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PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN

SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

NOTIFICATION

Islamabad, the 8th March, 2012

S. R. O. 243(I)/2012.— In exercise of powers conferred by clause (e) of sub-section (1) of section 230 read with section 246 of the Companies Ordinance, 1984 (XLVII of 1984), and section 40B of the Securities and Exchange Commission of Pakistan Act, 1997 (XLII of 1997), the Securities and Exchange Commission of Pakistan is pleased to make the following Order, namely:—

Chemical Fertilizer Industry (Cost Accounting Records) Order, 2012

1. **Short title, extent, commencement and application.**—(1) This Order shall be called the Chemical Fertilizer Industry (Cost Accounting Records) Order, 2012.

[2255(2012)/Ex. Gaz.] *Price : Rs. 20.50*

(2) It shall come into force with effect from July 1, 2012.

(3) This Order shall apply to every company engaged in production, processing and manufacturing of Chemical Fertilizers.

2. **Maintenance of records.**—(1) Every company to which this Order applies shall, in respect of each financial year commencing on or after the commencement of this Order, keep cost accounting records, containing, *inter-alia*, the particulars specified in Schedule I, II and III to this Order.

(2) The cost accounting records referred to in sub-paragraph (1) shall be kept in such a way as to make it possible to calculate from the particulars entered therein the cost of production and cost of sales of each of the formulation products referred to in sub- para (3) of para 1, during a financial year.

(3) Where a company is manufacturing any other product in addition to those referred to in sub- para (3) of para 1, the particulars relating to the utilization of materials, labour and other items of cost insofar as they are applicable to such other product shall not be included in the cost of product referred to in that para.

(4) It shall be the duty of every person referred to in sub-section (7) and (8) of section 230 of the Companies Ordinance, 1984 (XLVII of 1984), to comply with the provisions of sub-paragraph (1) to (3) in the same manner as they are liable to maintain financial accounts required under section 230 of the said Ordinance.

3. **Penalty.**—If a company fails to comply with any of the requirements of this section, every director, including chief executive and chief accountant, of the company who has knowingly by his act or omission been the cause of such default shall be punishable under sub-section (7) of section 230 of the companies Ordinance, 1984 (XL VII of 1984)

SCHEDULE-1
(*See* paragraph 2)

I. MATERIAL

(1) **Direct Material.—**

(a) Adequate records shall be maintained showing receipts, issues and balances, both in quantities and values of each item of direct material required for production of chemical fertilizer of any type. The basis on which the value of receipts, and issues have been calculated shall be clearly

indicated in the cost records maintained or if so desired by the company in a separate manual of procedures, if any, maintained by the company or in foot-notes or separate explanatory notes to the cost statements for the relevant period. Such basis shall be applied consistently throughout the relevant period. The values shall include all direct charges up to works such as excise duty, haulage, transport, freight, handling and insurance. In case of imported material, custom duty, Iqra surcharge, port charges, inland freight charges, freight and insurance charges, sales tax and any other levies payable at the time of import shall be shown separately and included to work out landed cost.

(b) If the value of direct material consumed is determined on a basis other than actual, the method adopted for such valuation as well as the method for reconciliation of such consumption with actual and the method for dealing with variations, if any, shall be disclosed in the cost records or indicated by way of foot-notes or in any other suitable manner.

(c) All issues of production materials shall be reconciled with figures shown in Annexes of Schedule III, or in any other form as thereto as possible. Any losses/surpluses arising as a result of physical verification of inventories and adjustments thereof shall be clearly indicated in the cost records.

(d) Record of purchase/supply contracts entered into with local and foreign suppliers as the case may be shall be maintained showing the rate at which various quantities of materials are to be acquired. The records shall indicate principal features of each contract particularly conditions relating to quantity, quality and, in case of catalysts showing their life, and in case of chemicals their strength and technical contents, price, period of delivery, discount for transit loss and terms of payment including cash discounts.

(e) Any abnormal wastage of material whether in transit, storage or for any other reason, shall be recorded separately indicating the stage at which such losses occur and reasons thereof. Method of dealing with such losses in the calculation of cost shall be indicated in the records. Normal wastages/losses due to shrinkage or evaporation etc. and gain due to elongation or absorption of moisture etc. will be absorbed by the remaining material itself.

(f) Realizable value of any waste material, by-product or intermediary product recovered or sale proceeds of any process material or intermediary product shall be credited to the cost of such process to arrive at the net cost of that particular process and finally that of the fertilizer produced.

(g) The method adopted for the quantity and value of materials consumed in a company, if determined on a basis other than actual, shall be mentioned in cost records and it shall be followed consistently. The overall reconciliation of such quantities and values of materials with the actual shall be made at least quarterly during the financial year explaining the reasons for variances. The treatment of such variances in determining the cost of items referred to in paragraph 3 shall be indicated in the cost records.

(h) Where a material is acquired in exchange for other material or services supplied, the cost of material acquired is taken as the cost of material supplied or services provided plus other applicable cost such as freight.

(i) The forex component of imported material is converted at the rate on the date of the transaction. Any subsequent change in the exchange rate till payment or otherwise will not form part of the material cost.

(j) Self manufactured materials are valued at cost including Direct Material Cost, Direct Employee Cost, Factory overheads and share of administrative overheads relating to production. Share of other administrative overheads, finance cost and marketing overheads are excluded.

(k) The records shall be maintained in such detail as may enable the company to readily provide data as required in the various Cost Statements prescribed in this Order in a verifiable state.

(2) **Catalysts, Other Chemicals, Consumable Stores/Spares, etc.**

(a) Adequate record of each item of catalysts, chemicals, consumable stores/spares shall be maintained to show receipts, issues and balances, both in quantities and values, required for production of chemical fertilizer and/or actually used for the relevant cost centers.

(b) Cost of catalysts, chemicals, consumable stores and spare parts shall include all direct charges incidental to procurement of each item up to the factory. The cost of such chemicals, stores/spares etc. consumed shall be charged to relevant cost centers on the basis of actual consumption as recorded in the Cost Statements. The items issued for capital expenditure, *viz.* as additions to plant and machinery shall be shown under relevant heads and not in the cost statements of chemical fertilizer. Cost of catalysts which are relatable to production over a period of time, is amortized over the production units benefited by such cost. Cost of material with life exceeding one year is included in the cost over useful life of the material.

(c) The basis of valuation of receipt and consumption of each item shall be indicated in the cost records and shall be consistently followed.

(d) Wastage of chemicals, consumable stores, spares whether in transit, storage or at any other point shall be quantified and shown separately. Method of dealing with such losses in costing shall also be indicated in the cost records.

II. SALARIES AND WAGES

(1) Adequate record shall be maintained to show the attendance of workers employed by the company whether on regular, temporary, or on contract basis, as the case may be. Proper record shall also be maintained in respect of payment made for overtime work and production incentives whether in the shape of production bonus or incentives based on out-put given to the workers. Payment of any retirement benefits including pension, provident fund, gratuity, old age benefits and any welfare expenses shall also be included in the labour or factory overhead cost of beneficiary cost center/department. This will be done in a manner that labour cost is available for each cost center or department and for each product whether intermediary, by-product or main product so that different Cost Statements are filled properly and easily.

(2) Fair and reasonable allocation shall be made for wages paid to such direct labour as has been utilised in more than one department, between the various departments or cost centers and the basis of such allocation shall be consistently followed. Any wages paid for additions to plant and machinery or other capitalised assets shall be capitalized and excluded from the cost statements of chemical fertilizer.

III. UTILITIES

(1) Adequate records shall be maintained showing the quantity and cost of various utilities and services both purchased and produced as detailed below and consumed and utilised by different cost centers:

(a) Power
(b) Steam
(c) De-mineralised Water
(d) Compressed Air
(e) Others (to be specified)

(3) The records shall be maintained so as to enable assessment of consumption or utilization of services by different departments, cost centers or manufacturing units. Allocation of cost of utilization shall be on the basis of actual consumption, if possible, or on the basis of technical estimates in the absence of actual measurement. In the case of fixed charges or fuel adjustment surcharge for electricity claimed by the utility company, irrespective of the actual power consumed and if the amount payable as per actual consumption falls below the contractual minimum, the difference between the contractual minimum and the actual amount shall be treated as fixed or period cost and transferred to relevant Cost Statement. Cost of service including power and gas consumed in and chargeable to non-manufacturing departments, if significant, shall be shown separately.

Note: - In case of self generation quantity and reasons for under-utilization shall be specified and the relevant cost should be treated as fixed/period cost. In case of natural gas separate records shall be maintained for use of gas as direct material and use of gas in utility services or for supply to housing colonies, if any. Moreover, Cost of utilities generated for sale to outside parties is arrived as Cost of self generated utilities plus distribution cost plus share of administrative overheads plus marketing overheads.

IV. REPAIRS AND MAINTENANCE

Adequate records showing expenditure incurred on workshop facilities for repairs and maintenance of plant and machinery in different departments and cost centers shall be maintained on permanent basis. Details of cost determination and the basis of allocation of repairs and maintenance expenditure to different departments or manufacturing units or cost centers shall be indicated. Cost of work of capital nature, of heavy repairs, and overhaul cost, benefit of which is likely to be spread over a period longer than one financial year, shall be shown separately. If a separate maintenance team is working for a particular department the salaries, wages, cost of consumables, spares and tools should be charged as direct expense of that department. If the maintenance services are

utilised for other products, the portion utilised for them shall be segregated and charged thereto.

V. DEPRECIATION

(1) Adequate records shall be maintained showing values and other particulars of fixed assets in respect of which depreciation is to be provided. The records shall *inter-alia* indicate the cost of each item of asset, details of revaluation of assets, if any, the date of its acquisition, accumulated depreciation, the rate of depreciation and the depreciation charge, for the relevant period.

(2) Basis on which depreciation is calculated and allocated to the various departments and products shall be clearly indicated in the records.

(3) Where small value items are written off fully at the time of purchase in financial accounts, the same may be generally adopted for cost accounts.

VI. INSURANCE

(1) Record shall be maintained showing insurance premium paid for the various risks covered on the assets and other interests of the company.

(2) Method of allocating insurance cost to the various cost centers shall be indicated in the cost records and followed consistently.

VII. ROYALTY/TECHNOLOGY TRANSFER FEE

Adequate record including technical agreements shall be maintained in respect of fee paid to the collaborators or technology suppliers on recurring or non-recurring basis, party-wise. The basis of charging such amounts to the beneficiating formulations shall be indicated in the cost records.

VIII. OTHER OVERHEADS

Adequate records showing the amounts comprising the manufacturing overhead expenses other than those already mentioned and details of apportionment thereof to the various departments or processes or cost centers, shall be maintained. The factory overheads shall include, among other items, indirect labour cost alongwith share of labour related cost, such as fringe benefits, other labour and staff welfare expenses, and establishment expenses of manufacturing of items referred to in paragraph 2. If products other than chemical fertilizers including salable by-products are also being produced in the

factory, adequate bases should be developed to apportion the overhead cost equitably.

IX. QUALITY CONTROL EXPENSES

In case certain chemical fertilizers require periodic checks by the quality control department, as to the chemical strength conforming to standards laid down by the Government or industry, necessary records shall be maintained so that the expenses incurred on the quality control department are collected and charged to the different products. Adequate records shall be maintained of rejected fertilizers, intermediary products and by-products. Expenses incurred on quality control built-in within a certain department shall be charged as direct departmental expense.

X. JOINT PRODUCTS

When more than one product arises from a process, the cost shall be allocated to the different products on some reasonable basis which shall be consistently applied during the relevant period. The basis on which such joint costs are allocated to the different products arising from a process shall be indicated in the cost records.

XI. TRANSFER TO THE NEXT PROCESS

The costs incurred in an intermediary process will be transferred proportionate to the quantity transferred to the next process.

XII. WORK-IN-PROCESS AND FINISHED GOODS INVENTORIES

The method of valuation of work-in-process and the finished goods inventories shall be indicated in the cost records so as to reveal the cost elements which have been taken into account in such computation. The cost elements shall be related to the items referred to in the relevant Cost Statement. The costing method adopted shall be consistently followed. Treatment of differences, if any, on physical verification of stocks with book balances, shall also be indicated in the cost records.

XIII. PACKING

Adequate records shall be maintained showing all the receipts, issues and balances both in quantities and cost of various packing materials such as strips, ampoules, vials, bottles, cartons, boxes, labels, and literature for each item separately. Adequate records shall also be maintained for wages and other expenses incurred in respect of different size of packs adopted for marketing of formulations separately. The details of various packing materials actually used

and spoiled shall be maintained in respect of each formulation. Where any formulation is repacked due to defective packing, details of such repacking for each pack shall be determined if repacking cost is significant. In case any packing materials are produced by the company, proper record showing the cost and manufacture of such items shall be maintained. In case of export packing, separate records and additional packing cost shall be maintained.

XIV. COST STATEMENTS

Detailed and adequate cost statements shall be prepared for each type of fertilizer product, intermediary product and by-product separately, as required *vides* Schedule-III.

XV. ADJUSTMENT OF COST VARIANCE

(1) When the company maintains cost records on any basis other than actual, such as standard costing, the records shall indicate the procedure followed by the company in working out the actual cost of product under such 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 the respective Cost Statement.

(2) The reasons for variances in respect of materials shall *inter-alia* be furnished separately for major materials. Variance analysis shall be made quarterly during the financial year and also at the year-end. The reasons for variances shall be given in the cost records.

XVI. ADMINISTRATIVE EXPENSES

Administrative expenses may be split up on the basis of total factory cost of each salable product and/or cost of imported fertilizers if sold by the company or any other basis adopted by the company. Such basis shall be clearly indicated in the cost records.

XVII. SELLING AND DISTRIBUTION EXPENSES

(1) Selling and distribution expenses in respect of fertilizer shall be apportioned to different final products and salable by-products and Intermediary-products on the basis of sales revenue or some other equitable basis which shall be indicated in the cost records and shall be followed consistently.

(2) If imported fertilizers are also sold by the Company, selling expenses shall be allocated on the basis of sales revenue or any other acceptable basis that the company may adopt. However, the basis of allocation shall be consistently followed.

XVIII. SELLING AND DISTRIBUTION EXPENSES

(1) A common cost is the cost of operating a common facility, activity or service or that is shared by two or more cost objects.

(2) The common cost is generally lower than the stand-alone individual cost to each cost object, had the facility not shared.

(3) Common cost is therefore allocated to each cost object based on the individual costs of the cost object.

XIX. STATISTICAL STATEMENTS AND OTHER RECORDS

Companies may develop appropriate standards for use as a basis to evaluate performance. Alternately formats/procedures adopted by the industry in general should be maintained.

XX. RECONCILIATION OF COST AND FINANCIAL ACCOUNTS

(1) The cost records shall be periodically reconciled with the financial accounts to ensure accuracy if integrated accounts are not maintained. Variations, if any, shall be clearly indicated and explained.

(2) The reconciliation shall be done in such a manner that the profitability of the different products, as per cost statements, is correctly judged and reconciled with the overall profits of the company from all of its activities.

(3) Adequate cost records shall be maintained in a manner that the cost statements can be compiled.

SCHEDULE-II

GENERAL INFORMATION

1. Name of the Company.

2. Date of Incorporation.

3. Date of Board Meeting where Cost Statements were approved.

4. Name, qualification and designation of the officer heading the cost accounting section.

5. Location of Registered Office.

6. Location of Factory/Factories.

7. Type/Types of Fertilizers being produced.

8. Any salable by-products and mid-products.

9. Any imported fertilizers being sold by the company.

10. **Intermediary products:**

	Per Day M.Tonnes	Per Year M.Tonnes
Designed Capacity		
Installed Capacity		
Capacity Utilized		
No. of Days in the year on which capacity is calculated		

11. **Main products:**

Designed Capacity		
Installed Capacity		
Capacity Utilised		
No. of Days in the year on which capacity is calculated		

12. **Foreign Technical Collaboration**:

Name of the Process/Inventor/Patent holder.

SCHEDULE-III

Annexure-1

[*see* para 2(1)]

INTERMEDIARY PRODUCT COST STATEMENT FOR THE YEAR ENDED _____

Intermediary Product
Name:- _____

	QUANTITATIVE DATA	
	THIS YEAR (Tonnes)	LAST YEAR (Tonnes)
1. Opening Stock		
2. Produced During the Period		
3. Transferred/Purchased from other Plants/Suppliers		
4. Closing Stock		
5. Intermediary Product Transferred to the Next Process		

S.No.	PARTICULARS	CURRENT YEAR		PREVIOUS YEAR	
		TOTAL COST Rs.	COST PER TONNE Rs.	TOTAL COST Rs.	COST PER TONNE Rs.
1.	Raw Materials				
2.	(i)				
3.	(ii)				
4.	(iii)				
5.	Chemicals, Resins				
6.	Catalysts Spent				
7.	Maintenance Spares				
8.	Repairs and Maintenance				
9.	Salaries, Wages & Other Benefits				
10.	Rent, Rates & Taxes				
11.	Royalties				
12.	Depreciation				
13.	Other Overheads				
	Emoluments to Foreign Engineers & Technicians				
14.	**UTILITIES ALLOCATED**				
15.	Power (kwh) (Annexure-4)				
16.	Steam (Cubic Meter) (Annexure-8)				
17.	Compressed Air (Cubic Meter) (Annexure-9)				
	Demineralized Water (Liter) (Annexure-10)				
18.	**ALLOCATED COST**				
19.	Plant Engineering Department Cost				
20.	Plant Technical Department Cost				
21.	Factory Management Department Cost				
22.	Add: Opening Stock				
	Transferred in from Previous Process/ Purchased from Other Suppliers				
23.	Less: Transfers to Saleable By-product				
24.	Closing Stock				
25.	Cost of Intermediary Product Transferred to Next Process				

Note:— Separate statements shall be prepared for each intermediary product.

Annexure-2

MAIN PRODUCT STATEMENT SHOWING COST TO MAKE AND SELL FOR THE YEAR ENDED _____

Main Product
Name:- _____

	QUANTITATIVE DATA	
	THIS YEAR (Tonnes)	LAST YEAR (Tonnes)
1. Opening Stock		
2. Transferred in		
3. Closing Stock		
4. Main Product transferred to Handling and Storage		

S.No.	PARTICULARS	CURRENT YEAR		PREVIOUS YEAR	
		TOTAL COST Rs.	COST PER TONNE Rs.	TOTAL COST Rs.	COST PER TONNE Rs.
1	Cost of Intermediary product Transferred in				
	COST INCURRED BY THE DEPARTMENT				
2	Raw Materials				
3	(i)				
4	(ii)				
5	(iii)				
6	Chemicals, Resins				
7	Catalysts Spent				
8	Maintenance Spares				
9	Repairs and Maintenance				
10	Salaries, Wages & Other Benefits				
11	Rent, Rates & Taxes				
12	Royalties				
13	Depreciation				
14	Other Overheads				
15	Payments to Foreign Engineers & Technicians				
	UTILITIES ALLOCATED				
16	Power (kwh) (Annexure-4)				
17	Steam (Cubic Meter) (Annexure-5)				
18	Compressed Air (Cubic Meter) (Annexure-6)				
19	Demineralized Water (Litre) (Annexure-7)				
	ALLOCATED COST				
20	Plant Engineering Department Cost				
21	Plant Technical Department Cost				
22	Factory Management Department Cost				
23	Packing, Handling and Storage Cost				
24	Total Cost of Production				
25	Add: Cost of Opening Stock				
26	Less: Value of Closing Stock				
27	Total available for Sale				
28	Add: Administrative Expenses				
29	Financial Expenses				
30	Selling & Distribution Expenses				
31	**Total Cost to Make & Sell**				

Note:— Separate statement shall be prepared for each main product and saleable by-product requiring further treatment.

Annexure-3

PACKING, HANDLING AND STORAGE COST STATEMENT FOR THE YEAR ENDED _____

S.No.	PARTICULARS	TOTAL COST		RAILWAY SIDING	
		Current Year Rs.	Previous Year Rs.	Current Year Rs.	Previous Year Rs.
1.	Raw Materials /Purchases				
2.	(i)				
3.	(ii)				
4.	(iii)				
5.	Loading & Stacking of Fertilizers				
6.	Maintenance Stores and Spares				
7.	Salaries, Wages & Benefits				
8.	Depreciation				
9.	Other Overheads				
10.	**UTILITIES ALLOCATED**				
11.	Power (kwh)				
12.	Other Specify				
13.	**ALLOCATED COST**				
14.	Plant Engineering Department Cost				
15.	Factory Management Department Cost				
16.	**Total Cost**				
	Add: Railway Sliding Cost				
	Total Packing, Handling and Storage Cost				
	Transferred to Products:				
	A				
	B				
	C				
	TOTAL AS PER ITEM 15 ABOVE (Annexure -2)				

Note:

a. **ONLY TO BE COMPLETED IF TOTAL PACKING, HANDLING AND STORAGE COST IS 10% OR MORE OF THE TOTAL COST OF PRODUCTION MENTIONED AT ANNEXURE-2 SERIAL NO. 24.**

Annexure-4

STATEMENT SHOWING THE COST OF POWER GENERATED/PURCHASED AND CONSUMED FOR THE YEAR ENDED _____

	Current Year	Previous Year	Variance
(1) Installed Capacity kwh			
(2) No. of Units Generated (kwh)			
(3) No. of Units Purchased (kwh)			
(4) Total (2 + 3)			
(5) Self Consumption in Power House and other Losses			
(6) Net Units Consumed (4 – 5)			
(7) Percentage of losses to total power generated and purchased. 5/4 * 100			
(8) Percentage of power generated to installed capacity 2/1 * 100			

S. No.	PARTICULARS	Quantity (Units) If any	Rate per unit Rs.	Total Cost Current Year Rs.	Cost per Unit of Power Generated & Purchased	
					Current Year Rs.	Previous Year Rs.
1.	(a) Fuel Oil/Natural Gas (b) Other Materials (specify)					
2.	Consumable Stores					
3.	Other Direct Charges					
4.	Salaries, Wages & Benefits					
5.	Repairs & Maintenance					
6.	Other Overheads					
7.	Depreciation					
	UTILITIES ALLOCATED					
8.	i) Specify					
	ALLOCATED COST					
9.	Plant Engineering Department Cost (6.4)					
10.	Factory Management Department Cost (6.6)					
11.	Total					
12.	Less: (i) Supplies to other units of the Company Producing saleable By-products (ii) Sale to outside agencies.					
13.	Net Cost of Power Generated					
14.	Purchased Power					
15.	Total Cost of Power Consumed					
	Cost per Unit Average					
	Consumed in (i) (ii) (iii) (iv) (v) (vi)					
	TOTAL AS PER ITEM 15 ABOVE-Annexure-2					

Notes:—

a. **ONLY TO BE COMPLETED IF POWER GENERATED/PURCHASED AND CONSUMED ARE 10% OR MORE OF THE TOTAL COST OF UTILITIES.**

b. Cost per unit generated should be worked out with reference to net quantity of power available after deducting consumption in the power house and other losses.

c. When meters are not installed consumption by different cost centers shall be assessed on a reasonable basis and applied consistently.

d. Net realisation if any by sale of power to outside agencies shall be shown separately against item No. 12(ii).

Annexure-5

STATEMENT SHOWING THE COST OF STEAM RAISED AND CONSUMED FOR THE YEAR ENDED _____

S.No.	PARTICULARS	UNIT	CURRENT YEAR	PREVIOUS YEAR	VARIANCE
	Types of steam boilers used				
(1)	No. of Days Worked				
(2)	Installed Capacity (Steam in cubic meters)				
(3)	Utilised capacity (steam in cubic meters)				
(4)	Percentage of capacity utilisation 3/2 * 100				

S.No.	PARTICULARS	QUANTITY UNITS	RATE Rs.	TOTAL COST CURRENT YEAR Rs.	COST PER CUBIC METER OF STEAM RAISED	
					CURRENT YEAR Rs.	PREVIOUS YEAR Rs.
1.	Water					
2.	Fuel					
	(a) Fuel Oil/Natural Gas					
	(b) Others (to be specified)					
3.	Consumable Stores					
4.	Salaries, Wages & Benefits					
5.	Repairs & Maintenance					
6.	Other Overheads					
7.	Depreciation					
	UTILITIES ALLOCATED					
8.	i) Power (kwh) (6.7)					
	ALLOCATED COST					
9.	Plant Engineering Department Cost (6.4)					
10.	Factory Management Department Cost (6.6)					

11. 12.	Total Credits (if any)					
13.	Net quantity and value of live steam					
	Consumed for : (i) (ii) (iii) (iv) (v) (vi)					
	TOTAL AS PER ITEM 13 ABOVE –Annexure-2					

Notes :—

a. **ONLY TO BE COMPLETED IF COST OF STEAM RAISED AND CONSUMED IS 10% OR MORE OF THE TOTAL COST OF UTILITIES.**

b. If steam is supplied to any other outside party, necessary credits for recovery shall be given against S. No. 12.

c. Bases adopted for valuation of steam at different pressures should also be indicated in the records.

d. Abnormal loss if any, both in quantity and cost shall be shown in a separate statement indicating thereof.

Annexure-6

AIR COMPRESSING AND APPORTIONMENT EXPENSES FOR THE YEAR ENDED _____

	CURRENT YEAR	PREVIOUS YEAR	VARIANCE
No. of Days Worked			
Installed Capacity (in Cubic Meters)			
Actual Production			
Percentage of Compressed Air produced and to actual production 3/2 * 100			

S.No.	COST OF AIR COMPRESSED	Current Year Rs.	Previous Year Rs.	COST OF PER CUBIC METER AIR COMPRESSED	
				THIS Year Rs.	LAST Year Rs.
(1)	Salaries, Wages & Benefits				
(2)	Stores & Spares				
(3)	Power Consumption (6.7)				
(4)	Depreciation				
(5)	Other Overheads				
	ALLOCATED COST				
(6)	Plant Engineering Department Cost (6.4)				
(7)	Factory Management Department Cost (6.6)				
(8)	Repairs & Maintenance				
9	**Total Cost of Compressed Air**				

APPORTIONMENT				
DEPARTMENTS	FOR THE YEAR		LAST YEAR	
	Basis	Amount Rs.	Basis	Amount Rs.
(i) (ii) (iii) (iv) (v) (vi) (vii) (viii) (ix) (x)				
TOTAL AS PER ITEM 9 ABOVE- Annexure-2				

Note:—

b. **ONLY TO BE COMPLETED IF COST OF AIR COMPRESSING IS 10% OR MORE OF THE TOTAL COST OF UTILITIES.**

c. Abnormal loss if any, both in quantity and cost shall be shown in separate statement indicating reasons thereof.

Annexure-7

STATEMENT SHOWING THE COST OF DE-MINERALIZED WATER AND APPORTIONMENT TO USER DEPARTMENTS/COST CENTRES FOR THE YEAR ENDED _____

		Unit (Liters)	Current Year	Previous Year	Variance
(1)	No. of Days Worked				
(2)	Installed Capacity (Liters)				
(3)	Actual Production (utilised capacity)				
(4)	Percentage of capacity utilisation 3/2 * 100				

S.No.	PARTICULARS	QUANTITY	RATE PER UNITRs.	TOTAL COST CURRENT YEAR Rs.	COST PER LITRE	
					CURRENT YEAR Rs.	PREVIOUS YEAR Rs.
1.	Minerals/Chemicals (i) (ii) (iii) (iv)					
2.	Consumable Stores					
3.	Salaries/ Wages & Benefits					
4.	Repairs And Maintenance					

6.	Other Overheads Depreciation **UTILITIES ALLOCATED** Power (kwh) (6.7) Steam (Cubic Meters) (6.8) Water (Liters)					
7.	**ALLOCATED COST** Plant Engineering Department Cost (6.4) Factory Management Department Cost (6.6)					
8.	Total Expenses					
9.	Credits, if any					
10.	**Net Total**					
	Apportioned to: (i) (ii) (iii)					
	TOTAL AS PER ITEM 11 ABOVE Annexure-2					

Note:—

a. **ONLY TO BE COMPLETED IF COST OF AIR COMPRESSING IS 10% OR MORE THAN THE TOTAL COST OF UTILITIES.**

b. Abnormal loss if any, both in quantity and cost shall be shown in a separate statement indicating reasons thereof.

[File No. EMD/Misc/756/D-II/2011.]

NAZIR AHMED SHAHEEN,
Executive Director (C&C).

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