training</b>						
<b>(a) Number of training courses conducted</b>						
(i) Long term		03	06	09	09	08
(ii) Short term		55	57	52	107	108
<b>(b) Number of trainees trained</b>						
(i) Long term (total)		55	129	375	282	252
(ii) Short term (total)		1007	974	733	1490	2239
<b>TOTAL</b>		1062	1103	1108	1772	2491
(iii) SC candidates		249	235	202	264	482
(iv) ST candidates		497	369	327	785	1101
(v) Women candidates		82	127	48	94	398
(vi) PH candidates		-	-	-	-	-
(vii) Minorities		11	44	72	99	100
<b>(B) Unit Assisted</b>						
(a) MSME		46	282	333	373	491
(b) Other		02	55	64	77	80
<b>TOTAL</b>		48	337	397	450	571



## Financial Performance (5 years)

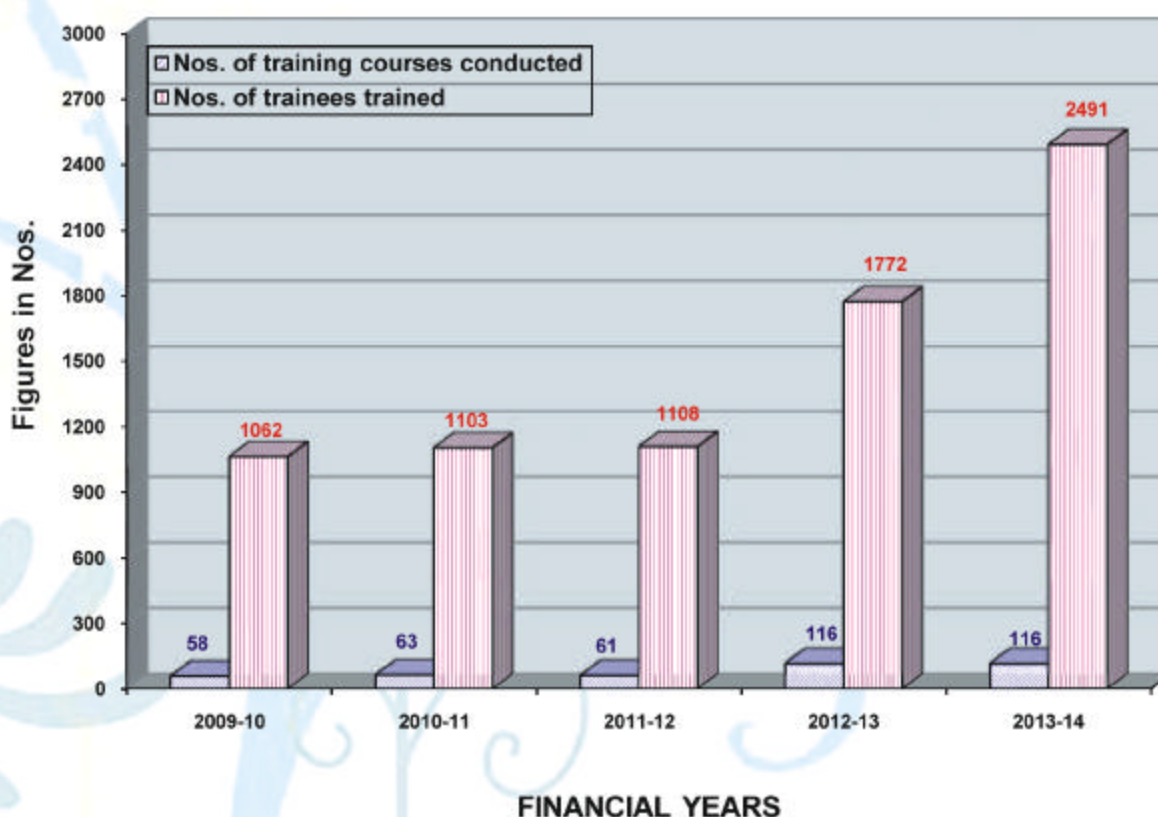
### GRAPHICAL FORMS

Activity \ Year	2009-10	2010-11	2011-12	2012-13	2013-14
Revenue generated (Rs.)	111.84	121.63	200.39	305.08	336.71
Revenue expenditure (Rs.)	96.10	95.27	151.51	174.97	213.17
Cash surplus	15.72	26.36	48.88	130.11	123.54
% age Recovery	116	127	132	174	158

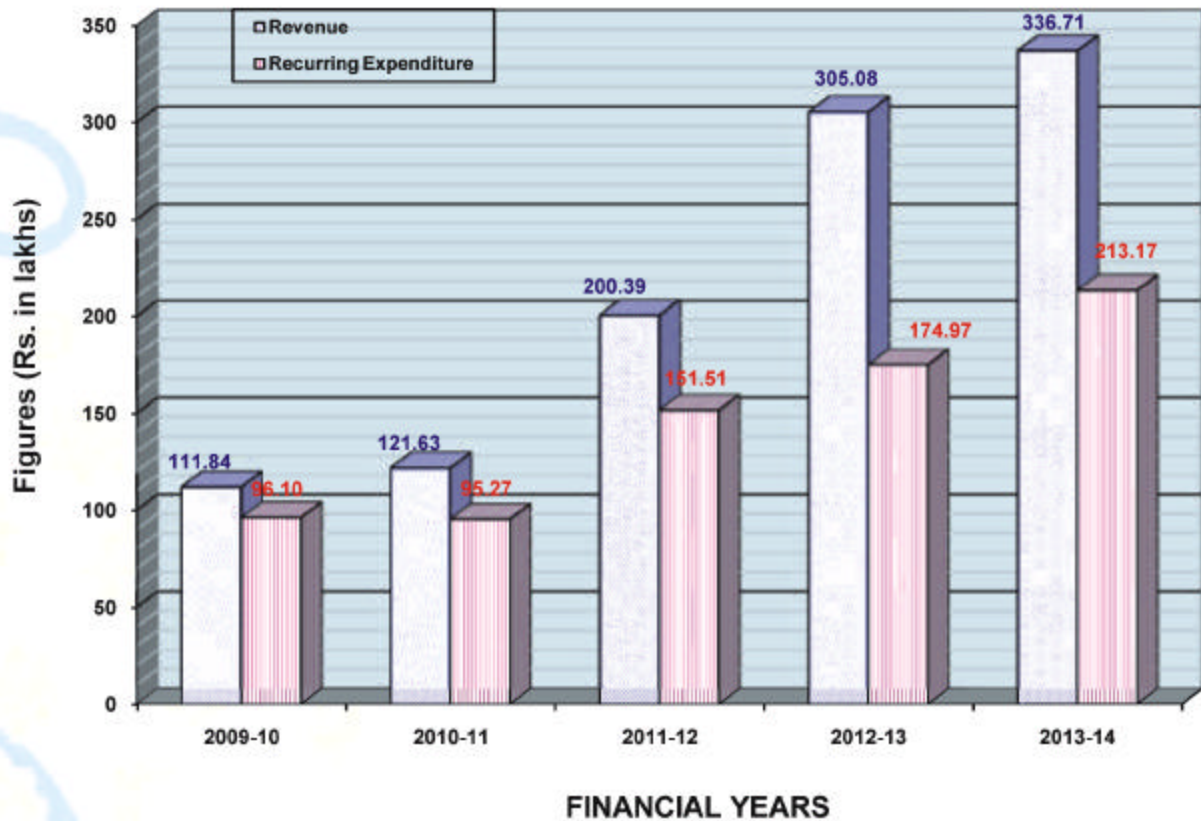
#### Significant Achievement, if any.

- a. 2491 trainees have been trained in different training programmes.
- b. During the year under report we have executed job orders of 491 Nos. of Small Scale units and total 571 units were assisted.
- b. 150 trainees are placed in different industries.

## TRAINING COURSES CONDUCTED & TRAINEES TRAINED



**REVENUE EARNED AND RECURRING EXPENDITURE**



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

**Plant and Machinery**

Sl. No.	Name of Asset
1.	Conventional Vertical Milling Machine
2.	Conventional Turning Machine
3.	Power Hacksaw Machine
4.	Heat Treatment Furnace (Muffle)
5.	Catia, Staad Pro, Hyper Works, Solid Works, Master CAM, Creo Software
6.	Computer 60 Nos.
7.	Measuring Instruments



## 8.0 FUTURE PLAN

### 2014 – 2015

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 (Anticipated)	02	-	04	-	09	-	15	-
SC	02	-	01	-	01	-	04	-
ST	-	-	-	-	-	-	-	-
OBC	-	-	-	-	02	-	02	-

## 10.0 GOVERNING COUNCIL DETAILS

The Governing Council of the Centre as on 31.03.2014 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>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>   |



- |   |                                |
|---|--------------------------------|
| <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>	19 <sup>th</sup>	18-09-2013
<b>Annual General Body Meeting</b>	12 <sup>th</sup>	18-09-2013

## **12.0 ANNUAL ACCOUNTS**

The Annual Accounts for the year 2013 – 2014 are given in the Appendix – 1 comprises the following:

- i. Auditors' Report.
- ii. Balance Sheet as on 31-03-2014.
- iii. Income & Expenditure Accounts for the year 2013 – 2014.

**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 2014 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'2014;
- b) In case of Income & Expenditure Account, of the DEFICIT 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, A M D & Associates,  
Chartered Accountants

(CA. A. Baruah, FCA)  
: Partner  
Mem. No-053980  
F.R. No-318191E

Place : Guwahati  
Date : 04-08-2014



**TOOL ROOM AND TRAINING CENTRE : GUWAHATI**

**BALANCE SHEET AS AT 31ST MARCH,2014**

	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	197677607	182174903
Current Liabilities & Provision	2	4748321	4082732
<b>TOTAL</b>		<b>202425928</b>	<b>186257635</b>

**ASSETS**

Fixed Assets( Net Block)	3	51366189	56918338
Current Assets , Loans and Advances	4	151059739	129339297
<b>TOTAL</b>		<b>202425928</b>	<b>186257635</b>

Significant Accounting policies and Notes on Accounts 11

For & on behalf of

**Tool Room & Training Centre**

Project Manager

Chairman

Place : Guwahati  
Date : 04-08-2014

For, A M D & Associates  
Chartered Accountants

(CA. A. Baruah, FCA)  
Partner  
Mem. No.-053980  
F.R. No. -318191E

**TOOL ROOM AND TRAINING CENTRE : GUWAHATI**

**INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2014**

	SCH. NO	FIGURES FOR THE CURRENT YEAR	FIGURES FOR THE PREVIOUS YEAR
<b><u>INCOME</u></b>			
Fees/ Subscription	5	32749296	29740269
Interest Earned	6	832400	942825
Other Income	7	89400	137620
<b>TOTAL (A)</b>		<b>33671096</b>	<b>30820714</b>

**EXPENDITURE**

Establishment Expenses	8	7148517	4905108
Other Administrative Expenses	9	14168708	12981609
Depreciation	3	15651167	14182215
<b>TOTAL (B)</b>		<b>36968392</b>	<b>32068932</b>
Excess of income over expenditure (A-B)		-3297296	-1248218

As per our report of even date annexed

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

Place: Guwahati  
Date: 04-08-2014

Project Manager

Chairman

For, A M D & Associates  
Chartered Accountants

(CA. A. Baruah, FCA)  
Partner  
Mem. No.-053980  
F.R. No. -318191E



**TOOL ROOM AND TRAINING CENTRE : GUWAHATI**

**SCHEDULE FORMING PART OF THE BALANCE SHEET :**

	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	182,174,903	160,123,121
Add: Grant in Aid	18,800,000	23,300,000
Total	200,974,903	183,423,121
ADD: Excess of income over expenditure during the year	-3,297,296	-1,248,218
<b>TOTAL:</b>	<b>197,677,607</b>	<b>182,174,903</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	1,689	5,211
Electricity Expenses	162,118	148,510
Audit Fees	11,236	11,236
Wages/Stipend	90,793	17,500
Office Expenses	28,385	21,481
Medical Expenses	44,354	34,982
Training Expenses	82,742	133,985
House Keeping	42,626	39,748
Security Charges	55,200	46,500
Hiring Charges of Vehicle	86,101	86,650
Production Expenses	44,000	21,532
Rent	69,000	65,000
Provident Fund	110,900	0
Service Tax	170,978	0
Hostel Expenses	0	201,400

3. Statutory Liabilities

a) Overdue

Value Added Tax	12,102	1,812
Tax Deducted at Sources(Contractor)	14,904	1,287
Professional Tax (Employee)	2,398	0

4. Other Current Liabilities

Machinery Security Deposit	97,775	97,775
Earnest Money Deposit	82,000	82,000
Security Deposit (CCMT)	581,000	676,000

**B. PROVISION**

Gratuity	1,376,080	1,000,000
Encashment of Leave Salary	1,191,817	1,000,000
<b>Total</b>	<b>4,748,321</b>	<b>4,082,732</b>

**TOOL ROOM & TRAINING CENTRE : GUWAHATI**  
**Schedule "3" of Fixed Assets as on 31-03-2014**

Description	Rate	Gross Block			DEPRECIATION			Net Block		
		Cost / Valuation as at beginning of the year	Addition during the year	Deductions during the year	Cost/ Valuation as at the year end	As at the beginning of the year	On Additions during the year	Total upto the year end	As at the Current Year -end	As at the previous year end
<b>A. FIXED ASSETS:</b>										
1. Land :										
a) Freehold										
2. Buildings	10%	13128779.00	470000.00	0.00	13598779.00	4801151.12	1313521.74	6114672.86	7484106.14	8327627.88
a) On Freehold Land										
3. Plant & Machinery & Equipments	15%	74456496.53	2831355.00	0.00	77287851.53	42238031.38	11414028.32	53652059.70	23635791.83	32218465.15
4. Office Car	15%	473580.00	0.00	0.00	473580.00	346563.00	71037.00	417600.00	55980.00	127017.00
5. Furniture & Fixtures	10%	7398147.50	196750.00	0.00	7594897.50	2202323.32	741593.59	2943916.91	4650980.59	5195824.18
6. Office Equipments	10%	1369023.25	260433.00	0.00	1629456.25	703718.20	158491.03	862209.23	767247.02	665305.05
7. Computer/ Peripherals	60%	10872380.00	6011671.00	0.00	16884051.00	10460275.85	1580871.59	12041147.44	4842903.56	412104.15
8. Electric Installation	15%	2063788.00	319600.00	0.00	2383388.00	1100707.68	322617.62	1423325.30	960062.70	963080.32
9. Library Books	15%	157691.50	359.00	0.00	158050.50	60100.59	23694.15	83794.74	74255.76	97590.91
10. Other Fixed Assets	10%	244804.00	8850.00	0.00	253654.00	117337.33	25312.10	142649.43	111004.57	127466.67
<b>Total of Current Year</b>		110164689.78	10099018.00	0.00	120263707.78	62030208.47	15651167.14	77681375.61	42582332.17	48134481.31
<b>B. Capital Work in Progress</b>										
		8783857.00	0.00	0.00	8783857.00	0.00	0.00	0.00	8783857.00	8783857.00
<b>TOTAL RUPEES</b>		118948546.78	10099018.00	0.00	129047564.78	62030208.47	15651167.14	77681375.61	51366189.17	56918338.31
Total of Previous Year		101917006.78	8247683.00	0.00	110164689.78	47847993.29	14182215.05	62030208.34	0.00	0.00



# 13<sup>TH</sup> ANNUAL REPORT - 2013-14

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

	FIGURES FOR THE CURRENT YEAR	FIGURES FOR THE PREVIOUS YEAR
<b>A. CURRENT ASSETS</b>		
<b>1. Sundry Debtors</b>		
a) Debts Outstanding	348,569	266,634
b) Course fees receivable for MOIA	503,407	503,407
c) Training Fee receivables for SC, ST students	4,358,500	1,138,500
d) Course fee receivables for ESDP, Ludhiana	4,053,100	2,740,000
e) DoNER Programme	5,300,000	5,300,000
f) MDSD Programme	2,314,000	4,744,000
 2. Cash Balances in Hand ( Including cheque/drafts & imprest)	 84,201	 143,969
3. Bank Balnces:		
a) With Schedule Banks:		
- on Current Accounts		
SBI , Bamunimaidan Branch, Current A/C -10566983571	7,523,572	9,959,326
SBI , ICD Amingaon Branch, S.B A/C -32955851040	1,739,810	
 - On deposit Account ( Term Deposit ) (As per Annexure-I)	 19,272,554	 5,798,373
<b>Total ( A )</b>	<b>45,497,713</b>	<b>30,594,209</b>
<b>B. LOANS ,ADVANCES AND OTHER ASSETS</b>		
<b>1. Advances and other amounts reciverable in Cash or Kind or for value to be received</b>		
a) On Capital Account		
Building Advance (CPWD)	101,291,000	94,445,000
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
c. Others:		
i) Other Prepaid expenses	31,003	38,283
ii) Tax Deducted at Source (Interest)	186,103	152,251
iii) Tax Deducted at Source (Contractual service provided)	17,843	10,688
iv) Project Implementation Expenses (to be capitalized/written off)	2,523,833	2,523,833
 2. Raw Merterials & Stocks:	 1,198,734	 1,261,523
Opening Stock	1261523.00	
Add:Purchase during the year	201860.00	
	1463383.00	
Less: Consumed during the year	264649.00	
Balance	1198734.00	
<b>Total ( B )</b>	<b>105,562,026</b>	<b>98,745,088</b>
<b>Total ( A+B )</b>	<b>151,059,739</b>	<b>129,339,297</b>

## 13<sup>TH</sup> ANNUAL REPORT - 2013-14

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

	FIGURES FOR THE CURRENT YEAR	FIGURES FOR THE PREVIOUS YEAR
1) Entrance Fees		
<u>2) Annual Fees/Subscriptions</u>		
Course Fee(Short Term)	1,005,000	892,900
Course Fee (Long Term)	700,000	464,500
Training Fee	28,681,800	26,849,144
<u>3) Others (Specify)</u>		
Hostel Fees	272,500	188,000
Job Work Charges	1,285,441	1,097,880
Sales	804,555	247,845
<b>Total</b>	<b>32,749,296</b>	<b>29,740,269</b>

### SCHEDULE "6" INTEREST EARNED:

	FIGURES FOR THE CURRENT YEAR	FIGURES FOR THE PREVIOUS YEAR
1) On Term Deposits-		
Cash	258,097	683,586
Accrued	538,242	259,239
2) on Saving Bank Account	36,061	0
<b>Total</b>	<b>832,400</b>	<b>942,825</b>

### SCHEDULE "7" OTHER INCOME:

	FIGURES FOR THE CURRENT YEAR	FIGURES FOR THE PREVIOUS YEAR
1) Application Fee	19,800	46,700
2) Tender Fees	8,500	0
3) Misc. Income	61,100	90,920
<b>Total</b>	<b>89,400</b>	<b>137,620</b>



## 13<sup>TH</sup> ANNUAL REPORT - 2013-14

### SCHEDULE "8" ESTABLISHMENT EXPENSES:

	FIGURES FOR THE CURRENT YEAR	FIGURES FOR THE PREVIOUS YEAR
1) Salaries and Wages	5,673,021	4,326,850
2) Contribution to Provident Fund	593,053	448,626
3) Staff Welfare Expenses (Medical Exp.)	154,613	129,632
4) Provision for Gratuity	500,000	0
5) Provision for Encashment of Leave Salary	200,000	0
6) Contribution to ESI	27,830	0
<b>Total</b>	<b>7,148,517</b>	<b>4,905,108</b>

### SCHEDULE "9" OTHER ADMINISTRATIVE EXPENSES:

	FIGURES FOR THE CURRENT YEAR	FIGURES FOR THE PREVIOUS YEAR
1) Electricity Expenses	1,813,565	1,770,033
2) Insurance Premium	78,745	59,222
3) Repair & Maintenance	987,667	528,225
4) Postage, Telephone & Communication Exp.	86,302	83,604
5) Printing & Stationary	356,374	244,825
6) Travelling & Conveyance Exp.	390,448	143,421
7) Meeting Expenses	245,075	84,964
8) Contingencies/Miscellaneous Expenses	210,022	410,929
9) Auditors Remuneration	17,978	24,719
10) Consultancy Charges	24,883	40,276
11) Advertisement & Publicity	394,529	417,456
12) Bank charges & Commission	1,386	869
13) News Paper & Periodicals	2,752	4,079
14) Production Expenses	612,568	242,922
15) Uniform	137,040	175,500
16) Security Charges	613,566	477,920
17) Building Maintenance	415,275	157,468
18) House Keeping Expenses	496,942	498,624
19) Training Expenses	1,737,417	1,449,585
20) Interview Expenses	115,809	66,522
21) Machine maintenance charges	44,724	44,048
22) Office Expenses	293,340	264,224
23) Oil & Fuel Expenses(Car)	114,898	95,271
24) Office Car Maintenance	40,128	67,345
25) Professional Tax (Employer)	5,000	0
26) Rent Paid	796,000	780,000
27) Raw material consumed	264,649	119,313
28) Cutting Tools & Oil	174,083	89,685
29) D.G. Set Maintenance	9,092	7,255
30) Hiring Charges of Vehicle	870,245	866,800
31) Hostel Expenses	2,471,402	3,605,797
32) Oil & Fuel Expenses (D.G. Set)	136,500	127,000
33) Licence Fees	0	33,708
34) Application Fee Paid	39,326	0
35) Service Tax	170,978	0
<b>Total</b>	<b>14,168,708</b>	<b>12,981,609</b>

ANNEXURE - I

**FIXED DEPOSIT STATEMENT FOR THE YEAR 2013-14**

FIXED DEPOSIT NO.	FACE VALUE RS.	ACCRUAL INTEREST (Current Year)	ACCRUAL INTEREST (Previous Year)	TOTAL (Rs.)
33419260483	1500000.00			
33704688786	2000000.00			
33704688855	1500000.00			
33704688946	1500000.00			
33704689042	5000000.00			
32128941719	1000000.00			
32154969517	1000000.00			
33302147017	1000000.00			
33302181922	1000000.00			
33302133303	1000000.00			
33302205117	1000000.00			
33302211744	1000000.00			
<b>TOTAL RUPEES</b>	<b>18500000.00</b>	<b>538242.00</b>	<b>234311.61</b>	<b>19272553.61</b>

**BANK RECONCILIATION STATEMENT FOR THE YEAR 2013-14**

Current Account No.10566983571

PARTICULARS	AMOUNT (Rs.)	AMOUNT (Rs.)
Bank balance as per Cash Book as on 31.03.2014		7523572.25
<b><u>Add: Cheque issued but not yet collected by the bank:-</u></b>		
Date	Cheque No.	
04.03.2014	897450	9400.00
25.03.2014	897486	1409.00
26.03.2014	897487	6000.00
26.03.2014	897490	35000.00
27.03.2014	897493	50490.00
31.03.2014	897496	7363.00
31.03.2014	897497	3024000.00
31.03.2014	897498	302794.00
		3436456.00
Bank balance as per Bank Statement as on 31.03.2014		<b>10960028.25</b>



**BANK RECONCILIATION STATEMENT FOR THE YEAR 2013-14**  
**S.B Account No.32955851040**

PARTICULARS		AMOUNT (Rs.)	AMOUNT (Rs.)
Bank balance as per Cash Book as on 31.03.2014			1739810.00
<b><u>LESS: Cheque Deposited but not yet Credited:-</u></b>			
Cheque No.	Date		
004804	26.03.2014	121170.00	
007596	25.03.2014	15250.00	
222675	28.01.2014	<u>500.00</u>	136920.00
<b>Bank balance as per Bank Statement as on 31.03.2014</b>			<b>1602890.00</b>

**TOOL ROOM AND TRAINING CENTRE, GUWAHATI**

**SCHEDULE – “11”**

**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 Straight-Line Method as per rates specified in the Income Tax Act, 1961 on prorata basis.



**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. Provision of Gratuity and Leave Encashment :**

Provision for Gratuity and Leave Encashment is made on own estimate basis as per allowability of I.T. Act. as actuarial valuation has not been made and is as under:

Gratuity as at the beginning of the year (2011-12)	1000000.00
Provision during year	<u>500000.00</u>
Total	1500000.00
Less: Payment to an employee (left the organization)	<u>123620.00</u>
<b>Balance available of Gratuity at the closing of the year</b>	<b><u>1376080.00</u></b>

Leave Encashment as at the beginning of the year (2011-12)	1000000.00
Provision during year	<u>200000.00</u>
Total	1200000.00
Less: Payment to an employee (left the organization)	<u>8183.00</u>
<b>Balance available at the closing of the year</b>	<b><u>1191817.00</u></b>

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

## TOOL ROOM AND TRAINING CENTRE, GUWAHATI

### 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.11236.00
5. Bank balance as shown in Current Assets includes Term Deposits with Interest accrued upto 31.03.2014.
6. 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.
7. The following amount being carried forward since past several years needs to be capitalized / written off as the case may be:
 

a) Capital Work in Progress	Rs.87,83,857/-
b) Project Implementation Expenses	Rs.25,23,833/-

For, Tool Room & Training Centre

For A M D & Associates,  
Chartered Accountants

(Project Manager)

(CA. A. Baruah, FCA)  
(Partner)  
Mem. No. 053980  
F.R. No.318191E

Place : Guwahati  
Date : 04-08-2014



# 13<sup>TH</sup> ANNUAL REPORT - 2013-14

## TOOL ROOM & TRAINING CENTRE : GUWAHATI

### RECEIPT & PAYMENT ACCOUNT FOR THE YEAR ENDED 31-03-2014

FIGUR. FOR THE PREV. YEAR	RECEIPTS	AMOUNT Rs. P.	FIGUR. FOR THE PREV. YEAR	PAYMENTS	AMOUNT Rs. P.
	<b><u>To Opening Balance</u></b>			<b><u>By Establishment Expenses</u></b>	
267193.77	SBI, New Guwahati	9959326	4328094.00	By Salary & Wages	5582228
			932208.00	By PF Contribution (Employer)	482153
13500000.00	Term Deposit with SBI	5500000		By PF Contribution (Employee)	526871
97687.00	Cash in Hand	143969		By Gratuity	123920
		15603295		By Leave Salary	8183
24300000.00	<b><u>To Grants Received from GOI</u></b>	18800000		By ESI Contribution	38051
			94650.00	By Medical Expenses	110259
				<b><u>By Other Administrative Expenses</u></b>	
1319043.00	<b><u>To Bank Interest Received</u></b>	324368	417456.00	By Advertisement expenses	394529
			869.00	By Bank commission & charges	1386
			40276.00	By Consultancy charges	24883
	<b><u>To Other Income</u></b>		1621523.00	By Electric charges/Expenses	1651447
892900.00	Course Fee Receipt (Short Term)	1005000	458876.00	By House keeping Expenses	454316
464500.00	Course Fees (Long Term)	700000	13144.00	By Local Conveyance	17738
188000.00	Hostel Fees	272500	410429.00	By Contingencies/Misc. Expenses	210023
46700.00	Application Fees	19800	4079.00	By News Paper & periodicals	2752
12926644.00	Training Fee	21870200	321722.00	By Raw Materials Purchase	201860
	Tender Fee	8500	10206.00	By Postage & Telegram	20607
90920.00	Misc. Income	61100	221390.00	By Production Exp.	568568
3159950.00	Training Fee (2011-12)	0	244825.00	By Printing & Stationery	356374
0.00	Training Fee (2012-13)	4708500	84964.00	By Meeting Exp.	245075
			431420.00	By Security Charges	558366
			175500.00	By Uniform	137040
			68187.00	By Telephone Expenses	64006
			1315600.00	By Training Expenses	1654675
			95271.00	By Oil & Fuel (Car)	114898
			152102.00	By Tour & Travelling Expenses	372710
			65145.00	By Insurance Premium	79708
	<b><u>To Recovery</u></b>		66522.00	By Interview Exp.	115809
282500.00	TDS Salary	385500	13483.00	By Audit Fees	6742
0.00	ESI Recovered	10221	242743.00	By Office Expenses	264955
254000.00	Security Deposits (CCMT 12)		524295.00	By Repair & Maintenance	979424
0.00	Security Deposits (CCMT 13)	205000	1164580.00	By Out Standing Payment	633735
483582.00	PF Recovered from Employee	526871	74064.52	By Office Car Maintenance	46848
10850.00	Recovered (Paalki)		44048.00	By Machine Maintenance	44724
18744.00	Salary		157468.00	By Building Maintenance	415275
152876.00	TDS (Contractor)	146023	89685.00	By Cutting Tools & Oil	174083
23504.00	Professional Tax(Employee)	32273	127000.00	By Oil & Fuel (D. G. Set)	136500
6720.00	Office Car use/Maintain	6720	7255.00	By D.G. Set maintenance	9092
21825.00	Tour & Travelling Expenses		780150.00	By Hiring Charges of Vehicle	784144
1222504.00	Sundry Debtors	2040097	3404397.00	By Hostel Exp.	2471402
0.00	Prime Minister National Relief Fund (Employees Donation)	9329	715000.00	By Rent Paid	727000
			0.00	By Application Fees	39326
			0.00	By Prime Minister National Relief Fund (Employees Donation)	9329
<b>59730642.77</b>	<b>Total ( Balance C/F )</b>	<b>66735297</b>	<b>18918626.52</b>	<b>Total ( Balance C/F )</b>	<b>21061014</b>

# 13<sup>TH</sup> ANNUAL REPORT - 2013-14

<b>59730642.77 Total ( Balance B/F)</b>	<b>66735297</b>	<b>18918626.52 Total ( Balance B/F)</b>	<b>21061014</b>
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**By Expenditure on Fixed Assets & Capital WIP**

7992253.00 By Purchase of Plant & Machinery & Other Fixed Assets (Sch. "3")	10099018
97976.00 By Capital WIP (Machinery)	0
16445000.00 By Building Advance to CPWD	6846000

**By Other Payments**

0.00 By Security Deposit(CCMT-06)	2000
0.00 By Security Deposit(CCMT-10)	95000
0.00 By Security Deposit(CCMT-11)	167000
0.00 By Security Deposit(CCMT-12)	36000
33708.00 By Licence Fees (ISO Certification)	0
125000.00 By Earnest Money Deposit	0
191540.00 By TDS (Contractor)	132406
282500.00 By TDS Salary	385500
12072.00 By Value Added Tax	28205
0.00 By Central Sales Tax	696
0.00 By Professional Tax(Employer)	5000
23504.00 By Professional Tax(Employee)	29675
5168.00 By Interest (on TDS)	

**By Closing Balance**

<b>Bank Balance</b>	
9959326.25 Current A/C No.10566983571	7523572
0.00 S.B A/c No. 32955851040	1739810
5500000.00 Term Deposit with SBI	18500000
143969.00 Cash in Hand	84201

<b>59730642.77</b>	<b>Total</b>	<b>66735297</b>	<b>59730642.77</b>	<b>Total</b>	<b>66735297</b>
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As per our report of even date annexed

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

For, A M D & Associates  
Chartered Accountants

Place: Guwahati  
Date: 04-08-2014

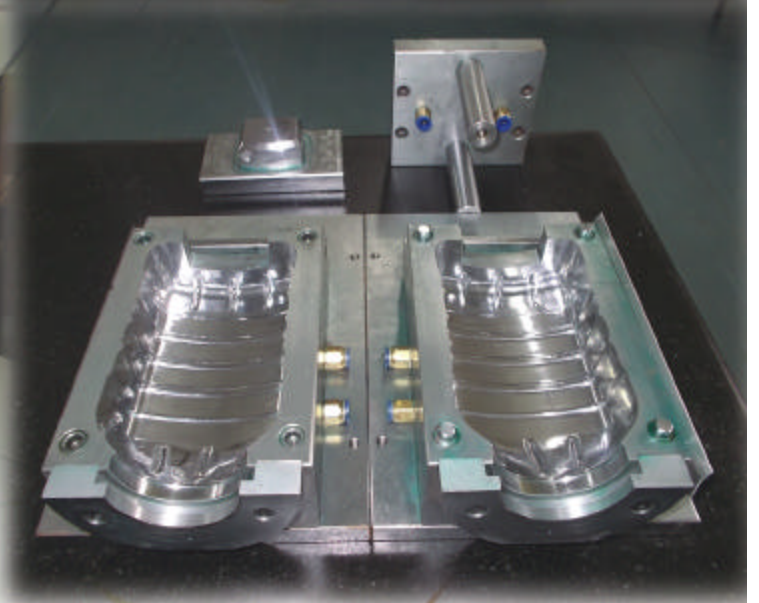
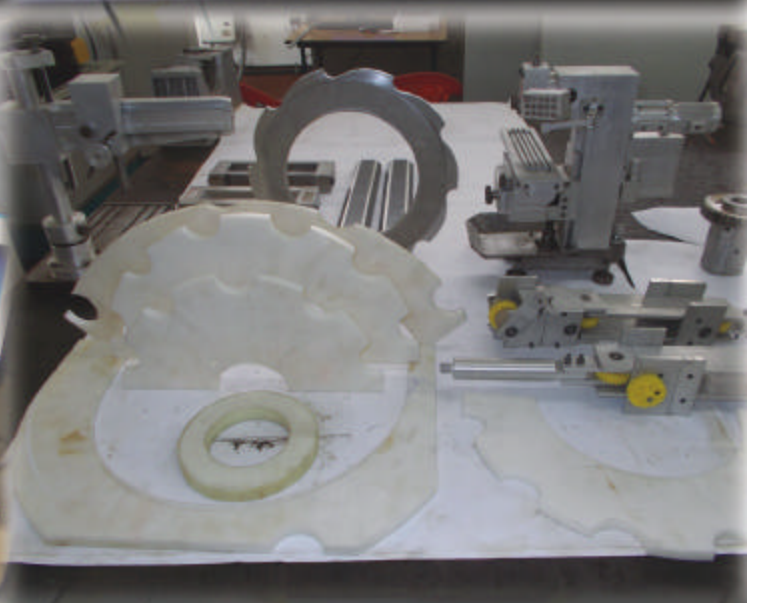
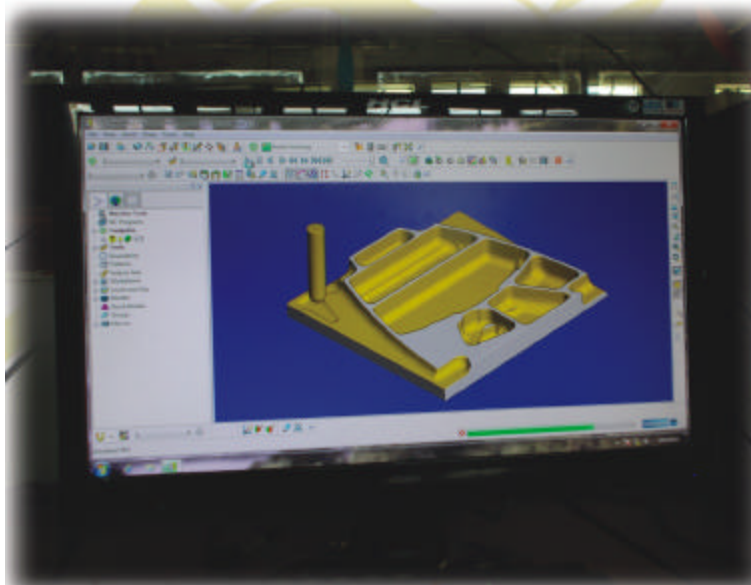
(CA. A. Baruah, FCA)  
Partner  
Mem. No.-053980  
F.R. No. -318191E

Project Manager

Chairman



# MADE IN INDIA





# SKILL, SCALE & SPEED



## वार्षिक प्रतिवेदन 2013-2014



## TOOL ROOM & TRAINING CENTRE

Amingaon Industrial Area, Amingaon, Guwahati-781 031

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

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