

## FORMAT FOR SUBMISSION OF BRANCH REPORT

1. Name of the branch:
2. Total number of members :
3. Name & account no of the Nationalized Bank where money is kept:
4. Branch guidelines followed: Yes/No
5. If no reason/s :
6. Membership list – enclosed / not enclosed
7. Audited statement of accounts enclosed - Yes / No
8. E.mail address for correspondence (no correspondence will be made in future without e.mail ID excepting for a special situation) :
9. When the last Annual General Body Meeting was held?
  - (a) Number of members present :
  - (b) Minutes enclosed – Yes / No
10. Name of the office bearers with e.mail addresses
11. Representative to Central Council with e.mail address
  - (a) President
  - (b) Two members
    - 1.
    - 2.
12. Whether the election was held as per guidelines of the IPHA? Yes/No

**NB :**

**Branch report must be sent by 30<sup>th</sup> November every year for inclusion in the annual report.**

**This is as per the approval of 137<sup>th</sup> Central Council Meeting.**