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 30th November every year for inclusion in the annual report.

This is as per the approval of 137th Central Council Meeting.