

MINISTRY OF LAW, JUSTICE AND COMPANY AFFAIRS
(Department of Company Affairs)
NOTIFICATION
New Delhi, the 29th December 1975
COST- ACCOUNTING RECORDS (JUTE GOODS) RULES, 1975

G.S.R. 590 (E).-In exercise of the powers conferred by sub-section (1) of section 642, read with clause (d) of sub-section (1) of Section 209 of the Companies Act, 1956 (1 of 1956), the Central Government hereby makes the following rules, namely :-

1. Short title and commencement.-

- (1) These rules may be called the Cost Accounts Records (Jute Goods) Rules, 1975.
- (2) They shall come into force on the 1st day of January 1976.

[2. Application. -They shall apply to every company engaged in the production processing or manufacture of jute goods excepting those companies falling under the category of Small Scale Industrial Undertakings.]¹

Explanation

For the purpose of this rule, the expression Small Scale Industrial Undertaking means a company

- [(a) The aggregate value of the machinery and plant installed wherein does not exceed the limit as specified for a small scale industrial undertaking under the Industries (Development and Regulation) Act, 1951 (65 of 1951), as on the last date of the preceding financial year.]²
- [(b) The aggregate value of the turnover made by the company from the sale or supply of all its products during the preceding financial year does not exceed Rupees ten crores.]³

3. Definition. In these rules, unless the context otherwise requires, 'Jute Goods' means yarn, twin, fabrics or any other product made wholly from, or containing not less than 50 per cent by weight of, jute including bimlipattam jute or mesta fibres.

4. Maintenance of records.

(1) Every company to which these rules apply shall, in respect of each of its financial year commencing on or after the commencement of these rules, keep proper books of account containing *inter alia*, the particulars specified in Schedules I and II annexed to these rules relating to the utilization of materials, labour and other items of cost in so far as they are applicable to jute goods.

Provided that if the said company is manufacturing any other products or engaged in other activities, in addition to jute goods, the particulars relating to the utilization of materials, labour and other items of cost in so far as they are applicable to such other products or activities shall not be included in the cost of such jute goods.

[(2) The books of account referred to in sub-rule (1) shall be kept on regular basis so as to make it possible to calculate the cost of production and cost of production and cost of sale of the jute goods at regular intervals, say quarterly during the financial year (hereinafter referred to as the relevant period) as well as for the financial year as a whole, from the particulars entered therein and every such book of accounts and the proforma specified in Schedule II shall be completed within ninety days from the end of the financial year of the company to which they relate.]⁴

(3) It shall be the duty of every person referred to in sub-section (6) and subsection (7) of section 209 of the Companies Act, 1956 (1 of 1956) to take all reasonable steps to secure compliance by the company with the provisions of sub-rules (1) and (2) in the same manner as they are liable to maintain financial accounts required under sub-section (1) of section 209 of the said Act.

¹. Substituted by G.S.R. 555 dated 22nd July 1989

². Substituted by G.S.R. 439(E) dated 3rd August 1998

³. Substituted by G.S.R. 315(E) dated 24th March 1993

⁴. Substituted by G.S.R. 42 dated 5th January 1983

5. Penalty-

If a company contravenes the provisions of rule 4, the company and every officer thereof who is in default, including the persons referred to in sub-rule (3) of that rule [shall subject to the provisions of section 209 of the Companies Act, 1956 (1 of 1956) be punishable]⁵ with fine which may extend to five hundred rupees and, where the contravention is a continuing one, with a further fine which may extend to fifty rupees for every day after the first during which such contravention continues.

SCHEDULE-I (See rule 4)

1. Materials:

(a) Raw Materials-

(i) **Raw Jute-** Proper records shall be maintained showing quantity and cost of all the various categories of raw jute quality-wise as per mill grading with corresponding market classification such as Tossa Top, Tossa L.G., Tossa S. G., Tossa S. Mid., Tossa Mid., Tossa Bot., Tossa B. Bot, Tossa X: Bot, White Top, White S. Mid, White Mid., White Bot, White B. Bot, White X. Bot, Mesta Top, Mesta S. Mid, Mesta Mid, Mesta Bot, Mesta B. Bot, Mesta X Bot and cutting etc., procured at different purchasing centres or at factory gate. Records shall contain such details as to enable the company to determine quantity and cost of receipts source-wise (including all direct charges incurred up to the Works issues and balances. The records shall also indicate the deductions made for other reasons. Prices on account of higher moisture content, inferior quality and for other reasons. Detailed records showing the contracts entered into for purchase and sale of the various qualities and quantities of raw jute shall also be maintained. The data in respect of raw jute shall be maintained in such a manner as to enable the company to furnish the necessary particulars in Proforma 'B'.

The rate charged for raw jute consumed for the manufacture of different counts of yarn required for jute goods like sacking, hessian, carpet backing, sale yarn, twine or for any other product shall be disclosed in the cost records. The value of jute consumption shall be determined with reference to the actual quantities of different qualities of raw jute used for the manufacture of the various count of yarn. If the rate adopted for arriving at the value of consumption is different from the actual cost, the value shall be so adjusted as to bring it to the actual cost at least before the end of the financial year.

(ii) **Batch cost of raw jute-** Proper records showing the quality-wise quantities and cost thereof the raw jute consumed in the production of different qualities and counts of yarn such as 8 lb. Hessian Warp., 9 lb. Hessian weft, 10 lb, sacking warp shall be maintained in Proforma 'D'. Details of the quantities of line cuttings, Hessian cuttings, waste yarn, caddies, etc., used in the manufacture of coarse yarn like sacking weft shall be maintained in Proforma 'B' either on the basis of actuals if available or on the basis standard for the relevant count. The overall total quantity and cost of different batches of jute, cuttings, waste materials etc., used in the manufacture of jute goods produced during the year as per summary of Proforma 'D' shall be reconciled with the total quantity and cost of jute consumed as per Proforma 'B' and 'C' of Schedule II. Where standards are adopted, the variances shall be adjusted by broad classification of raw jute groups used for each quality of yarn under Proforma 'D'. Such raw jute groups shall be at least three fold namely high, medium and low. Where standards for computation of raw jute consumption and value are adopted, basis for such standard output percentages of different qualities of raw jute shall be maintained.

(b) Direct Materials-

(i) **Batching emulsions-** Proper record shall be maintained to show the receipts, issues and balances both in quantities and cost of each item of direct materials such as batching oil; soap, and other emulsifying materials used for softening of different qualities of raw jute. The costs shall include all direct charges incurred up to the works, wherever specifically incurred. The issues shall be identified properly with the departments and cost centres. As for batches and individual products, if standards are adopted the variances shall be adjusted on equitable and consistent basis.

(ii) **Cotton Selvedge-** Proper records shall be maintained showing receipts, issues and balances both in the quantities and cost of selvedge yarn duly identifying the issues with the department, cost centres and the individual specifications of products like sacking, hessian and carpet backing. The costs shall include all direct charges incurred up to the works, wherever specifically incurred. If standards are adopted, the variances shall be adjusted on equitable and consistent basis.

⁵. Substituted by G.S.R. 793 dated 3rd June 1977

(iii) Starch-Proper records shall be maintained showing receipts, issues and balances both in quantity and cost of T. S. powder or any other items of starch. The cost shall include all direct charges incurred up to works. The issues shall be properly identified with the departments. Cost centres and products like sacking, Hessian and carpet backing. Allocation of the cost of starch consumed in the manufacture of jute goods of different specifications and sizes in the same group shall be made on a reasonable basis and followed consistently.

(c) Lubricating oil-Proper records shall be maintained to show receipts, issues and balances both in quantity and cost of each item of lubricating oil used by the jute factory. The issues shall be properly identified with the departments and cost centres and absorbed on individual product costs on machine hours, spindle hours, loom hours or on any other more appropriate basis.

(d) Consumable stores, Small Tools, Machinery Spares, etc.:

(i) Proper records shall be maintained to show the receipts, issues and balances both in quantities and costs of each item of consumable stores, small tools and machinery spares. The costs shown shall include all direct charges incurred up to works, wherever specifically incurred.

(ii) In the case of consumable stores and small tools, the costs of which are insignificant, the company may, if it so desires, maintain such records for the main groups of such items.

(iii) The costs of issues of consumable stores, small tools and machinery spares shall be charged to the relevant heads of account such as production. Repairs and maintenance of plant and machinery, repairs to building duly identified with the departments and cost centres. These expenses pertaining to each department and cost centre shall be absorbed in individual product costs on the basis of machine hours, spindle and loom hours or on any other more appropriate basis.

Materials consumed for capital works such as addition to buildings, plant and machinery and other assets shall be shown under the relevant capital heads.

(e) Wastage, spoilages, rejections, losses and gain in weight of materials:- Proper records shall be maintained showing the quantity and cost of wastages. Spoilages, rejections and losses of raw jute, other direct materials, lubricating oil, consumable stores, small tools and machinery spares whether in transit, storage; or during manufacture, or for any other reasons.

The method followed for adjusting the above losses as well as the income derived from the disposal of rejected and waste materials including scrap, if any, in determining the cost of the product under reference shall be indicated in the cost records.

A separate overall wastage and gain in weight statement showing the net loss or gain in weight of the finished jute products. On an overall basis shall also be maintained as indicated in Annexure II to this Schedule.

Separate records in quantity and cost shall be maintained for the recovery and consumption of line cuttings, caddies: thread waste and other waste materials as in Proforma C of Schedule II. Separate records showing the loss between winding and weaving and weaving and packing shall also be maintained under Proforma A. The method followed for adjustment of the costs of these items shall be consistent and be stated in the cost records.

II. Salaries and wages:

(a) Proper records shall be maintained to show the attendance and earnings of all employees and the departments and cost centres and the work on which they are employed. The records shall also indicate separately for each department and cost centre:

- (i) Piece-rate wages earned;
- (ii) Incentive wages earned, either individually or collectively as production bonus or under any other scheme based on output;
- (iii) Overtime wages, earned;
- (iv) Earnings of labour engaged on casual work.

(b) Idle time shall be separately recorded under classified headings indicating the reasons therefore. The method followed for accounting of idle time payments in determining the cost of the products shall be disclosed in the records.

(c) Any wages and salaries allocable to capital works such as additions to plant and machinery, buildings, or other fixed- assets shall be accounted for under the relevant capital heads.

(d) Direct and indirect wages including fringe benefits allocated to the cost centres (except piece-rate wages)

shall generally be absorbed in individual product, costs on the basis of machine machine hours or any other appropriate basis.

The piece-rate wages including the fringe benefits thereof shall be absorbed on the basis of the corresponding output such as yardage, bales, and number of bags. Tonnes as the case may be.

III. Service Department Expenses:

Detailed records shall be maintained to indicate expenses incurred for each service department or cost centre. These expenses shall be apportioned to other service and production department on an equitable basis:

IV. Utilities:

(a) Steam.-Where steam is raised by, the jute factory of the company, proper records showing the quantity and cost of steam raised and consumed for the production of jute goods shall be maintained, in such details as may enable the company to finish the necessary particulars in Annexure I to this Schedule. The cost of steam consumed by the jute factory and other units of the company shall be calculated on a reasonable basis and applied consistently.

Where steam is raised and supplied by any other unit of the company to the jute factory, the cost of steam so supplied shall be charged to the jute goods activity on a reasonable basis and applied consistently,

Steam cost shall be charged to the individual products on a reasonable basis and applied consistently.

(b) Power.- Proper records shall be maintained to show the quantity and cost of power purchased. Where the company adequate records also generate Power shall be maintained to show the cost of power generated in a similar proforma as for steam. The records shall also show the consumption of power by the various departments and cost centres. The cost of power should be allocated to the cost centres on reasonable basis, and further be absorbed to the individual products on a reasonable basis such as machine hours, spindle hours, loom hours and applied consistently.

V. Workshop/Foundry/Repairs and Maintenance:

Proper records showing the expenditure incurred by the workshop/foundry under different heads shall be maintained. Similar records on repairs and maintenance by the various departments and cost centres shall be maintained. The records shall also indicate the basis of charging the workshop expenses to different departments and cost centres. The expenditure so allocated shall be charged to the individual products On machine hours, spindle hours, loom hours, or on any other more appropriate basis.

Expenditure on major repair works from which benefit is likely to accrue for more than one financial year shall be shown separately in the cost records cost indicating the method of its accounting in determining the cost of the various jute goods manufactured during the relevant period.

Expenditure incurred on works of a capital nature shall be capitalized. The cost of such jobs shall include the expenditure on material, labour and a share of the overheads. The jobs carried out by the workshop/foundry of the jute goods factory for other units of the company and *vice-versa shall* be charged on a reasonable basis and applied consistently.

VI. Depreciation;

(a) Proper records shall be maintained showing the cost and other particulars of fixed assets in respect of which depreciation is to be provided. These records shall *inter alia* indicate the cost of each item of assets including installation charges if any, the date of its acquisition, the date of its installation and the rate of depreciation. In respect of those assets, the original cost of acquisition of which cannot be ascertained without an unreasonable' expenditure or delay, the valuation shown in the books on the first day of the financial year beginning on or after the commencement of these rules shall be taken as the opening balance.

(b) The basis on which depreciation is calculated and allocated to the various departments and cost centres and to the. Products shall be clearly indicated in the records. As far as possible depreciation shall be absorbed in the cost of individual products on the basis of the respective machine hours, spindle hours and loom hours. Depreciation chargeable to the different departments and cost centres shall not be less than the amount of depreciation chargeable in accordance with the provisions of sub-section (2) of section 205 of the Companies Act, 1956 (1 of 1956) and shall relate to plant, machinery and other fixed assets utilized in such departments and cost centre. In case the amount of depreciation charged in the costs in any financial year is higher than the amount of depreciation chargeable under the aforesaid provisions of the Companies Act, the amount so charged in excess and the incidence of such excess deprecation on the unit cost of production of the individual jute products manufactured shall be indicated clearly in the cost records. The cumulative depreciation charged in the cost records against any individual item of asset shall not, however exceed the original cost of the respective

asset.

VII. Overheads:

Proper records shall be maintained showing the various items of expenses comprising the overheads. These expenses shall be analysed, classified and grouped into works, administration and selling and distribution overheads. The methods followed for the absorption of the overheads in the cost of the products shall be indicated in the cost records. As far as possible works and administration overheads shall be charged to the individual jute goods on machine hours, spindle hours, loom hours, piece wages, yardage, bales or other units as the case may be.

Where the company is engaged in the manufacture of any other products in addition to jute goods, the records shall clearly indicate the basis followed for apportionment of the common overheads including head office expenses of the company to the jute goods activity, other activities and capital works. The basis followed for apportionment of the overheads shall be equitable.

Details of selling and distribution, expenses and share thereof applicable to Jute goods activity and allocation to individual Jute goods shall be maintained in, such a manner as to enable the, company to fill up the particulars in Annexure VII to this schedule and Proforma K and Proforma M of Schedule II. The allocation to individual products shall be equitable and followed consistently.

Records showing the expenses incurred on export of jute goods, if any, shall be separately maintained, so that the cost of export sales can be determined correctly. The expenses incurred on exports as well as any export incentives earned shall be reflected in the cost statements relating to export sales.

VIII. Packing:

Proper records shall be maintained showing the quantity and cost of various packing materials such as hoops, buckles, pins, pack-sheets, paper card board core, discs, polythene sheets used for packing each individual jute goods to enable filling up of Annexure VI to this Schedule and Proforma J of schedule II. Records shall also be maintained showing wages and other expenses incurred in respect of different modes of packing like bailing, rolling and other forms of packing of various jute goods for arriving at the cost of different packs. Where such expenses are incurred in common, the basis of apportionment of expenses between different jute products shall be clearly indicated in the cost records and applied consistently.

Separate records of special expenses, if any, incurred on particular export packing shall also be kept and exhibited in the relevant cost statements for such export.

IX. Additional Expenditure on Special Orders:

Expenses incurred for special cropping and mangling, extra calendaring, dyeing. Branding shall be indicated separately and charged to the respective products.

X. Jute Goods Transferred for Captive Consumption:

Proper records shall be maintained showing the quantity and cost of each item of jute goods transferred to another department/unit of the company for self-consumption. The rates at which such transfers are affected shall be disclosed in the cost records.

Self-consumption of one category of jute goods used for conversion into another' category of jute goods such as hessian used for manufacture of tapestry or carpets shall be charged at actual cost and the final cost reflected in Proforma 'L' and 'M' for the relevant final jute goods.

If any jute goods are utilized by the company for the manufacture of any other goods not covered by these rules (eg- Linoleum) , the quantity, rate and value (If such self-consumption shall be indicated separately in Proforma 'M' of Schedule II.

Self consumption of finished jute goods by the company for other uses such as jute bags used for packing cement shall also be shown separately in Proforma 'M' indicating the quantity, rate and value thereof.

XI. Work-in-Progress and Finished Goods Stock:

The method followed for determination the cost of work-in-progress and finished goods stock shall be indicated in the cost records so as to reveal the cost elements that have been taken into account in such computation. The method adopted shall be followed consistently.

XII. Cost Statements:

(a) [Cost statement shall be maintained showing (i) the losses at various stages of production of goods, in proforma A, (ii) the total cost of raw jute used for the production of jute goods in profrma B, and (iii) total cutting, thread waste and caddies recovered in the process of manufacture and used for production of jute goods in Profrma C of schedule II.

- (b) Cost statement shall be maintained showing the batch cost and composition of raw jute used, in Proforma D and a statement showing reconciliation between actual jute consumption and the total jute consumption shall be maintained as per Proforma E shall also be maintained in Proforma F of Schedule II.
- (c) Cost statement in detail showing the conversion cost of each operation/ process under spinning, weaving, bag making, packing and selling shall be maintained in Annexure III, IV, V, VI and VII or in forms as near thereto as practicable in order to fill in Proforma G, H, I, J and K specified in Schedule II.
- (d) Cost statement showing the cost of production shall be maintained in respect of all type of Jute goods by sizes, specifications and descriptions in Proforma L and that showing the cost of sale in Proforma M of Schedule II or in a form as near thereto as practicable. Separate statements shall be maintained by the mill showing description, quantity, sale proceeds of all jute exported by them specification wise.
- (e) In case it is not possible to make such data for all fabrics, bags and other jute products, the cost of production, the cost of sales and margin shall be maintained in respect of those jute goods which are predominantly produced and which form 5% or more of annual production and represent the different jute goods like sacking, Hessian, carpet backing, sale twine, decorative fabrics etc. If the mills do not have individual product forming 5% or more, cost statements in respect of major items of jute goods shall be submitted. The data in both cases on an overall basis shall cover not less than 75% of total production/ sales during the period for each category of jute goods. The cost data regarding the rest of jute fabrics produced and sold shall be given in total as per proforma N specified in schedule II. The quantity of production may be given in terms of either contract or actual weight of production in a consistent manner. Separate cost statements shall be maintained in respect of special jute products like laminated bags, carpets, felt, bleached and dyed jute fabrics, if any, manufactured by the company.]⁶

XIII. Reconciliation of Cost and Financial Accounts:

The cost records shall be reconciled periodically with the financial books of accounts so as to ensure accuracy. Variations, if any, shall be clearly indicated and explained. The period for which such reconciliation is effected shall not exceed the period of the financial year of the company. The reconciliation shall be done in such a manner that the profitability of the product under reference can be correctly adjudged and reconciled with the overall profits of the company.

A statement showing the total expenses incurred by the company, income received by it and the share applicable to jute goods shall be maintained in Proforma 'O' duly reconciled with the financial accounts.

XIV. Adjustment of Cost Variances:

Where the company maintains cost records on any basis other than actuals such as standard costing, the records shall indicate the procedures followed by the company in working out the cost of the products under such a system. The method followed for adjusting the cost variances in determining the actual cost of the product shall be indicated clearly in the cost records. The cost variances shall be shown against the relevant heads in Annexure III, IV, V, VI and Proforma L of Schedule II. The reasons for the variances shall be detailed in the cost records.

XV. Records of Physical Verification:

Records of physical verification shall be maintained in respect of all items held in stock such as raw jute, direct materials, packing materials, consumable stores, lubricating oils, machinery spares, fuels, finished goods and fixed assets. Reasons for shortages/surpluses arising out of such verification and the method followed for adjusting the same in the cost of the products shall be indicated in the records.

[XVI. Inter-Company Transactions:

- (1) In respect of related party transactions or supplies made or services rendered by a company to its holding company or subsidiary or a company termed "related party relationship" as defined below and vice-a-versa, records shall be maintained showing contracts entered into, agreements or understanding reached in respect of:
 - (a) Purchase and sale of raw materials, finished products, process materials, chemicals and rejected goods including scraps, etc;
 - (b) Utilization of plant facilities and technical know-how;
 - (c) Supply of utilities and any other services;

⁶. Substituted by G.S.R. 42 dated 5th January 1983

- (d) Administrative, technical, managerial or any other consultancy services; (e) purchase and sale of capital goods including plant and machinery;
 - (f) Any other payment related to production, processing or manufacturing of product under reference. These records shall also indicate the basis followed for arriving at the rates charged or paid for such products or services so as to enable determination of the reasonableness of such rates in so far as they are in any way related to product under reference.
- (2) The transactions by the following "related party relationships" shall be covered under sub-rule (1):
- (a) Enterprises that directly, or indirectly through one or more intermediaries, control, or are controlled by, of are under common control with, the reporting enterprise (this includes holding companies, subsidiaries and fellow subsidiaries);
 - (b) Associates and joint ventures of the reporting enterprise and the investing party or venture in respect of which the reporting enterprise is an associate or a joint venture;
 - (c) Individuals owning, directly or indirectly, an interest in the voting power of the reporting enterprise that gives them control or significant influence over the enterprise, and relatives of any such individual;
 - (d) Key management personnel and relatives of such personnel; and
 - (e) Enterprises over which any person described in (c) or (d) is able to exercise significant influence. This includes enterprises owned by directors or major shareholders of the reporting enterprise and enterprises that have a member of key management in common with the reporting enterprise.

However, the following shall not be deemed as "related party relationships":

- (a) Two companies simply because they have a Director in common, notwithstanding paragraph (d) or (e) above (Unless the Director is able to affect the policies of both companies in their mutual dealings);
- (b) A single customer, supplier, franchiser, distributor, or general agent with whom an enterprise transacts a significant volume of business merely by virtue of the resulting economic dependence; and
- (c) The parties listed below, in the course of their normal dealings with an enterprise by virtue only of those dealings (although they may circumscribe the freedom of action of the enterprise or participate in its decision making process);
 - (i) Providers of finance;
 - (ii) Trade unions;
 - (iii) Public utilities;
 - (iv) Government departments and government agencies including government sponsored bodies.

Explanation: -For the purpose of these Rules,

(a) "Related party relationship" mean parties who are considered to be related if at any time during the reporting period one party has the ability to control the other party or exercise significant influence over the other party in making financial and/or operating decisions;

(b) "Related party transaction," means a transfer of resources or obligations between related parties, whether or not a price is charged;

(c) "Control" means

- (i) Ownership, directly or indirectly, of more than one-half of the voting power of an enterprise; or
- (ii) Control of the composition of the Board of Directors in the case of a company or of the composition of the corresponding governing body in case of any other enterprise; or
- (iii) a substantial interest in voting power and the power to direct, by statute or agreement, the financial and/or operating policies of the enterprise.

(d) "Significant influence" means participation in the financial or operating policy decisions of an enterprise, but not control of those policies;

(e) "Associate," means an enterprise in which an investing reporting party has significant influence

and which is neither a subsidiary nor a joint venture of that party;

(f) "Joint venture" means a contractual arrangement whereby two or more parties undertake an economic activity, which is subject to joint control;

(g) "Joint Control" means the contractually agreed sharing of power to govern the financial and operating policies of an economic activity So as to obtain benefits from it;

(h) "Key management personnel" mean those persons who have the authority and responsibility for planning, directing and controlling the activities of the reporting enterprise;

(i) "Relative"-in relation to an individual, means the spouse, son, daughter, brother, sister, father and mother who may connected by blood relationship;

(j) "Holding company" means a holding company within the meaning of Section 4 of the Companies Act, 1956 (1 Of 1956);

(k) "Subsidiary" means a subsidiary company within the meaning of Section 4 of the Companies Act, 1956 (1 of 1956);

(l) "Fellow subsidiary" means a company is said to be a fellow subsidiary of another company if both are subsidiaries of the same holding company;

(m) "State-controlled enterprise" means an enterprise which is under the control of the central Government or a State Government."]⁷

XVII. Statistical Records:

Data such as contracts entered into for purchase of raw jute and sale of finished goods shall be maintained in detail indicating separately forward purchases and sales. These records shall also indicate the extent of completion and mode of completion of each contract for purchase and sale at any specific time. Data regarding plant utilization indicating the reasons for stoppages and under utilization of installed capacity under classified headings shall also be kept. Detailed records regarding the manner of control exercised by the company in respect of spinning efficiency and loom efficiency, rejections and wastages in process shall also be maintained.

Such records as will enable the company to identify capital employed separately for jute goods shall be kept. Fresh investments on fixed assets that have not contributed to the production during the relevant period shall also be indicated in the records.

Statistical and other detailed production records maintained in compliance with the provisions of this Schedule and Schedule II shall be such as to enable the company to exercise, as far as possible, control over the various operations and costs and to ensure optimum utilisation of the installed capacities with a view to achieve maximum economies in costs. The records shall provide the necessary data required by the cost auditor to suitably report on all the points referred to in the Cost Audit (Report) Rules, 1968, as amended from time to time.

The data maintained In the cost records shall be reconciled with the periodical: returns submitted by the company to the excise and other authorities.

⁷. Substituted by G.S.R. 721 dated 28th September 2001

ANNEXURE I *

Name of the Company _____

Name and address of the Jute Factory _____

The year ending _____

Statement showing the cost of steam raised/consumed during _____ Current year Previous year

Quantity of steam raised

(Appropriate unit)

| Particular | Qty (Units) | Rate Rs | Amount Rs | Cost Per Unit of Steam raised Rs | |
|---|----------------|------------|--------------|-------------------------------------|------------------|
| | | | | Current Year | Previous Year |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1. Water | | | | | |
| 2. Fuels | | | | | |
| (a) Coal | | | | | |
| (b) Fuel oil | | | | | |
| (c) Other fuels, if any (to be specified) | | | | | |
| 3. Consumable Stores | | | | | |
| 4. Salaries & Wages | | | | | |
| 5. Repairs & Maintenance | | | | | |
| 6. Other direct expenses | | | | | |
| 7. Depreciation | | | | | |
| | | Total: | | | |
| 8. Less: Credits if any | | Total: | | | |
| | | | | Qty | Amount |
| | | | | (units) | Rs |
| Allocated to: | | | | | |
| 1. Jute Factory | | | | | |
| 2. Other products (to be specified) | | | | | |
| | | Total: | | | |

Notes:

1. If steam is supplied to any other outside party, necessary credit for recoveries made shall be shown separately against item 8.
2. Where meters are not installed, consumption of steam shall be assessed on a reasonable basic and applied consistently.
3. Bonus to employees other than incentive bonus, provision for statutory gratuity and interest charges shall be shown in proforma 'M' & 'O' only and other proformae.
4. Where power is generated by the company adequate records shall be main tented to show the cost of power generated in a similar proformae as for steam (vide Para IV (b) of schedule I).

ANNEXURE II *

Name of the Company _____

Name and address of the Jute Factory _____

Statement showing the overall wasted and gain in weight due to process additions Jute goods for the year ending _____

| Particulars | Current year M.T. | Previous year M.T. |
|---|----------------------|-----------------------|
| 1. Unprocessed Jute issues | | |
| 2. Stock variation | | |
| 3. Total (1+2) | | |
| 4. Production (based on contract weight of bale point production) | | |
| (a) Hessian | | |
| (b) Sacking | | |
| (c) Carpet Backing | | |
| (d) Other (to be specified) | | |
| (e) Yarn production other than that used in item (a) to (d) above | | |
| Total Production | | |
| 5. Wastage (3-4) | | |
| 6. Wastage percentage (5 to 3) | | |
| 7. Batching emulation (consumed) | | |
| 8. Cotton Yarn (consumed) | | |
| 9. Starch (consumed) | | |
| 10. Dyes (consumed) | | |
| 11. Total (3+7 to 10) | | |
| 12. Revised Wastage (11-4) | | |
| 13. Revised Wastage percentage (12 to 11) | | |

Note: Waste sold should be shown in 4 (d)

*. Substituted by G.S.R. 42 dated 5th January 1983

ANNEXURE IV *

Name of the Company _____

Name and Address of the Jute Factory _____

Statement showing the cost of production of fabric (excluding jute cost) from beaming to finishing produced during the year _____
Current Year Previous Year

1. Specification of Fabric
2. Yarn requirement per tonne (including Allowance for wastage)

- | | |
|------------------------|---|
| (a) Warp | (i) (a) Repacked production in tones/meters |
| (b) Dyed yarn | (b) Total loom hours |
| (c) Cotton/jute sledge | (ii) Loom Reespace |
| (d) Weft | (iii) Loom Picks/Min. |
| (e) Other | (iv) Production/Loom hour (finished meters) |
| | (v) Loom hours/ tonne |
| | (vi) Meters / tonne |
| | (vii) Finished length/cut or roll |
| | (viii) Laid length/cut or roll |
| | (ix) Warp count |
| | (x) Weft count |
| | (xi) Warp spindle requirement/loom |
| | (xii) Weft spindle requirement/loom |
| | (xiii) Warp spindle hours/tonne |
| | (xiv) Weft spindle hours/tonne |

| Cost Centers | absorption Units | Starch | Selvedge | Stores & Spares | Other | Lubricating oil | Departmental Salaries And wages |
|--------------|------------------|--------|----------|-----------------|-------|-----------------|---------------------------------|
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. |
| | | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |

| | | | | | | | |
|-------------|---|--|-----------|--|--|--|--|
| Pre-beaming | Piece workers' wages direct other | | | | | | |
| | Per rupee of piece workers wages | | | | | | |
| | Or perimeter starch/steam-warp requirement selvedge-per meter. | | | | | | |
|] | | | | | | | |
| Beaming | Piece workers' wages direct other per Rupee of piece workers' wages or per Meter starch/steam-warp requirement Selvedge per meter | | | | | | |
| Weaving | Piece workers' wages direct Others- Loom hours | | | | | | |
| Inspection | Piece workers' wages direct Others- Pieceworkers' wages or per meter | | | | | | |
| Damping | | | | | | | |
| Calendaring | | | Per meter | | | | |
| Copping | | | | | | | |
| Mangling | | | Per meter | | | | |
| Lapping | | | | | | | |
| Rolling | | | Per meter | | | | |

Total

Pre packed production may be derived from the bale production after adjustment of opening and closing stock

| Utilities | | | | | | Adjustment if any | | | Cost per unit | | |
|-----------|-------|----------------------|-----------------------|--------------|-------------------------|-------------------|----------|----------------|---------------|--------------|---------------|
| Steam | Power | Other Works Overhead | Repairs & maintenance | Depreciation | Administration Overhead | Labour | Overhead | Other Expenses | Total | Current year | Previous Year |
| 9. | 10. | 11. | 12. | 13. | 14. | 15. | 16. | 17. | 18. | 19. | 20. |
| Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |

*. Substituted by G.S.R. 42 dated 5th January 1983

ANNEXURE V *

Name of the Company _____

Name and address of the Jute Factory _____

Statement showing the cost of production of bag (excluding fabric cost) during the year _____
Current Year Previous Year

1. Quality and Specification of bag
2. Sewing twine/100 bags and per tonne of bags
3. Weight/bag
4. Meter/bag
5. Bags/Tonne
6. Bags produced:
 - (a) Number
 - (b) Tonnes
 - (c) Fabric consumed in tonnes
 - (d) Gunny cutting in Tonnes
 - (e) Cutting/loss

| Cost centers | Absorption Units | Sewing Thread | stores & spares` | other | lubrica-ting Oil | Depart-mental Salaries & wages |
|-----------------------|---|---------------|------------------|-------|------------------|--------------------------------|
| 1. | 2. | 3. | 4. | 5. | 6. | 7. |
| | | Rs. | Rs. | Rs. | Rs. | Rs. |
| Measuring and cutting | Meters/piece | | | | | |
| Overhead sewing | piece workers' wages Direct Others (a) Related to No. of pieces (b) Related to Tonnage. | | | | | |
| Hemming | Pieces workers' wages Direct Others (a) Related to No. of pieces (b) Related to Tonnage. | | | | | |
| Hand sweing | pieces workers' wages Direct Others(a) Related to No. of pieces (b) Related to Tonnage. | | | | | |
| Union sewing | pieces workers' wages Direct Others(a) Related to No. of pieces (b) Related to Tonnage. | | | | | |
| Herackle sewing | pieces workers' wages Direct Others(a) Related to No. of pieces (b) Related to Tonnage. | | | | | |
| Repairing | No. of bags | | | | | |
| Branding | No. of bags | | | | | |
| Total | | | | | | |

| Utilities | | Adjustment if any | | | | | | | Unit cost | | | |
|-----------|-------|-----------------------|---------------------------|---------------|---------------------------|-------------------|--------|-----------|-----------------|-------|--------------|---------------|
| Steam | Power | Other Works Over-Head | Repairs and ma-nintenance | Depre-clation | adminis-tration Over-head | Direct Mate-riale | Labour | Over-head | Other Expen-ses | Total | Current year | Previous year |
| 8. | 9. | 10 | 11. | 12. | 13. | 14. | 15. | 16. | 17. | 18 | 19 | 20. |
| Rs. | Rs. | Rs | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| | | | | | | | | | | | | |

* Substituted by G.S.R. 42 dated 5th January 1983

ANNEXURE VI *

Name of the Company _____

Name and address of the Jute factory _____

Current Years

Previous Year

Statement showing cost of packing during the year _____ Total No. of Bales packed _____

(i) Quality and specification of bale

| | |
|--------|-----------------------------------|
| 1 .(a) | Type of goods |
| (b) | No. of mats/bags/per bale or roll |
| (c) | Bales/ tonne, rolls/tonne |
| (d) | No. of hooks, buckles, pins/bale |
| (e) | Length of hoop |
| (f) | Pack sheet required |
| (i) | Quality/width |
| (ii) | Length |
| (g) | Paper/sheet core |
| (h) | Ends |
| (i) | Polythene sheets |
| (j) | Card board disc |
| (k) | Other items |

| | Cost centers | Pack sheet | Packing Materials | Stores & spares | Other | Lubricating oils | Departmental Salaries & wager | Utilities Steam | Power |
|--|--------------|------------|-------------------|-----------------|-------|------------------|-------------------------------|-----------------|-------|
| | 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. |
| | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |

1. Press
2. Rolling and packing
3. Gunny Godown

| Other Works Overhead | Repairs & maintenance | Depreciation | Administration overhead | Direct material | Adjustments if any | | | Total | Cost per unit | |
|----------------------|-----------------------|--------------|-------------------------|-----------------|--------------------|----------|----------------|-------|---------------|---------------|
| | | | | | Labour | Overhead | Other expenses | | Current year | previous year |
| 10. | 11. | 12. | 13. | 14. | 15. | 16. | 17. | 18. | 19. | 20. |
| Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |

Total

Annexures III, IV, V and VI

Notes:

- (1) Detailed data showing the manner in which the above charges have been arrived at shall be maintained separately in respect of each quality of yarn and specification of sacking/ Hessian carpet backing/bags/laminated bags/carpets and other Jute goods.
- (2) Apportionment of common overhead and head office expenses to the jute goods in the case of multi-product unit shall be equitable and applied consistently.
- (3) Bonus to employees other than incentive bonus, statutory gratuity including provisions and interest charges shall be shown in Proforma 'M' and 'O' only and not in any other proforma.
- (4) The above data shall form the basis for preparing individual cost statements in respect of different Jute Goods as per proforma 'L'
- (5) Rate of absorption shall be based on actual production and expenses shall be actual for the year. The basis adopted shall be equitable and consistent.

ANNEXURE VII *

Name of the Company _____

Name of the Jute Factory _____

Statement showing the selling expenses relating to _____

(Specification of fabric, bags, and other jute goods/sale yarn to be indicated) sold during the year ending _____

| Nature of expenses | Total | Current year | | | Previous year | | | |
|--|-------|--------------|--------|-------|---------------|--------|-------|---------------|
| | | Rs. | Tonnes | Mtrs. | No.of Bags | Tonnes | Mtrs. | No.of bags |
| | | | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 1. Qty sold | | | | | | | | |
| 2. (a) no. of meters per roll | | | | | | | | |
| (b) no. of bags per bale | | | | | | | | |
| 1. Salaries and wages | | | | | | | | |
| 2. Commission, if any | | | | | | | | |
| 3. F.A.S. Boating expenses/Lorry hire charges | | | | | | | | |
| 4. Advertisement expenses | | | | | | | | |
| 5. Share of Admn. Expenses | | | | | | | | |
| 6. Other Expenses | | | | | | | | |
| Total | | | | | | | | |
| 7. Special expenses, in the cast of expenses, if any | | | | | | | | |
| Total: | | | | | | | | |
| (D) for schedule II, the following schedule shall be substituted, namely:- | | | | | | | | |

SCHEDULE II
(SEE RULE 4)
PROFORMAE 'A'

Name of the Company _____

Name and address of the Jute Factory _____

Statement showing the losses at various stages of production jute goods during the year _____

| | Total | Carpet Backing | Hessian | Sacking | Other |
|--|-------|----------------|---------|---------|-------|
| | M.T. | M.T. | M.T. | M.T. | M.T. |
| 1. | 2. | 3. | 4. | 5. | 6. |
| 1. Jute input | | | | | |
| 2. Stock variations | | | | | |
| 3. Total (1+2) | | | | | |
| 4. Production of yarn | | | | | |
| (a) Warp | | | | | |
| (b) Weft | | | | | |
| Total | | | | | |
| <hr/> | | | | | |
| 5. Wastage/gain (3-4) | | | | | |
| (a) Warp | | | | | |
| (b) Weft | | | | | |
| Total | | | | | |
| 6. Wastage/gain (5 to 3) | | | | | |
| (a) Warp | | | | | |
| (b) Weft | | | | | |
| Total | | | | | |
| 7. Issues of Yarn | | | | | |
| (a) Warp | | | | | |
| (b) Weft | | | | | |
| Total | | | | | |
| 8. Stock variation | | | | | |
| 9. Net yarn consumed | | | | | |
| 10. Weaving production | | | | | |
| 11. Wastage (9-10) | | | | | |
| 12. Wastage% (11 to 9) | | | | | |
| 13. Issue of Weaving production (Actual) | | | | | |
| 14. Stock variation | | | | | |
| 15. Total | | | | | |
| 16. Bale Production-Cloth/Bag | | | | | |
| 17. Wastage (15-16) | | | | | |
| (a) On cloth | | | | | |
| (b) On bag | | | | | |
| 18. Wastage% (17 to 15) | | | | | |

Notes:

1. This statement should be furnished for each category of jute goods manufactured viz, carpet backing, Hessian, sacking and other.
2. In respect of item (6) , (12), (18) corresponding previous years figures should be furnished and variation explained.
3. Other- separate figures for sale twine, decorative fabrics etc. should furnished.
4. The allocation of wastage may be made on the basis of suitable technical estimates on consistent basis in the absence of actuals.

PROFORMA – B

Name of the company _____
 Name and address of the jute factory _____
 Statement showing the total cost of raw jute used for the production of jute goods during the year ending _____

| Classification and equivalent Market Grade | Opening stock at the Mills as on | | Receipts during the year including Freight & incidentals | | Total | |
|--|----------------------------------|-----------|--|-----------|----------|-----------|
| | Qty M.T. | Value Rs. | Qty M.T. | Value Rs. | Qty M.T. | Value Rs. |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. |

1.
2.
3.
4.
5.

Total

| Sale if any | Net issue during the year | | Physical stock adjustment Means if any | | Closing stock at the mills as on | | Remark | | |
|-------------|---------------------------|----------|--|----------|----------------------------------|-----------|----------|-----------|-----|
| Qty M.T. | Value Rs. | Qty M.T. | Value Rs. | Rate Rs. | Qty M.T. | Value Rs. | Qty M.T. | Value Rs. | |
| 8. | 9. | 10. | 11. | 12. | 13. | 14. | 15. | 16. | 17. |

1.
2.
3.
4.
5.

Notes:

1. The value of receipts shall include West Bengal Jute Tax and other wherever actually paid, freight and other identified incidental expenses.
2. If part of the raw Jute received is sold, the detail of the quantity rate and sales realization therefore shall be shown in the records.
3. Freight and incidentals (Column 5) - As far as possible the expenses including on this accord will be identified with the various category and classification of raw jute. The amount which cannot be conveniently identified directly will be distributed prorate on the various categories or class of raw jute on appropriate basis and followed consistently.

PROFORMA – C

Name of the company _____
 Name and address of the jute factory _____
 Statements showing total cutting, thread waste and caddies recovered in the process of manufacture and used for production Jute goods for the year ending _____

| Classification | Opening Stock as On..... | | Recovered during the Year | | Total | | Consumed during the Year | | Sale if any | | Physical stock Adjustment If any | | Closing Stock on..... | | Remarks |
|----------------|--------------------------|---------|---------------------------|-------|-------|-------|--------------------------|-------|-------------|-------|----------------------------------|-------|-----------------------|-------|---------|
| | Qty* | Value** | Qty | Value | Qty | Value | Qty | Value | Qty | Value | Qty | Value | Qty | Value | |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. | 12.. | 13. | 14. | 15. | |

1. Cutting
 2. Thread Waste
 3. Caddies
 4. Reusable Waste After Yarn stage
 5. Other

*Qty. in tones
 **Value in Rs.

Note:

The total quantity and value of raw jute consumed as per proforma B plus the value of consumption minus the value of recovery shown in proforma-C should reconcile with the total adjust batch cost of various quality and counts of yarn manufactured by the Company as per proforma-D columns 2 and 3 (Item C)

PROFORMA - D

Name of the Company _____

Name and Address of the Jute Factory _____

Statement showing the batch and composition of raw jute used the manufacture of _____ - during the year ending _____

1. Production in tonnes at Winding _____

2. Jute input in tones _____

| Mill Classification & Equivalent market Grade | Cut selected jute as per finished mixing | | Add for cutting | | | Adding for net rejection | | | Standard uncut net Jute input at actual rates | | | Remarks |
|---|--|-----------|-----------------|----------|-----------|--------------------------|----------|-----------|---|----------|-----------|---------|
| | Qty M.T. | Value Rs. | Qty M.T. | Rate Rs. | Value Rs. | Qty M.T. | Rate Rs. | Value Rs. | Qty M.T. | Rate Rs. | Value Rs. | |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. | 12. | 13 |

- 1.
- 2.
- 3.

Total

- Less: 1. Gunny cutting
 2. Thread Waste
 3. Caddies
 4. Reusable Waste after yarn stage
 A. Net Standard batch cost of jute
 B. Group wise adjustment for value variation of raw jute and work in process, if any (to reconcile with actual) jute cost per Proform-E (Item-4)
 C. Net adjustment batch cost of jute used for yarn
 D. Rate per MT Rs.....of item "C" above.

Note:

1. Separate statement showing Batch cost for individual batch shall be maintained in this Proforma.
2. A summary batch cost statement showing total batch cost of difference batch's prepare during the year shall be compiled and reconciled with the total batch of different prepared during the year shall stock up to winding (Proforma E) vide Proforma F.
3. Rejection shall be the net result of selection both upgraded and downgraded.
4. Adjustment for variances under item B shall be made at least under broad groups, namely high, medium and low, qualities of jute. This will not apply to mills who starts from jute issues and arrive at finisher card mixture.
5. Credits for thread waste, mill caddies, loom caddies and gunny cutting etc. will be shown under column-3.

PROFOAM-E

Name of the Company _____

Name and address of the Factory _____

Statement showing the reconciliation between actual jute consumption and the total of jute consumption as derived from Proforma 'D' during the year

| | Qty M.T. | Rate Rs. | Value Rs. |
|---|-------------|--------------------------------------|--------------|
| 1. Opening stock in process batching to winding) | | | |
| 2. Net issues during the year as per Proform 'A' and 'B' | | | |
| 3. Less: Closing stock process (Bathing to winding) | | | |
| 4. Actual consumption for the year (1+2-3) should be Same with aggregated total of item of item 'C' of the Proforma Of the Proforma 'D' | | (i) High (ii) Medium (iii) Low | |
| | | (iv) Total: | |
| 5. Net standard batch cost for the year as per Proform 'D' Aggregated | | (i) High (ii) Medium (iii) Low | |
| | | (iv) Total | |
| 6. Difference adjusted group wise in Proform 'D' (item 'B') | | (i) High (ii) Medium (iii) Low | |
| | | (iv) Total | |

PROFORM – F

Name of the Company _____
 Name and Address of the Jute Factory _____
 Summary of batch cost of raw jute consumed as per Porform – D during the year ending _____

| Sl. No. | Number of Batch | Standard Consumption at actual rate (Item A of proforma D) | | Adjustment to convert to actual (Item B proforma -D) | | Adjusted batch cost (Item C Proforma D) | | Cost/Tonne Raw/Jute Rs./M.T. | Winding output M.T. | Cost/Tonne of winding output Rs./M.T. |
|---------|-----------------|--|-----------|--|-----------|---|-----------|---------------------------------|------------------------|--|
| | | Qty M.T. | Value Rs. | Qty M.T. | Value Rs. | Qty M.T. | Value Rs. | | | |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. |

Total: _____

Notes:-

1. Total of columns (7) and (8) should be in agreement with item (4) of Proforma E.
2. Rates at column (11) should be same as shown in item 'D' of Proforma 'D'.
3. The rate in column (11) should be transferred to Proforma 'L'

PROFORMA – G

Name of the Company _____
 Name of the Jute Factory _____
 Statement showing the summary of conversion cost of spinning as per annexure III during the year _____

| Sl. | Count of yarn | Production M.T. | Total Conversion Cost Rs. | Spindle house per tonne | | Cost per tonne | |
|-----|---------------|--------------------|------------------------------|-------------------------|----------------------|---------------------|----------------------|
| | | | | Current year Rs. | Previous year Rs. | Current year Rs. | Previous year Rs. |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. |

Note: - Reasons for significant variation in cost per tonne as compared to previous year if any shall be furnished.

PROFORMA – H

Name of the Company _____
 Name and Address of the Jute Factory _____
 Statement showing the summary of conversion cost of weaving as per annexure IV during the year _____

| Sl. No. | Specification of fabric | Production M.T. | Total Conversion Cost Rs. | Loom hours per tonne | | Cost per tonne | |
|---------|-------------------------|--------------------|------------------------------|----------------------|----------------------|---------------------|----------------------|
| | | | | Current year rs. | Previous year Rs. | Current year Rs. | Previous year Rs. |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. |

Note:- Reason for significant variation in cost per tonne as compared to previous year if any, shall be furnished.

PROFORMA – I

Name of the company _____

Name of the Jute Factory _____

Statement showing the summary of conversion cost of bag making as per Annexure V during the year _____

| Sl. No. | Qty and specification of bags | Bags per tonne | | Bags production | | Total Conversion cost | Cost per M.T./100 bags | |
|---------|-------------------------------|----------------|-------|-----------------|-------|-----------------------|------------------------|---------------|
| | | Nos. | Tonne | Nos. | Tonne | | Current Year | Previous Year |
| | | | | | | Rs. | Rs. | Rs. |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | |
| | | | | | | | | |

Note:- Reason for significant variation in cost per tonne as compared to previous year, if any, shall be furnished.

PROFORMA – J

Name of the Company _____

Name and Address of the Factory _____

Statement showing the summary of packing cost per Annexure VI during the year _____

| Sl No. | Specifications | | | Other | Bales or Rolls | No. of Metres Bags per bale or Rolls | Bales/Rolls per Tonne bags/tonne Meters/Tonne |
|--------|----------------|---------|------|-------|----------------|---|---|
| | Sale yarn | fabrics | Bags | | | | |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. |
| | | | | | | | |

| Total packing cost | | | Packing per tonne | | | | | |
|--------------------|-----------------------|-------|-------------------|-----------------------|-------|-----------------------|------------------|-------|
| Packing Material | Other conversion Cost | Total | Current Year | | | Previous Year | | |
| | | | Packing Material | Other conversion Cost | Total | Packing Material cost | Other conversion | Total |
| Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 9. | 10. | 11. | 12. | 13. | 14. | 15. | 16. | 17. |
| | | | | | | | | |

Note: - Reason for significant variation in cost per tonne as compared to previous year, if any, shall be furnished

PROFORMA – K

Name of the Company _____

Name of the Jute Factory _____

Statement showing summary of the selling expenses as per Annexure VII relating to _____
(Specification of sale yarn, fabric, bags, other jute goods etc to be indicated)

Sold during the year ending _____

| Sl. No. | Specification | | | | Qty. sold | | | Total selling expenses Rs. | Selling cost per tonne | | Selling cost per 100 bags | |
|---------|---------------|--------|------|-------|-----------|--------|------------|-------------------------------|------------------------|---------------|---------------------------|---------------|
| | Sale Yarn | Fabric | Bags | Other | Tonnes | Metres | No Of bags | | Current Year | Previous Year | Current Year | Previous Year |
| | | | | | | | | | Rs. | Rs. | Rs. | Rs. |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. | 12. | 13. |

Note: - Reason for significant variation as compared to previous year, if any, should be furnished.

PROFORMA – L

Name of the Company _____

Name of the Jute Factory _____

Statement showing the cost of production of pre-packed sale yarn/fabric/bags/other production during the year ending _____

A – Production

| | Current year | | | Previous Year | | |
|--|--------------|------|-------------|---------------|-------|------------|
| | Tonnes | Mtrs | No. Of bags | Tonnes | Mtrs. | No.of bags |

B-Yarn requirements

| Sl. No. | Item | Count of yarn | Bag production | %wastage in bag Production | Weaving production | % wastage from winding to weaving | Requirement of yarn |
|---------|------|---------------|----------------|----------------------------|--------------------|-----------------------------------|---------------------|
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. |

1. Warp
2. Weft
3. Warp/Dyed
4. Selvedge
5. Hemming
6. Sewing
7. Total
8. Oil % of yarn
9. Starch % of wrap yarn

C- Cost of production

| Sl. No. | Particular | Qty (Units) | Rate Rs. | Amount Rs. | Cost per tone/unit | |
|---------|------------|-------------|----------|------------|--------------------|-------------------|
| | | | | | Current year Rs. | Previous year Rs, |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. |

1. Batch cost as per Proforma F
 - (a) Warp
 - (b) Weft
 - (c) Others
 - (d) Total
2. Conversion cost of yarn production as per Proforma G
 - (a) Warp
 - (b) Weft
 - (c) Others
 - (d) Total
3. Conversion cost of fabric production as per Proforma H
4. Total (1d+2d+3)
5. Adjustment for work-in-process
 - (a) Jute cost
 - (b) Conversion cost
 - (c) Total
6. Conversion cost of bag production as per Proforma I
7. Total (4+5c+6)
8. Adjustment for opening and closing and closing work-in-progress
 - (a) Jute cost
 - (b) Conversion cost
 - (c) Total
9. Total (7+8c)
10. Adjustment per opening and closing stocks.
11. Total (9+10)-Cost of finished fabric/bags/other Transferred to packing

Notes:-

1. Separate cost statements shall be maintained in respect of each specification and size of sale yarn, fabric./bags/lamination bags, jute carpets, jute tapestry and other jute goods expenses to the expenses stated in 'Para XII-cost statement of Schedule I'
2. The percentage of process losses computer in Annexure II shall be taken into consideration for determined the quantity requirement of fabric and yarn.
3. Bonus to employees other than incentive bonus, statutory gratuity including provisions and interest charges shall be shown in Proformae 'M' and 'O' only and not in any other profma.
4. Additional expenses incurred on any order towards cropping, mangling, extra calendaring, dyeing etc shall be shown in the relevant cost statements and explained in the form of a footnote thereto.

PROFORMA – M

Name of the Company _____

Name of the Jute Factory _____

Statement showing the cost of sale of _____ (Specification of fabric/sale yarn/other products to be indicated) packed and sold during the year ending _____

| | Current Year | | Previous Year | |
|---------------------------------------|--------------|-------------|---------------|-------------|
| | Qty | | Qty | |
| | Tonne Meters | No. of Bags | Tonne Meters | No. of Bags |
| I (a) Qty Packed | | | | |
| (b) Qty actually sold | | | | |
| (c) Qty used for self consumption | | | | |
| II (a) No of meters per roll | | | | |
| (b) No of bags per bale | | | | |
| (c) No of meters / tonne | | | | |
| (d) No of bags/ rolls/ bundles/tonnes | | | | |

| Particulars | Quantity | Rate | Amount | Cost per tonne | |
|--|----------|------|--------|----------------|---------------|
| | | | | Current Year | Previous Year |
| | MT | Rs | Rs | Rs | Rs. |
| 1. Cost of prepacked jute goods transferred from Proforma L | | | | | |
| 2. Cost of Packing as per Proforma J | | | | | |
| Total | | | | | |
| 3. Stock adjustment (Packed goods only) | | | | | |
| Add: opening stock | | | | | |
| Less: closing stock | | | | | |
| Cost of jute good packed and actually sold | | | | | |
| 4. Selling & distribution expenses for quantity actually sold as per proforma K | | | | | |
| 5. Total Including Selling and Distribution Exp | | | | | |
| 6. Interest | | | | | |
| 7. Annual bonus to employees (other than incentive bonus) | | | | | |
| 8. Statutory gratuity (Including provision) | | | | | |
| 9. other expenses not included in cost (to be specified) | | | | | |
| 10. Total expenses excluding excise duty for quantity sold within country including self consumption | | | | | |
| 11. Sales realization excluding excise duty for quantity sold within country | | | | | |
| (i) Self consumption | | | | | |
| (ii) Sales to others | | | | | |
| 12. Margin | | | | | |

Notes:

1. Separate cost statements shall be made in respect of each individual specification and size of jute goods including sales yarn, if any except to the extent stated in para XII cost statements of Schedule.
2. Special expenses incurred on export packing, if any, shall be shown separately in the relevant cost statement for such exports.
3. Bonus to employees other than incentive bonus, statutory gratuity including provisions and interest charges shall be shown in Proforma 'M' and 'O' only and not in any other proforma in respect of Jute goods.
4. Self consumption of one category of jute goods used for conversion into another category of jute goods such as Hessian used for the manufacture of carpets of tapestry shall be charged at actual cost and the final reflected in Proforma L and M for the relevant final Jute Goods.
5. Separate cost statements shall be maintained in respect of goods exported.

PROFORMA – N

Name of the Company _____

Name of the Jute Factory _____

Statement showing the particulars regarding production sale, unit cost of sale and margin etc in respect of item for which consolidated cost sheets under proforma L & M have to be prepared vide para XII- Cost Statements of Schedule-I

| Sl. No. | Specification | | | | | Qty | Qty | Unit | Unit | Net | Total | Total | Total |
|---------|---------------|------------|--------|------|---------------------|-----------------|-----------|------------------------|------------------|-----------------|----------|-----------------|------------|
| | Warp Count | Weft count | Porter | Shot | Fabric construction | Production M.T. | Sold M.T. | Cost of production Rs. | cost of sale Rs. | unit margin Rs. | cost Rs. | realisation Rs. | Margin Rs. |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. | 12. | 13. | 14. |
| 1. | | | | | | | | | | | | | |
| 2. | | | | | | | | | | | | | |
| 3. | | | | | | | | | | | | | |
| Total | | | | | | | | | | | | | |

Notes:-

- (1) Similar statement in respect of sale yarn, bags etc production may be prepared by making suitable indications in the relevant columns.
- (2) Total margin as per Proforma 'M' and as per proforma 'N' shall be reconciliation with margin relation to Jute Goods activity as per Proforma O.

PROFORMA – O

Name of the Company _____

Name of the Jute Factory _____

Statement showing the allocation of total expenses and income in respect of Jute goods activity and other activities of the company for the year ending _____

| | Broad Looms Nos. | Narrow Looms Nos. | Spindies Nos. | Qty Tonnes |
|---|---------------------|----------------------|------------------|---------------|
| A. 1. Licensed capacity | | | | |
| 2. Installed capacity | | | | |
| 3. Budgeted capacity | | | | |
| 4. Actual utilization/ production during the year | | | | |
| 5. Percentage of (4) to (2) | | | | |
| 6. Percentage of (4) to (3) | | | | |

| | Carpet backing | | Hessian | | Sacking | | Others | |
|--------------------------------|----------------|------|---------|------|---------|------|--------|------|
| | Warp | Weft | Warp | Weft | Warp | Weft | Warp | Weft |
| 7. Overall spindle efficiency: | | | | | | | | |
| (a) Fine side | | | | | | | | |
| 1. Apron draft | | | | | | | | |
| 2. Slip draft | | | | | | | | |
| 3. Others | | | | | | | | |
| (b) Coarse side | | | | | | | | |

| | Carpet backing | Hessian | Sacking | Others |
|----------------------------|----------------|---------|---------|--------|
| 8. Overall Loom efficiency | | | | |

B.

| Sl. | Particulars | Total actual Expenses Rs. | Share applicable to | |
|-----|--|---------------------------------|----------------------------|-------------------------|
| | | | Jute goods activity Rs. | Other activities Rs. |
| 1. | 2. | 3. | 4. | 5. |
| 1. | Raw materials | | | |
| 2. | Other materials | | | |
| 3. | Salaries and Wages | | | |
| 4. | Utility | | | |
| 5. | Others Works | | | |
| 6. | Repairs & maintenance | | | |
| 7. | Depreciation | | | |
| 8. | Administration Overhead | | | |
| | Total | | | |
| 9. | Adjustment for difference between opening and closing balance of WIP | | | |
| | Total | | | |
| 10. | Less: Credit for recoveries | | | |
| | (i) Caddies, waste | | | |
| | (ii) Others | | | |
| 11. | Packing cost | | | |
| 12. | Stock adjustment for difference between opening and closing stock | | | |
| | (i) Pre packed stock | | | |
| | (ii) Packet stock | | | |
| | Total | | | |
| 13. | Selling and distribution expenses | | | |
| | Total | | | |
| 14. | Annual bonus to employers other than incentive bonus | | | |
| 15. | Provision for statutory gratuity | | | |
| 16. | Interest charge | | | |
| 17. | Other expenses | | | |
| | Total | | | |
| 18. | Less: any other income not considered in costs (to be specified) | | | |
| 19. | Total excluding excise duty | | | |
| 20. | Deduct export benefit, if any | | | |
| 21. | Net sale realization (excluding excise duty) | | | |
| 22. | Margin | | | |

All items of income and expenditure in this proforma shall be reconciled with the financial accounts for the relevant period.

Footnote - The principal notification was published vide G.S.R. number 590 (E), dated the 29-12-1975, and subsequently amended by

1. GSR 97 (E), dated 26-2-1976
2. GSR 793, dated 3-6-1977
3. GSR 32, dated 5-1-1983
4. GSR 42, dated 8-1-1983
5. GSR 555, dated 22-7-1989
6. GSR 315(E), dated 24-3-1993
7. GSR 439(E), dated 3-8-1998
8. GSR 721(E), dated 28-9-2001