

# **USER GUIDE**

**FOR THE ANNUAL RETURN**

**Under the Trade Union Act 1926**



**LABOUR COMMISSIONERATE,**

Govt. of West Bengal

## How to Apply ?

**Responsibility:** Trade Union Applicant.

### Step-1:-

**Activity:** The applicant shall open 'www.wbhc.gov.in' and will select e-services and Annual Return of Trade Union / Federation thereafter. A guideline will appear, agreeing which he/she will land up in the log in page. If the applicant is an already registered user, he/she will log in using the credentials. For a new user he/she fills up a Registration Form in the Portal of wbhc.gov.in, which includes information of Trade Union / Federation, with Preferred User name & Password and creates a User Credential.

### Step-2:-

**Activity:** Logs into the System with the Valid Credentials and Captcha.

### Step-3:-

**Activity:** Lands up into the Dashboard.

### Step-4:-

**Activity:** Click 'Annual Return' menu option from the left panel of Dashboard.

### Step-5:-

**Activity:** Put the Registration number of Trade Union / Federation and check availability for return submission. User can submit Annual Return for a single Trade Union or Federation annually.

### Step-6:-

**Activity:** Fill all the relevant & mandatory fields of each section of the Application like Application Details, Asset & Liability Statement, List of Securities, General Fund Account, etc.

### Step-7:-

**Activity:** Attach all the mandatory documents either by directly download or download followed by Generate. All the below mentioned documents should be **System Generated and Signed**.

### Document Involved:

I. Application Details

II. Assets & Liabilities Statement

III. List of Securities

IV. General Fund Account

V. Political Fund Account

VI. Auditor's Declaration

VII. List of Officers Relinquishing Office

VIII. List of Officers Appointed

IX. List of Elected Members

X. List of Consent Officers

**Step-8:-**

**Activity:** Views the Filled in Information before Final Submit in the Preview page. In case of corrections, rolls back to specific sections through corresponding **Rectify** link, makes corrections, and Saves the application.

**Step-9:-**

**Activity:** Final Submission of the application. No changes can be made after Final Submission.

**Step-10:-**

**Activity:** User can only view the Application after Final Submission.

**Checklist :-**

- Signed Application Details
- Signed Assets & Liabilities Statement
- Signed List of Securities
- Signed General Fund Account
- Signed Political Fund Account
- Signed Auditor's Declaration
- Signed List of Officers Relinquishing Office
- Signed List of Officers Appointed
- Signed List of Elected Members
- Signed List of Consent Officers

**Timeline:-**

Sl. No.	Designated officer	Stipulated time limit
Not Available		

LABOUR COMMISSIONERATE