QUESTIONNAIRE

SUBJECT: Management of Cooperation in U.P. With Special Reference to Jhansi

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GENERAL INFORMATION

1- Full Name and Postal address of the society.
2- Date of Registration of the society
3- Area of Operation.
4- Has the Society been sanctioned assistance for purchase of furniture & fixtures. Yes/No
   (a) If you please indicate the amount received year wise-year amount
5- No. of Employees of the society
   Secretary (     )
   Salesman/employees (   )
   Peon/ other (    )
6- Has the society got its own promises/office or Rental : Yes/No Rs.

ANNEXURE - I

<table>
<thead>
<tr>
<th></th>
<th>1993-94</th>
<th>94-95</th>
<th>95-96</th>
<th>96-97</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Membership</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Individual</td>
<td>(      )</td>
<td>(     )</td>
<td>(     )</td>
<td>(     )</td>
</tr>
<tr>
<td>2. Primary Societies</td>
<td>(    )</td>
<td>(     )</td>
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</tr>
<tr>
<td>3. Wholesale store</td>
<td>(   )</td>
<td>(     )</td>
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</tr>
<tr>
<td>4. Govt.</td>
<td>(      )</td>
<td>(     )</td>
<td>(     )</td>
<td>(     )</td>
</tr>
</tbody>
</table>

235
5. Others district level societies(     ) (     ) (     ) (     ) (     )
6. Nominal (     ) (     ) (     ) (     ) (     )

2. Share Capital:-
1. Individual (     ) (     ) (     ) (     ) (     )
2. Primary societies (     ) (     ) (     ) (     ) (     )
3. Whole sale (     ) (     ) (     ) (     ) (     )
4. Government (     ) (     ) (     ) (     ) (     )
5. Others (     ) (     ) (     ) (     ) (     )

3. Reserve Fund
4. Total Working Capacity
5. Annual Purchase/Working
6. Annual Turnover
7. Annual Profit/Loss
   (+) (-)
8. Annual Management Exp.
9. If a retail society, Payment of Inter/Exp.

| ANNEXURE - II |
| (Location of Cooperative Societies) |

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Mark (Yes)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Location of Society</strong></td>
<td></td>
</tr>
<tr>
<td>(A) Thickly populated area</td>
<td>(     )</td>
</tr>
<tr>
<td>(B) Bigger populated area</td>
<td>(     )</td>
</tr>
<tr>
<td>(C) Loose Populated area</td>
<td>(     )</td>
</tr>
<tr>
<td>(d) Village/Talluka</td>
<td>(     )</td>
</tr>
<tr>
<td><strong>B. Society Working satisfactory</strong></td>
<td></td>
</tr>
<tr>
<td>Non satisfactory</td>
<td>(     )</td>
</tr>
<tr>
<td><strong>C. Building of the society</strong></td>
<td></td>
</tr>
<tr>
<td>(Owned Building )</td>
<td>(     )</td>
</tr>
<tr>
<td>(Rented Building)</td>
<td>(     )</td>
</tr>
</tbody>
</table>
Primary society (size and form of cooperative society)

A. Form of Cooperative Store
   - Primary/Wholesale
   - Large-scale Society
   - Central
   - Apex
   - Super Bazar

B. Nature of function
   - Village Society
   - Wage Earner or Workers
   - Collage Store
   - Dairy/Fishery/Housing

C. Members Interest
   - Much more interest (Initiative)
   - Less Interest (Initiative)
   - No interest (Initiative)

1) Whether Members participate in management
   - Does not participate in management

1. Capacity
   - Less Financial resources
   - Sufficient Financial resources
   - Society can appoint efficient
     - highly paid employees
   - No capacity

II. Whether the society is capable to combat private business
   - Not capable to combat private business
   - May be capable to combat:
     - Whether
       - Finance is given by Govt.
       - Public supports
       - Sufficient accommodation

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(Wholesale Store) District level large-scale society

G. Working of the whole sale store/ large scale societies
   Whole sale purchase
   Manufacturing
   (Distribution)
   (Food grains)

H. Do you think central policy of the Government
   Justified
   Not Justified

I. Do you get advantage of large scale business

J. Do you think your institution financially sound

K. Your Society is capable of grading work
   Not capable of grading work

L. Your Society deals in High standard articles
   All type of standard articles

M. Is society Working properly
   Is society Not Running smoothly

N. Is society Whether women employees are working in the Society
   of chance for their services
### ANNEXURE - IV

(Membership and working of the society)

#### A. PRIMARY SOCIETY

1. Membership fee of the society  
   Rs. ( )
2. Total No. of membership  
   ( )
3. New members enrolled during the year 96-97  
   ( )

2. Total Working Capacity of the Society
   
<table>
<thead>
<tr>
<th>Year</th>
<th>Rs.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>94-95</td>
<td>(   )</td>
<td></td>
</tr>
<tr>
<td>95-96</td>
<td>(   )</td>
<td></td>
</tr>
<tr>
<td>96-97</td>
<td>(   )</td>
<td></td>
</tr>
</tbody>
</table>

3. Total share capital of the society
   
<table>
<thead>
<tr>
<th>Year</th>
<th>Rs.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>94-95</td>
<td>(   )</td>
<td></td>
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<tr>
<td>95-96</td>
<td>(   )</td>
<td></td>
</tr>
<tr>
<td>96-97</td>
<td>(   )</td>
<td></td>
</tr>
</tbody>
</table>

4. Annual Working by the Society
   
<table>
<thead>
<tr>
<th>Year</th>
<th>Rs.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>94-95</td>
<td>(   )</td>
<td></td>
</tr>
<tr>
<td>95-96</td>
<td>(   )</td>
<td></td>
</tr>
<tr>
<td>96-97</td>
<td>(   )</td>
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</tr>
</tbody>
</table>

5. Total Turnover/Credit
   
<table>
<thead>
<tr>
<th>Year</th>
<th>Rs.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>94-95</td>
<td>(   )</td>
<td></td>
</tr>
<tr>
<td>95-96</td>
<td>(   )</td>
<td></td>
</tr>
<tr>
<td>96-97</td>
<td>(   )</td>
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</tr>
</tbody>
</table>

6. Total Profit (--) or Loss (-)
   
<table>
<thead>
<tr>
<th>Year</th>
<th>Rs.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>94-95</td>
<td>(   )</td>
<td></td>
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<tr>
<td>95-96</td>
<td>(   )</td>
<td></td>
</tr>
<tr>
<td>96-97</td>
<td>(   )</td>
<td></td>
</tr>
</tbody>
</table>

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7. Total Management expenses of the year
   94-95  Rs.  (  )
   95-96  Rs.  (  )
   96-97  Rs.  (  )

8. What should be the Minimum working capital of your society.  (  )

9. What should be the minimum share capital for you society  (  )

B. PRIMARY/ CENTRAL /REGIONAL /APEX

1. Membership fee of the society
   Primary society  Rs.  (  )
   Individual members  Rs.  (  )
   Uttar Pradesh Government  Rs.  (  )
   Other  Rs.  (  )

2. Total Membership of the society 1996-97
   Individual  No.  (  )
   Primary society  No.  (  )
   Other institutions  No.  (  )
   Government  No.  (  )

3. New members added during the year 1996-97
   Individual  (  )
   Primary society  (  )
   Others  (  )

4. Total Working capital of the society
   94-95  (  )
   95-96  (  )
   96-97  (  )
A. Individual | ( ) | ( ) | ( ) | ( ) | ( )  
B. Primary Society. | ( ) | ( ) | ( ) | ( ) | ( )  
C. Other Institutions | ( ) | ( ) | ( ) | ( ) | ( )  
D. Other Society | ( ) | ( ) | ( ) | ( ) | ( )  
E. Uttar Pradesh Government | ( ) | ( ) | ( ) | ( ) | ( )  

6. Annual Purchase/cried/working | Rs. | ( ) |  
7. Annual working Expenses. | Rs. | ( ) |  
8. Total Profit ( ) or Loss ( )  
9. In your opinion what should be the share capital. | ( ) |  
10. In your opinion what Working capital. | ( ) |  
11. In your opinion what Management Expense | ( ) |  
12. In your opinion what Govt.Participation | ( ) |  

### ANNEXURE - V

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Share capital</td>
<td>( )</td>
<td>( )</td>
<td>( )</td>
<td>( )</td>
<td>( )</td>
</tr>
<tr>
<td>profit share</td>
<td>( )</td>
<td>( )</td>
<td>( )</td>
<td>( )</td>
<td>( )</td>
</tr>
<tr>
<td>Government Grant/subside</td>
<td>( )</td>
<td>( )</td>
<td>( )</td>
<td>( )</td>
<td>( )</td>
</tr>
</tbody>
</table>

**Borrowings From-**

- Cooperatives. Bank | ( ) | ( )  | ( )  | ( )  | ( )  |
- Cooperative.Bank | ( ) | ( )  | ( )  | ( )  | ( )  |
- Apex Institution | ( ) | ( )  | ( )  | ( )  | ( )  |
- Trade-Credit- | ( ) | ( )  | ( )  | ( )  | ( )  |
- Contribution by workers | ( ) | ( )  | ( )  | ( )  | ( )  |
- Deposit of employees | ( ) | ( )  | ( )  | ( )  | ( )  |
- Other sources | ( ) | ( )  | ( )  | ( )  | ( )  |
ANNEXURE - VI

Work Force

<table>
<thead>
<tr>
<th>Total No. of workers</th>
<th>Classification of workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>at present</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| At the beginning     | Total Skilled | Semi | Un-skilled |
| Present Workers      | Skilled       |      | Semi-Skilled |
|                      |               |      |             |

Total Shareholder

ANNEXURE - VII

Utilisation of Net Profits for Labour Welfare activates for Last 5 year's

<table>
<thead>
<tr>
<th>Amount of Bonus given</th>
<th>Amount of Profit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Net Profit to workers</th>
<th>Utilized for Labour Welfare Scheme</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

| other then bonus      |                                   |
|                       |                                   |

ANNEXURE - VIII

(a) Management

<table>
<thead>
<tr>
<th>Total number of directors</th>
<th>No. of directors representative</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

| Government representative on the Board of Management | |
|-------------------------------------------------------| |
|                                                       | |

(b) Whether Management get warning/superceded by Administration

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GENERAL

Loan:

1. Loan taken from Bank in years

2. Loan taken from Govt./Institution of government

3. In your opinion can it help the management or not

4. Refund of Loan is being made in proper Times

If Answer is no: -

Whether Due to Loss

Whether Due to Liberal conditions

and policy of govt.

Whether due to internal managerial problems

5. Details of any other type of Loan taken

ANNEXURE - IX

Involvement in Social Welfare activities

(A) Expenditure on Social Welfare activities

<table>
<thead>
<tr>
<th>Years</th>
<th>Income</th>
<th>Educational, Health, Women, Youth</th>
<th>Other activities and family welfare</th>
</tr>
</thead>
<tbody>
<tr>
<td>1995</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1996</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1997</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

24.1
ANNEXURE - X

GENERAL

(A) POLICY OF SALE:
   (a) Home delivery  Yes/No
   (b) Only to members Yes/No
   (c) Member investment Yes/No

(B) CONTROL & ADMINISTRATION:
   (a) During the year Gen. Meetings Held
   (b) During the year Board of directors Meeting Held
   (c) Detail of any other meeting / no. & nature

(C) DO YOU THINK SATISFACTORY:
   (a) Policy of unsold stock (Procedure) ( )
   (b) Sale of Blocked stock (Procedure) ( )
   (c) Warehousing Policy (Procedure) ( )
   (d) Accounting Systems ( )
   (e) Proper maintenance of Register ( )

ANNEXURE - XI

Control, Audit, Inspection & Supervision

(A) Does the society exercise control on cash held by it. ( )
(B) What are the arrangements for the safe custody of cash. ( )
(C) Has any cash holding limit been prescribed. ( )
(D) Is cash in hand as well as cash in transit covered by insurance. ( )
(E) The name of Bank and nature of accounts maintained with them. ( )
(F) Are the Cheque books kept under lock and key. ( )
(G) Has the institution maintained any Cheque issues register for controlling the issue of Cheque.
(A) Do you take care of window dressing of your shop/society. ( )

(B) Do you require separate fund for this purpose.

(C) What expenditure was made during the year in connection with window display & advertisement. ( )

(D) What method was adopted for advertisement. ( )

(E) Do you think this method satisfactory. ( )

(F) What expenditure was made during the year in this connection. ( )

(G) Do you feel that advertisement is a must for your society. ( )

(H) What suggestions you advice for. ( )

(I) Do you society with the management. ( )

(J) Do you prefer elected management/Administrator. ( )

(K) Workers Participation in management. ( )

(L) Whether women workers are there in the society. ( )

(M) What is their participation satisfactory/unsatisfying. ( )

(N) Is there any suggestion for society development. ( )

(O) How for members come and takes interest. ( )

(P) What suggestion do you render for their interest. ( )