

MINISTRY OF CORPORATE AFFAIRS

Notification

New Delhi dated the 7th December, 2011

G.S.R. 870(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), and in supersession of the Cost Accounting Records (Petroleum Industry) Rules, 2002 vide G.S.R. 686(E), dated the 8th October, 2002, except as respects things done or omitted to be done before such supersession, the Central Government hereby makes the following rules, namely:-

1. **Short Title and Commencement**, – (1) These rules may be called the Cost Accounting Records (Petroleum Industry) Rules, 2011.
(2) They shall come into force on the date of their publication in the Official Gazette.
2. **Definitions and Interpretations**, – In these rules, unless otherwise requires,--
 - (a) “Act” means the Companies Act, 1956 (1 of 1956);
 - (b) “compliance report” means the compliance report duly authenticated and signed by a cost accountant in the specified form of compliance report;
 - (c) “Cost Accountant” for the purpose of these rules means a cost accountant as defined in clause (b) of sub-section (1) of section 2 of the Cost and Works Accountants Act, 1959 (23 of 1959) and who is either a permanent employee of the company or holds a valid certificate of practice under sub-section (1) of section 6 and who is deemed to be in practice under sub-section (2) of section 2 of that Act and includes a firm of cost accountants;
 - (d) “Cost Accounting Standards” means the standards of cost accounting, issued by the Institute;
 - (e) “cost records” means books of account relating to utilization of materials, labour and other items of cost as applicable to the production, processing, manufacturing or mining activities of the company;
 - (f) “Form-A” means the form specified in these rules for filing compliance report and other documents with the Central Government in the electronic mode;
 - (g) “Form-B” means the form of the compliance report and includes Annexure to the compliance report;
 - (h) “Generally Accepted Cost Accounting Principles” means the principles of cost accounting issued by the Institute;
 - (i) “Institute” means the Institute of Cost and Works Accountants of India constituted under the Cost and Works Accountants Act, 1959 (23 of 1959);
 - (j) “petroleum activities” means production, processing, manufacturing or mining of crude oil, gases [including Natural Gas, Compressed Natural Gas, Liquefied Petroleum Gas and regasified gases, etc. as defined in the Petroleum and Natural Gas Regulatory Board Act, 2006 (19 of 2006)] or Biogas or any other petroleum products, or included under Chapter 27 of the Central Excise Tariff Act, 1985 (5 of 1986), including the intermediate products and articles or allied products or activities thereof and includes storage, transportation or distribution of crude oil or gases or biogas or any or all of the petroleum products;

- (k) “product” means any tangible or intangible good, material, substance, article, idea, know-how, method, information, object, service, etc. that is the result of human, mechanical, industrial, chemical, or natural act, process, procedure, function, operation, technique, or treatment and is intended for use, consumption, sale, transport, store, delivery or disposal;
 - (l) “product group” in relation to tangible products means a group of homogenous and alike products, produced from same raw materials and by using similar or same production process, having similar physical or chemical characteristics and common unit of measurement, and having same or similar usage or application; and in relation to intangible products means a group of homogenous and alike products or services, produced by using similar or same process or inputs, having similar characteristics and common unit of measurement, and having same or similar usage or application;
 - (m) “turnover” means total turnover made by the company from the sale or supply of all products or services during the financial year and it includes any turnover from job work or loan license operations and the subsidies or grants or incentives received but does not include any non-operational income;
 - (n) all other words and expressions used in these rules but not defined, and defined in the Act and rules made under clause (d) of sub-section (1) of section 209 of the Act shall have the same meanings as assigned to them in the Act or rules, as the case may be.
3. **Application**, – These rules shall apply to every company, including a foreign company as defined under section 591 of the Act, which is engaged in the production, processing, manufacturing, or mining of petroleum activities and wherein, the aggregate value of net worth as on the last date of the immediately preceding financial year exceeds five crores of rupees; or wherein the aggregate value of the turnover made by the company from sale or supply of all products or activities during the immediately preceding financial year exceeds twenty crores of rupees; or wherein the company’s equity or debt securities are listed or are in the process of listing on any stock exchange, whether in India or outside India:

Provided that these rules shall not apply to a body corporate governed by any special Act.

4. **Maintenance of records**, – (1) Every company to which these rules apply, including all units and branches thereof shall, in respect of each of its financial year commencing on or after the date of this notification, keep cost records and the books of account so maintained shall contain, inter-alia, the particulars specified in Proformae A to L mentioned in the Schedule annexed to these rules.
- (2) The cost records referred to in sub-rule (1) shall be kept on regular basis in such manner so as to make it possible to calculate per unit cost of production or cost of operations, cost of sales and margin for each of its products and activities for every financial year on monthly or quarterly or half-yearly or annual basis.
 - (3) The cost records shall be maintained in accordance with the generally accepted cost accounting principles and cost accounting standards issued by the Institute; to the extent these are found to be relevant and applicable and the variations, if any, shall be clearly indicated and explained.
 - (4) The cost records shall be maintained in such manner so as to enable the company to exercise, as far as possible, control over the various operations and costs with a view to achieve optimum economies in utilization of resources and these records shall also provide necessary data which is required to be furnished under these rules.
 - (5) All such cost records and cost statements, maintained under these rules shall be reconciled with the audited financial statements for the financial year specifically indicating expenses or incomes not considered in the cost records or statements so as to ensure accuracy and to reconcile the profit of all product groups with the overall profit of the company and the variations, if any, shall be clearly indicated and explained.

- (6) All such cost records, cost statements and reconciliation statements, maintained under these rules, relating to a period of not less than eight financial years immediately preceding a financial year or where the company had been in existence for a period less than eight years, in respect of all the preceding years shall be kept in good order.
- (7) Every person, referred to in sub-section (6) and (7) of section 209 of the Companies Act, 1956 (1 of 1956), shall take all reasonable steps to secure compliance by the company with the provisions of these rules in the same manner as he is liable to maintain accounts required under sub-section (1) of section 209 of the said Act.
5. **Form of the Compliance Report**, – Every company to which these rules apply shall submit a compliance report, in respect of each of its financial year commencing on or after the date of this notification, duly certified by a Cost Accountant, along with the Annexure to the Central Government, in the specified form.
6. **Time limit for submission of Compliance Report**, – Every company shall submit the compliance report referred to in rule 5 to the Central Government within a period of one hundred and eighty days from the close of the company's financial year to which the compliance report relates.
7. **Authentication of Annexure to the Compliance Report**, – The Annexure to the compliance report shall be approved by the Board of Directors and certified by the Cost Accountant before submitting the same to the Central Government by the company.
8. **Penalties**, – (1) If default is made by the Cost Accountant in complying with the provisions of these rules, he shall be punishable with fine, which may extend to five thousand rupees.
- (2) For contravention of these rules, -
- (a) the company shall be punishable as provided under sub-section (2) of section 642 of the Act; and
 - (b) every officer thereof who is in default, including the persons referred to in sub-section (6) of section 209 of the Act, shall be punishable as provided under sub-sections (5) and (7) of section 209 of Companies Act, 1956 (1 of 1956).
9. **Savings**, – The supersession of the Cost Accounting Records (Petroleum Industry) Rules, 2002, shall not in any way affect-
- (a) any right, obligation or liabilities acquired, accrued or incurred thereunder;
 - (b) any penalty, forfeiture or punishment incurred in respect of any contravention committed thereunder; and
 - (c) any investigation, legal proceeding or remedy in respect of any such right, privilege, obligation, liability, penalty, forfeiture or punishment as aforesaid, and; any such investigation, legal proceeding or remedy may be instituted, continued or enforced and any such penalty, forfeiture or punishment may be imposed as if those rules had not been superseded.

| | |
|---|--|
| FORM-A | Form for filing Compliance Report and other documents with the Central Government |
| [Pursuant to section 209(1)(d), 600(3)(b) of the Companies Act, 1956 and rule 2 of the Cost Accounting Records (Petroleum Industry) Rules, 2011] | |

PART I - GENERAL INFORMATION

Note: All fields marked in * are to be mandatorily filled.

1 (a) *Corporate identity number (CIN) or foreign company registration number of the company **Pre-Fill**

(b) Global location number (GLN) of company

2 (a) *Name of the company

(b) *Address of the registered office or of the principal place of business in India of the company

(c) *E-mail Address of the company

3 (a) *Financial year covered by the compliance report

From (DD/MM/YYYY)

To (DD/MM/YYYY)

(b) *Date of Board of directors' meeting in which annexure to the compliance report was approved (DD/MM/YYYY)

4. Details of the cost accountant

(a) *Category of the cost accountant Individual Cost accountant's firm

(b) In case of individual, whether the cost accountant is in permanent employment of the company or in practice In Employment In Practice

(c) *Name of the cost accountant or the cost accountant's firm who has certified the cost records of the company

(d) *Income tax permanent account number of the cost accountant or the cost accountant's firm

(e) *Membership number of cost accountant or cost accountant's firm's registration number

(f) Address of the cost accountant or cost accountant's firm

(i) Line I

Line II

(ii) City

(iii) State

(iv) Country

(v) Pincode

(g) *E-mail ID of the cost accountant or cost accountant's firm

5. *Quantitative Information

| Sno. | Name of the Product or Service Group | Unit | Annual Production (Quantity) | Net Sales | |
|---|--|------|------------------------------|------------|-------------------|
| | | | | (Quantity) | (Value in Rupees) |
| A | Produced or Manufactured Product Groups | | | | |
| | 1. | | | | |
| | 2. | | | | |
| | 3. etc. | | | | |
| B | Services Groups | | | | |
| | 1. | | | | |
| | 2. | | | | |
| | 3. etc. | | | | |
| C | Trading Activities (Product Group-wise) | | | | |
| | 1. | | | | |
| | 2. | | | | |
| | 3. etc. | | | | |
| D | Other Income | | | | |
| Total Income as per Financial Accounts | | | | | |
| PART-II | | | | | |

Attachments:

- 1 Compliance report as per the Cost Accounting Records (Petroleum Industry) Rules, 2011
- 2 Optional attachments(s) – if any

| |
|---------------|
| Attach |
| Attach |

List of attachments

Remove attachment

Verification:

To the best of my knowledge and belief, the information given in this form and its attachments is correct and complete.

I have been authorised by the Board of directors' resolution number dated (DD/MM/YYYY)
to sign and submit this form.

I am authorised to sign and submit this form.

To be digitally signed by:

Managing Director or director or manager or secretary (in case of an Indian company)
or an authorised representative (in case of a foreign company)

Digital
Signatures

*Designation

*Director identification number of the director or Managing Director; or Income-tax PAN of the manager or
of authorised representative; or Membership number, if applicable or income-tax PAN of the secretary
(secretary of a company who is not a member of ICSI may quote his/her income-tax PAN)

Director of the company

Digital
Signatures

Director identification number of the director

Modify

Check Form

Pre-scrutiny

Submit

This e-form has been taken on file maintained by the Central Government through electronic mode and on the basis of statement of correctness given by the filing company

FORM-B
FORM OF COMPLIANCE REPORT

[See rule 2, and rule 5]

I or We being in permanent employment of the company or in practice, and having been appointed as cost accountant under Rule 5 of the Cost Accounting Records (Petroleum Industry) Rules, 2011 of (*mention name of the company*) having its registered office at (*mention registered office address of the company*) (hereinafter referred to as the company), have examined the books of account prescribed under clause (d) of sub-section (1) of section 209 of the said Act, and other relevant records for the period/year (*mention the financial year*) and certify as under:

- 1 I or We have or have not obtained all the information and explanations, which to the best of my or our knowledge and belief were necessary for the purpose of this compliance report.
- 2 In my or our opinion, proper cost records, as per the Cost Accounting Records (Petroleum Industry) Rules, 2011 prescribed under clause (d) of sub-section (1) of section 209 of the Companies Act, 1956, have or have not been maintained by the company so as to give a true and fair view of the cost of production or operation, cost of sales and margin of all the products and activities of the company.
- 3 Detailed unit-wise and product or activity-wise cost statements and schedules thereto in respect of the product groups or activities are or are not kept in the company.
- 4 In my or our opinion, the said books and records give or do not give the information required by the Companies Act, 1956 in the manner so required.
- 5 In my or our opinion, the said books and records are or are not in conformity with the generally accepted cost accounting principles and cost accounting standards issued by The Institute of Cost and Works Accountants of India, to the extent these are found to be relevant and applicable.

Dated: this ____ day of _____ 20__ at _____ (*mention name of place of signing this report*)

SIGNATURE AND SEAL OF THE COST ACCOUNTANT (S)
MEMBERSHIP NUMBER (S)

NOTES:

- (i) Delete words not applicable.
- (ii) If as a result of the examination of the books of account, the cost accountant desires to point out any material deficiency or give a qualified report, he shall indicate the same against the relevant para.
- (iii) Briefly give your observations and suggestions, if any, relevant to the maintenance of cost accounting records by the company.
- (iv) Cost accountant may use separate sheet(s) for (ii) and (iii) above, if required.

ANNEXURE TO THE COMPLIANCE REPORT

[See rule 2 and rule 5]

1. GENERAL:

- (a) Name of the company:
 (b) Registered office address:
 (c) Financial year to which the Compliance Report relates.

2. QUANTITATIVE INFORMATION:

| Sno. | Name of the Product or Service Group | Unit | Annual Production (Qty.) | Net Sales | |
|---|--|------|--------------------------|-----------|-------------------|
| | | | | (Qty.) | (Value in Rupees) |
| A | Produced or Manufactured Product Groups | | | | |
| | 1. | | | | |
| | 2. | | | | |
| | 3. etc. | | | | |
| B | Services Groups | | | | |
| | 1. | | | | |
| | 2. | | | | |
| | 3. etc. | | | | |
| C | Trading Activities (Product Group-wise) | | | | |
| | 1. | | | | |
| | 2. | | | | |
| | 3. etc. | | | | |
| D | Other Income | | | | |
| Total Income as per Financial Accounts | | | | | |

3. RECONCILIATION STATEMENT:

| Net Margin (Profit or Loss) as per Cost Accounts | (In Rupees) |
|---|--------------------|
| A. From Produced or Manufactured Product Groups | |
| B. From Services Groups | |
| C. From Trading Activities | |
| Total as per Cost Accounts | |
| Add: Incomes not considered in Cost Accounts (if any) | |
| Less: Expenses not considered in Cost Accounts (if any) | |
| Add/Less: Difference in Stock Valuation | |
| Profit or (Loss) as per Financial Accounts | |

NOTES:

- i. For produced or manufactured product groups, use the nomenclature as used in the Central Excise Act or Rules, as applicable.
- ii. For services groups, use the nomenclature as used in the Finance Act or Central Service Tax Rules, as applicable.

SIGNATURE
 NAME
 COST ACCOUNTANT (S)
 MEMBERSHIP NUMBER (S)
 SEAL
 DATE

"SCHEDULE"
[See rule 4]
PROFORMA 'A'

Statement showing cost of Utilities like Water or Power etc.

| | |
|---------------------|--|
| Name of the Company | |
| Name of the Unit | |
| Name of the Utility | |
| Period | |

I Quantitative Information

| Sno. | Particulars | Unit | Current year | Previous year |
|------|---|------|--------------|---------------|
| 1 | Installed Capacity | | | |
| 2 | Quantity Produced | | | |
| 3 | Capacity Utilization (%) | | | |
| 4 | Quantity re-circulated | | | |
| 5 | Quantity Purchased, if any | | | |
| 6 | Self consumption including losses (to be specified) | | | |
| 7 | Net Units Available | | | |

II Cost Information:

| Sno. | Particulars | Quantity Unit | Rate per unit Rs. | Amount Rs. | Cost per Unit | |
|------------|--|------------------|-------------------------|---------------|------------------------|-------------------------|
| | | | | | Current Year Rs. | Previous Year Rs. |
| 1 | Materials Consumed (specify) (i) Indigenous (ii) Imported Self Manufactured/Produced | | | | | |
| 2. | Process Materials/ Chemicals (specify) | | | | | |
| 3. | Utilities (specify): | | | | | |
| 4. | Direct Employees Cost | | | | | |
| 5. | Direct Expenses (specify) | | | | | |
| 6. | Consumable Stores and Spares | | | | | |
| 7. | Repairs and Maintenance | | | | | |
| 8. | Depreciation | | | | | |
| 9. | Lease rent, if any | | | | | |
| 10. | Other overheads | | | | | |
| 11. | Sub-total (1 to11) | | | | | |
| 12. | Less: Credit, if any | | | | | |
| 13. | Total cost (12-13) | | | | | |
| | Apportionment: (cost centre-wise) 1. Cost Centre 1 2. Cost Centre 2 3. Cost Centre 3 | | | | | |
| | Total | | | | | |

PROFORMA 'B'

Statement showing the details of Survey Cost

| | |
|----------------------------------|--|
| Name of the Company | |
| Name of Geological Area Surveyed | |
| Period | |

Cost Information:

| Sno. | Particulars | Brought Forward Rs. | Current year Amount Rs. | Total Amount Rs. |
|------|--|------------------------|-------------------------------|---------------------|
| 1. | Materials a) Explosives and Detonators b) Others (to be specified) | | | |
| 2 | Direct Employees Cost | | | |
| 3. | Contractual Services (a) Shot Hole Drilling (b) Contractual Payments (c) Others (to be specified) | | | |
| 4. | Other Direct Expenses (a) Data Processing cost (b) Data Interpretation Cost (c) Transport Expenses (d) Insurance (e) Land Expenses (f) Others (to be specified) | | | |
| 5 | Repairs and Maintenance | | | |
| 6. | Depreciation ii. Acquisition iii. Processing iv. Interpretation v. Transfer In or Transfer Out vi. Others (to be specified) | | | |
| 7. | Royalty or Technical Know-How or Lease Rent | | | |
| 8. | Administration Overheads | | | |
| 9. | Others (to be specified) | | | |
| 10. | Expenditure Transfer In or Transfer Out | | | |
| 11. | Total Survey Cost | | | |

II Status:

| Sno. | Particulars | Total (Rs.) |
|--------------------------|---|-------------|
| 1. | Cost of Survey transferred to Producing Properties. | |
| 2. | Cost of Survey directly charged off to Cost of Production | |
| 3. | Cost of Survey carried forward | |
| 4. | Others (to be specified) | |
| Total Survey Cost | | |

PROFORMA 'C'

Statement showing Cost of Exploratory Drilling or Development Drilling

| | |
|--|--|
| Name of the Company | |
| Area under Exploration or development: Offshore or Onshore | |
| Name of the Block | |
| Period | |

I Quantitative Information:

| Sno. | Particulars | Unit | Current Year | Previous Year |
|------|-------------------------|------|--------------|---------------|
| 1. | Status of Wells | | | |
| | (a) Under Drilling | | | |
| | (b) Under Testing | | | |
| | (c) Dry | | | |
| | (d) Hydrocarbon Bearing | | | |
| | (e) Service Wells | | | |

II Cost Information:

| Sno. | Particulars | Amount (Rs.) | | |
|------|---|-----------------|--------------|-------|
| | | Brought forward | Current Year | Total |
| 1. | <u>Preparatory Cost</u> | | | |
| | (a) Land | | | |
| | (b) Approach Road | | | |
| | (c) Civil Work | | | |
| | (d) Others (To be specified) | | | |
| | Total Preparatory Cost | | | |
| 2. | <u>Drilling – cost of Rig or Drill Ship Operation</u> | | | |
| | (a) Material Cost | | | |
| | (i) Indigenous | | | |
| | (ii) Imported | | | |
| | (iii) Self Manufactured/Produced | | | |
| | (b) Direct Employees Cost | | | |
| | (c) Repairs and Maintenance | | | |
| | (d) Other Drilling Overheads | | | |
| | (e) Others (to be specified) | | | |
| | Total | | | |
| 3. | Production Testing Cost | | | |
| 4. | <u>Other Direct Expenses</u> | | | |
| | (a) Cementing | | | |
| | (b) Logging | | | |
| | (c) Mud | | | |
| | (d) Others(to be specified) | | | |
| | Total Direct Expenses | | | |
| 5. | Well Materials | | | |
| 6. | Research and Development | | | |

| Sno. | Particulars | Amount (Rs.) | | |
|------|--|-----------------|--------------|-------|
| | | Brought forward | Current Year | Total |
| 7. | Technical Know-how Fees or Royalty, if any | | | |
| 8. | Lease Rent | | | |
| 9. | <u>Depreciation</u> (a) Rigs (b) Casing (c) Tubing (d) Drill Pipes (e) Well Head (f) Transfer In / Transfer Out (g) Others (to be specified) | | | |
| | Total Depreciation | | | |
| 10. | Administration Overhead | | | |
| 11. | Total Cost | | | |

III Status:

| Sno. | Particulars | Exploration Drilling | Development Drilling | Total |
|------|---|----------------------|----------------------|-------|
| 1. | Cost of successful wells transferred to producing property. | | | |
| 2. | Service Wells transferred to Producing Properties. | | | |
| 3. | Cost of abandoned or dry wells charged off | | | |
| 4. | Cost of wells in progress carried forward | | | |
| 5. | Others (to be specified) | | | |
| | Total | | | |

PROFORMA 'D'

Statement showing the Cost of Finding Proved Reserves Established

| | |
|---------------------|--|
| Name of the Company | |
| Period | |

I Quantitative Information:

| Sno. | Particulars | Unit | Current Year | Previous Year |
|------|---|------|--------------|---------------|
| 1. | Number of wells for Exploratory Drilling | | | |
| 2. | Number of wells for Development Drilling | | | |
| 3. | Total Meterage Drilled | | | |
| 4. | Proved Reserves Established/Proved in terms of Oil equivalent | | | |

II Cost Information:

| Sno. | Particulars | Amount | | Cost per Unit | |
|------|--|--------------|---------------|---------------|---------------|
| | | Current Year | Previous Year | Current Year | Previous Year |
| | | Rs. | Rs. | Rs. | Rs. |
| 1. | Survey Cost (b/f Proforma B) | | | | |
| 2. | Exploration Drilling Cost (b/f Proforma C) | | | | |
| 3. | Development Drilling cost (b/f Proforma C) | | | | |
| 4. | Others (to be specified) | | | | |
| 5. | Total Finding Cost | | | | |

PROFORMA 'E'

**Statement showing Cost of intermediate-activities like Lifting, Conveying, Treating and Transportation of
Crude Oil or Natural Gas**

| | |
|---------------------|--|
| Name of the Company | |
| Period | |

I Quantitative Information:

| Sno. | Particulars | Unit | Current Year | Previous Year |
|------|--|------|--------------|---------------|
| 1. | Gross Production | | | |
| 2. | Used for Mining Operation | | | |
| 3. | Transit Loss | | | |
| 4. | Unavoidable loss or flaring | | | |
| 5. | Bottom Sediment and Water | | | |
| 6. | Net Production | | | |
| 7. | Net Production in appropriate oil equivalent terms | | | |
| 8. | Transferred to Refinery or Extraction plant | | | |
| 9. | Sales | | | |
| 10. | Trunk Pipeline capacity for transportation to delivery point | | | |
| 11. | Quantity throughput by pipeline | | | |

II Cost Information:

A. Lifting

(Amount in Rupees)

| Sno. | Particulars | Amount | | Cost per Unit | |
|------|--|--------------|---------------|---------------|---------------|
| | | Current Year | Previous Year | Current Year | Previous Year |
| 1. | Process Chemicals (specify) | | | | |
| 2. | Utilities (specify) | | | | |
| 3. | Direct Employee Cost | | | | |
| 4. | Direct Expenses | | | | |
| 5. | Consumable Stores and Spares | | | | |
| 6. | Repairs & Maintenance | | | | |
| 7. | Logistic Services or Transport Allocation | | | | |
| 8. | Well Services (a) Work over (b) Water Injection (c) Gas Injection | | | | |
| 9. | Other Overheads (a) Service Overheads (b) Administration Overheads (c) Others (to be specified) | | | | |
| 10. | Depreciation | | | | |
| 11. | Depletion | | | | |
| 12. | Other Costs (to be specified) | | | | |
| 13. | TOTAL LIFTING COST | | | | |

B. Cost of Conveying and Treating

| (Amount in Rupees) | | | | | |
|--------------------|--|--------------|---------------|---------------|---------------|
| Sno. | Particulars | Amount | | Cost per Unit | |
| | | Current Year | Previous Year | Current Year | Previous Year |
| 1. | Process Chemicals (specify) | | | | |
| 2. | Utilities (specify) | | | | |
| 3. | Direct Employee Cost | | | | |
| 4. | Direct Expenses | | | | |
| 5. | Consumable Stores and Spares | | | | |
| 6. | Repairs & Maintenance | | | | |
| 7. | Logistic Services or Transport Allocation | | | | |
| 8. | Other Overheads (a) Service Overheads (b) Administration Overheads (c) Others (to be specified) | | | | |
| 9. | Depreciation | | | | |
| 10. | Others (to be specified) | | | | |
| 11. | TOTAL COST OF CONVEYING AND TREATING | | | | |

C. Cost of Transportation of Crude Oil / Natural Gas

| (Amount in Rupees) | | | | | |
|--------------------|--|--------------|---------------|---------------|---------------|
| Sno. | Particulars | Amount | | Cost per Unit | |
| | | Current Year | Previous Year | Current Year | Previous Year |
| 1. | Consumables (a) Pour Point Depressant (PPD) or Flow Improver (b) Others (specify) | | | | |
| 2. | Crude Oil Conditioning Plant Charges | | | | |
| 3. | Utilities (specify) | | | | |
| 4. | Direct Employee Cost | | | | |
| 5. | Direct Expenses | | | | |
| 6. | Consumable Stores and Spares | | | | |
| 7. | Repairs & Maintenance | | | | |
| 8. | Logistic Services or Transport Allocation | | | | |
| 9. | Depreciation | | | | |
| 10. | Other Overheads (a) Service Overheads (b) Administration Overheads (c) Others (to be specified) | | | | |
| 11. | Others to be specified | | | | |
| 12. | TOTAL COST OF TRANSPORTATION | | | | |
| 13. | Less: Amount received separately from customers, if any. | | | | |
| 14. | Net Cost | | | | |

PROFORMA 'F'

Statement showing the Cost of Production of Crude Oil / Natural Gas

| | |
|--|--|
| Name of the Company | |
| Name and address of the Producing Unit | |
| Period | |

1. Quantitative Information:

| Sno. | Particulars | Unit | Current Year | Previous Year |
|-------------|--|-------------|---------------------|----------------------|
| 1 | Opening Stock | | | |
| | 1a. Opening Stock in Tanks & Pipelines | | | |
| | 1b. Opening Stock in Installations | | | |
| 2. | Gross Production including Condensate | | | |
| 3. | Less: Used for Mining Operation (Internal use) | | | |
| 4. | Less: Transit Loss | | | |
| 5. | Less: Bottom Sediment and Water | | | |
| 6. | Less: Condensate quantity (Offshore) | | | |
| 7. | Net Production (2-3-4-5-6) | | | |
| 8. | Transferred to Refinery or Extraction Plant | | | |
| 9. | Sales | | | |
| | 9a. Crude Oil / Natural Gas | | | |
| | 9b. Naphtha Spiked with Crude Oil | | | |
| | 9c. Condensate Spiked with Crude Oil | | | |
| 10 | Closing Stock (1+7-8-9) | | | |
| | 10a. Closing Stock in Tanks & Pipelines | | | |
| | 10b. Closing Stock in Installations | | | |
| 11. | Trunk Pipeline capacity for Transportation to Delivery Point | | | |
| 12a. | Quantity throughput by Pipeline | | | |
| 12b. | Through Tankers | | | |

2. Cost Information:

| Sno. | Particulars | Amount | | Cost per Unit | |
|------|---|---------------------|----------------------|---------------------|----------------------|
| | | Current Year Rs. | Previous Year Rs. | Current Year Rs. | Previous Year Rs. |
| 1. | Finding Cost (From Proforma D) | | | | |
| 2. | Lifting Cost (From Proforma E) | | | | |
| 3. | Cost of Conveying and Treatment (From Proforma E) | | | | |
| 4. | Cost of Exploratory or Development Drilling – Charged off | | | | |
| 5. | Cost of Transportation (from Proforma E) | | | | |
| 6. | Cost of Survey Charged off, if any | | | | |
| 7. | Provision for Impairment | | | | |
| 8. | Provision for Abandonment | | | | |
| 9. | Overhead: (a) Project (b) Regional (c) Headquarter | | | | |
| 10. | Royalty on Production, if any | | | | |
| 11. | Statutory Levies on Production, if any | | | | |
| 12. | Other Expenses (to be specified) | | | | |
| 13. | Total Cost of Production | | | | |

B. Transferred to:

| Sno. | Products | Basis of apportionment of cost | Actual quantity | Equivalent quantity | Value (Rs.) |
|------|--|--------------------------------|-----------------|---------------------|-------------|
| | Transfer of Crude Oil / Natural Gas to: | | | | |
| 1. | Refinery or Extraction plant: | | | | |
| 2. | Sales | | | | |
| 3. | Related Party Transfer | | | | |
| | Total | | | | |

PROFORMA 'G'

Statement showing Cost of Refining

| | |
|--|--|
| Name of the Company | |
| Name and address of the Fuel Refining Unit | |
| Name of Product | |
| Period | |

a. Quantitative Information

| Sno. | Particulars | Unit | Current Year | Previous Year |
|------|-------------------------------|--------|--------------|---------------|
| 1. | Installed Capacity | MMTPA* | | |
| 2. | Crude or Gas Refined | MMT | | |
| 3. | Capacity Utilization | % | | |
| 4. | Fuel and Loss (quantity) | MT | | |
| 5. | Fuel Loss (%) | % | | |
| 6. | Production of Joint Products: | | | |
| | 1. Product 1 | | | |
| | 2. Product 2 | | | |
| | 3. Product 3 (etc.) | | | |
| | Total | | | |

*MMTPA: - Million Metric Tonne Per Annum

II Cost Information:

| Sno. | Particulars | Quantity | Rate | Amount | Cost per Unit (Rs.) | |
|------|---|----------|------|--------|---------------------|---------------|
| | | | | | Current Year | Previous Year |
| | | | Rs. | Rs. | | |
| 1. | Material (a) Cost of captive crude oil or gas from (Specify Oil Fields separately) (b) Transportation Cost, if any. (c) Others (specify) (d) Total | | | | | |
| 2. | Crude Oil or Gas Purchased (i) Indigenous (ii) Imported | | | | | |
| 3. | Process Material/Chemicals (specify) | | | | | |
| 4. | Utilities (specify details) | | | | | |
| 5. | Direct Employee Cost | | | | | |
| 6. | Direct Expenses (Specify) | | | | | |
| 7. | Consumable Stores & Spares | | | | | |
| 8. | Repairs and Maintenance | | | | | |
| 9. | Quality Control Expenses | | | | | |
| 10. | Research and Development | | | | | |
| 11. | Technical Know-how/Royalty | | | | | |
| 12. | Depreciation/Amortization | | | | | |
| 13. | Other Production Overheads | | | | | |
| 14. | Add/(Less) Stock Adjustments | | | | | |
| 15. | Total | | | | | |
| 16. | Less Credit for Wastage or By-products (Specify) | | | | | |
| 17. | Total Cost | | | | | |

B. Cost Apportioned to Joint Products:

| Sno. | Products | Basis of apportionment of Cost | Actual Quantity | Equivalent Quantity | Value (Rs.) |
|------|-----------------------------------|--------------------------------|-----------------|---------------------|-------------|
| | Total Cost Apportioned to: | | | | |
| | i) Sales | | | | |
| | a) (to be specified) | | | | |
| | b) | | | | |
| | c) | | | | |
| | ii) Related Party Transfer | | | | |
| | a) (to be specified) | | | | |
| | b) | | | | |
| | c) | | | | |
| | iii) Others | | | | |
| | a) (to be specified) | | | | |
| | b) | | | | |
| | c) | | | | |
| | Total | | | | |

PROFORMA 'H'

Statement showing the Cost of Marketing Petroleum Products

| | |
|--|--|
| Name of the Company | |
| Name and address of the Fuel Refining Unit | |
| Name of Product | |
| Period | |

I QUANTITATIVE INFORMATION:

| Sno. | Particulars | Unit | Current year | Previous year |
|------|------------------------------|------|--------------|---------------|
| 1. | Gross Quantity Produced | | | |
| 2. | Quantity Purchased | | | |
| | i) Indigenous | | | |
| | ii) Imported | | | |
| | iii) Inter-Unit Transfers | | | |
| 3. | Total | | | |
| 4. | Less, Losses | | | |
| 5. | Balance | | | |
| 6. | Add, Opening Stock | | | |
| 7. | Less, Closing Stock | | | |
| 8. | Net Available Quantity | | | |
| 9. | Allocation: | | | |
| | a) Used for Mining Operation | | | |
| | b) Captive Consumption | | | |
| | c) Quantity Sold | | | |
| | Total | | | |

II COST INFORMATION:

| Sno. | Particulars | Unit | Quantity | Rate | Total Cost | Cost per unit | |
|------|--|------|----------|------|------------|---------------|---------------|
| | | | | | | Current Year | Previous Year |
| | | | | Rs. | Rs. | Rs. | Rs. |
| 1. | Cost of Captive Production (b/f) | | | | | | |
| 2. | Cost of Purchases i) Indigenous ii) Imported III) Inter-Unit Transfers | | | | | | |
| 3. | Less, Losses, if any | | | | | | |
| 4. | Stock Adjustment Add: Opening Stock Less: Closing Stock | | | | | | |
| 5. | Packing Cost, if any | | | | | | |
| 6. | Statutory Levies a) Royalties on sales b) Cess c) Excise duty d) Sales tax e) Octroi f) Port Trust charges g) Others Total | | | | | | |
| 6. | Other Expenses (Specify) Total | | | | | | |
| | Less, Used for Mining Operation | | | | | | |
| | Less, Captive Consumption | | | | | | |
| | Balance Sold | | | | | | |
| 7. | Marketing Expenses (Proforma K-1) | | | | | | |
| 8. | Total Cost of Sales | | | | | | |
| 9. | Interest & Financing Charges | | | | | | |
| 10. | Total Cost | | | | | | |
| 13. | Net Sales Realisation | | | | | | |
| 14. | Margin | | | | | | |
| 15. | Add: Export Benefits and Incentives, if any | | | | | | |
| 16. | Total Margin (including export benefits) | | | | | | |
| 17. | Ex-factory price (excluding Sales Tax etc.) | | | | | | |
| 18. | Maximum Retail Price (excluding sales tax etc.) | | | | | | |
| 19. | Maximum retail price, if any, prescribed by the Government / Statutory Regulatory Body etc. | | | | | | |

PROFORMA '1'**Statement showing the Cost of Operations/Service/Sub-service for Transportation of Petroleum Products through Petroleum Product Pipeline, Natural Gas Pipeline and City Gas Distribution Net Work**

| | |
|------------------------------------|--|
| Name of the Company | |
| Name and address of the Plant/Unit | |
| Entry Point (specify) | |
| Exit Point (specify) | |

I. QUANTITATIVE INFORMATION:

| Sno. | Particulars | Unit | Current Year | Previous Year |
|-------------|---|-----------------|---|----------------------|
| 1. | Pipeline Capacity for Natural Gas Processed | Mmscmd/MM TPA | | |
| 2. | Average Calorific Value (NCV) | Specify unit | | |
| 3. | Number of zones, if any | | | |
| 4. | Approved Zone-wise Tariff (a) Zone 1 (b) Zone 2 (c) Others specify | Rupees/mmbtu/MT | | |
| 5. | Number of Entry Points | Nos | | |
| 6. | Number of Exit Points | Nos | | |
| 7. | Number of Compressor/Pumping Stations | Nos | | |
| 8. | Actual Volume Transported | MMCmd/MMT PA | | |
| 9. | Capacity Utilisation | % | | |
| | Mmbtu Mmscmd | | Million Metric British Thermal Units Million Std Cubic Meter per day | |

II COST INFORMATION:

| Sno. | Particulars | Unit | Quantity | Rate | Total Cost | Cost per unit | |
|--------------------------------------|--|------|----------|------|------------|---------------|---------------|
| | | | | | | Current Year | Previous Year |
| | | | | Rs. | Rs. | Rs. | Rs. |
| 1. | Operation Stores and Supplies (specify) (a) Indigenous (b) Imported (c) Others | | | | | | |
| 2. | Fuel (a) Natural Gas (b) Diesel (c) Lube /Oil/Grease | | | | | | |
| 3. | Utilities (specify) | | | | | | |
| 4. | Direct Employee cost | | | | | | |
| 5. | Direct Expenses (a) Jobs/Service on Contract (b) Out sources Hired Services | | | | | | |
| 6. | Repairs and Maintenance | | | | | | |
| 7. | Research & Development | | | | | | |
| 8. | Lease Rent, if any | | | | | | |
| 9. | Depreciation | | | | | | |
| 10. | Service/Operation Overheads | | | | | | |
| 11. | Less: Credit for Recoveries/ Miscellaneous Income | | | | | | |
| 12. | Total Cost [1 to 10 –(11)] | | | | | | |
| 13. | Administrative Overheads | | | | | | |
| 14. | Cost of Operation (12+13) | | | | | | |
| 15. | Other Cost (Specify) | | | | | | |
| 16. | Total Operation Cost [14 + 15] | | | | | | |
| Operation Revenue Information | | | | | | | |
| 17. | Zonal Revenue (a) Zone 1 (b) Zone 2 (c) Others (specify) | | | | | | |
| 18. | Revenue from Dedicated Lines | | | | | | |
| 19. | Other Revenue (excluding Statutory Levies, if any) | | | | | | |
| 20. | Total [17+18+19] | | | | | | |
| 21. | Margin (20-16) | | | | | | |
| 22. | Margin/mmbtu for NGPL and for Dedicated Pipelines | | | | | | |

PROFORMA 'J'

Statement showing Activity-wise Capital Cost of Plant and Machinery/Equipment/ Pipeline relating petroleum activities

| | |
|----------------------|--|
| Name of the company: | |
|----------------------|--|

(Amount in Rupees)

| Sno. | Particulars | Gross Block | | | Depreciation | | | Net Block | | | |
|-----------|---|----------------------------------|---------------------------------------|---------------------------------------|-----------------------------------|-----------------------------|--------------|-------------------------------|------------------------------|-----------------------------|---------------------------|
| | | Cost as at beginning of the year | Additions / Transfers during the year | Deductions / Transfer during the year | Total Cost at the end of the year | As at beginning of the year | For the year | On deductions during the year | Total at the end of the year | As at beginning of the year | As at the end of the year |
| A. | Survey (specify) | | | | | | | | | | |
| 1. | | | | | | | | | | | |
| 2. | | | | | | | | | | | |
| etc | | | | | | | | | | | |
| B. | Exploration//Development (off shore /on shore separately) | | | | | | | | | | |
| 1. | | | | | | | | | | | |
| 2. | | | | | | | | | | | |
| etc | | | | | | | | | | | |
| C. | Crude Processing | | | | | | | | | | |
| 1. | | | | | | | | | | | |
| 2. | | | | | | | | | | | |
| etc | | | | | | | | | | | |
| D. | Refining | | | | | | | | | | |
| 1. | | | | | | | | | | | |
| 2. | | | | | | | | | | | |
| etc | | | | | | | | | | | |
| E. | Marketing | | | | | | | | | | |
| F. | Transporting Separately for each Natural Gas Pipeline / Dedicated Pipeline / City Gas Distribution Network | | | | | | | | | | |
| 1. | | | | | | | | | | | |
| 2. | | | | | | | | | | | |
| G. | Others (specify) | | | | | | | | | | |
| H. | Grand Total (A to G) | | | | | | | | | | |

PROFORMA 'K'

Statement showing Allocation and Apportionment of Total Expenses and Income of the Company as per Profit & Loss Account

| | |
|---------------------|--|
| Name of the company | |
| Period | |

(Amount in Rupees)

| Sl. No. | Particulars | Total Expenses as per Audited Financial Accounts | Utilities (separately for each) | Survey | Exploration | Transportation | Refining Production Centres (separately for each centre) | Plant Overheads | Refinery Overheads | Administration Overheads | Marketing / Selling & Distribution | Non Cost Expenses |
|---------|---|--|---------------------------------|--------|-------------|----------------|--|-----------------|--------------------|--------------------------|------------------------------------|-------------------|
| 1. | Direct Materials (specify) | | | | | | | | | | | |
| 2. | Process Materials (specify) | | | | | | | | | | | |
| 3. | Chemicals (specify) | | | | | | | | | | | |
| 4. | Power & Fuel | | | | | | | | | | | |
| a) | Fuel | | | | | | | | | | | |
| b) | Own Production | | | | | | | | | | | |
| c) | Natural Gas | | | | | | | | | | | |
| d) | Refinery Own Gas | | | | | | | | | | | |
| e) | Water Charges | | | | | | | | | | | |
| 5. | Employee Benefits: | | | | | | | | | | | |
| a) | Salaries, Wages, Bonus Etc. | | | | | | | | | | | |
| b) | Contribution to Provident & Other Funds | | | | | | | | | | | |
| c) | Staff Welfare Expenses | | | | | | | | | | | |
| 6. | Consumable Stores and Spares | | | | | | | | | | | |
| 7. | Repairs and Maintenance | | | | | | | | | | | |
| a) | Plant & Machinery | | | | | | | | | | | |
| b) | Buildings | | | | | | | | | | | |
| c) | Others | | | | | | | | | | | |

| Sl. No. | Particulars | Total Expenses as per Audited Financial Accounts | Utilities (separately for each) | Survey | Exploration | Transportation | Refining Production Centres (separately for each centre) | Plant Overheads | Refinery Overheads | Administration Overheads | Marketing / Selling & Distribution | Non Cost Expenses |
|---------|--|--|---------------------------------|--------|-------------|----------------|--|-----------------|--------------------|--------------------------|------------------------------------|-------------------|
| 8. | Other Direct Expenses (specify) | | | | | | | | | | | |
| 9. | Rent | | | | | | | | | | | |
| 10. | Insurance | | | | | | | | | | | |
| 11. | Rates & Taxes | | | | | | | | | | | |
| 12. | Payment To Auditors | | | | | | | | | | | |
| 13. | Travelling & Conveyance | | | | | | | | | | | |
| 14. | Communication Expenses | | | | | | | | | | | |
| 15. | Printing & Stationery | | | | | | | | | | | |
| 16. | Bank Charges | | | | | | | | | | | |
| 17. | Security Force Expenses | | | | | | | | | | | |
| 18. | Sales Promotion Expenses | | | | | | | | | | | |
| 19. | Handling Expenses | | | | | | | | | | | |
| 20. | Miscellaneous Expenses | | | | | | | | | | | |
| 21. | Transportation Charges | | | | | | | | | | | |
| 22. | Quality Control | | | | | | | | | | | |
| 23. | Royalty or Technical Know-how | | | | | | | | | | | |
| 24. | Technical Assistant Fees | | | | | | | | | | | |
| 25. | Other Statutory Levies | | | | | | | | | | | |
| 26. | Cess | | | | | | | | | | | |
| 27. | Lease Rent | | | | | | | | | | | |
| 28. | Research and Development | | | | | | | | | | | |
| 30. | Packing Expenses | | | | | | | | | | | |
| 31. | Borrowing Charges | | | | | | | | | | | |
| 32. | Loss on Assets Sold, Lost or Written Off | | | | | | | | | | | |

| Sl. No. | Particulars | Total Expenses as per Audited Financial Accounts | Utilities (separately for each) | Survey | Exploration | Transportation | Refining Production Centres (separately for each centre) | Plant Overheads | Refinery Overheads | Administration Overheads | Marketing / Selling & Distribution | Non Cost Expenses |
|------------|---|--|---------------------------------|--------|-------------|----------------|--|-----------------|--------------------|--------------------------|------------------------------------|-------------------|
| 33. | Exchange Rate Fluctuations | | | | | | | | | | | |
| 34. | Provision For Doubtful Debts, Advances, Claims & Obsolescence | | | | | | | | | | | |
| 35. | Provision for Contingencies | | | | | | | | | | | |
| 36. | Depreciation or Depletion | | | | | | | | | | | |
| 37. | Total Expenses | | | | | | | | | | | |
| 38. | Add, Opening Stock in Process Less, Closing Stock in Process | | | | | | | | | | | |
| 39. | Less, Credit for Recoveries | | | | | | | | | | | |
| 40. | Less, Self Consumption, if any, | | | | | | | | | | | |
| 41. | Add, Opening Stock – Finished Less, Closing Stock – Finished | | | | | | | | | | | |
| 42. | Total (excluding Excise Duty) | | | | | | | | | | | |
| 43. | Excise Duty Paid | | | | | | | | | | | |
| 44. | Total (including Excise Duty) | | | | | | | | | | | |
| 45. | Total Sales Realization (excluding Excise Duty) | | | | | | | | | | | |
| 46. | Excise Duty Recovered | | | | | | | | | | | |
| 47. | Total Sales (including Excise Duty) | | | | | | | | | | | |
| | Add: Export Benefit, if any | | | | | | | | | | | |
| | Profit as per Profit & Loss Account | | | | | | | | | | | |

PROFORMA 'K-1'
Statement showing Apportionment of Overheads

| | |
|---------------------|--|
| Name of the Company | |
| Period | |

| Cost Centres | Plant Overheads Rs. | Refinery Overheads Rs. | Administration Overheads Rs. | Marketing / Selling & Distribution Rs. | Other Overheads (specify) Rs. |
|---------------------------------------|------------------------|---------------------------|---------------------------------|---|----------------------------------|
| Total as per Proforma K | | | | | |
| Allocated Utilities (specify) | | | | | |
| Apportioned Overheads, if any | | | | | |
| Total Overheads | | | | | |
| Apportioned to Cost Centres (specify) | | | | | |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| Others (specify) | | | | | |
| Total | | | | | |

PROFORMA 'L'
Statement of Profit Reconciliation (for the company as a whole)

| | |
|---------------------|--|
| Name of the Company | |
| Period | |

| S.No. | Particulars | Current Year Rs. | Previous Year Rs. |
|-------|---|---------------------|----------------------|
| 1. | Profit or Loss as per Cost Accounting Records a) For Product Groups under these Rules b) For the Product Groups outside these Rules | | |
| 2. | Add: Incomes not considered in cost accounts: (a) Specify (b) | | |
| | Total | | |
| 3. | Less: Expenses not considered in cost accounts: (a) Specify (b) | | |
| | Total | | |
| 4. | Add: Overvaluation of Closing Stock in Financial Accounts | | |
| 5. | Add: Undervaluation of Opening Stock in Financial Accounts | | |
| 6. | Less: Undervaluation of Closing Stock in Financial Accounts | | |
| 7. | Less: Overvaluation of Opening Stock in Financial Accounts | | |
| 8. | Adjustments for others, if any (specify | | |
| 9. | Profit or Loss as per Financial Accounts | | |

Notes:

- 1 Separate Cost statement shall be prepared in relevant proforma for:
 - (a) each major utility having significant impact on cost, whenever such utility is functionally independent and not forming part of composite unit for exploration, production, refining, transportation, etc activity wise.
 - (b) Exploratory Drilling or Development Drilling cost.
 - (c) Onshore or Off-shore production cost.
 - (d) Crude Oil or Natural Gas cost.
 - (e) Each major petroleum product or activity or sub activity thereof.
 - (f) Transportation of petroleum products for each Natural Gas Pipeline or dedicated pipeline or city gas distribution net work or cost of service or sub-service.
- 2 The column for "Brought forward" under the head "Amounts (Rs)" of Cost Information under Proforma 'C' stands for amount charged towards wells-in-progress during the previous year.
- 3 Method of accounting followed e.g. successful effort method or full cost method to incorporate unit specific features, if any, indicating reasons thereof shall be indicated under relevant proforma.
- 4 If a product emerging from one-process forms the raw material for subsequent process or other products

- covered under the rule, separate cost statement of production under relevant proforma (suitably modified, if necessary) shall be maintained for each process or products such as manufacture of base oils.
- 5 Wherever any company is engaged in transporting of crude oil or natural gas or other petroleum products, separate details as per item 'C' of Proforma 'E' shall be prepared in respect of such transportation activity with suitable modifications, wherever required.
 - 6 If separate charges are levied from customers for transporting of Crude Oil or Natural Gas from CTF to delivery point, only the net cost shall be shown against item 5 under cost information of Proforma 'F'.
 - 7 In case a joint product is sold without further processing details in regard to quantity sold, cost of sales and average sales realization etc shall be indicated in appropriate cost statement and the basis on which cost is apportioned to joint products shall be indicated therein.
If these are further processed, separate cost statement under relevant proforma or any other form as thereof shall be prepared.
 - 8 In case of value added products produced by using any of the intermediary product or finished product out of the refining process, separate cost statement of such value added products shall be prepared in suitable form.
 - 9 Sales Realization for quantity sold at price notified or fixed by Government if any and at the price fixed by company shall be indicated separately.
 - 10 Details of fixed assets employed shall be indicated activity wise in Proforma 'J' and reconciled with financial accounts and the details of apportionment of depreciation to respective activity be specified separately in case of common fixed assets; all items of income, expenditure and margin shall be reconciled with the financial accounts for the relevant period/year as per Proforma 'K' and 'I'.
 - 11 The different types of Utilities should be shown distinctly under Proforma 'K' and separate cost statement for each of these utilities including apportionment thereof shall be prepared as per Proforma 'A'.
 - 12 The Overheads and items of expenses shown under Proforma 'K' are indicative and the classification of the Overheads shall be shown separately depending on the operation of the Company and its business process.
 - 13 The basis of apportionment of different Overheads to the utilities and production cost centres shall be clearly indicated.
 - 14 The items of cost shown in the Proforma are indicative and the same shall be reflected keeping in mind materiality of each item of cost in the product and activity group.
 - 15 The cost accounting policy and the basis of allocation and apportionment of different items of cost to the user departments or cost centres as well as its recovery in the final product(s) to be recorded in a separate statement, which would be an integral part of these records under the following heads:
 - a) Utilities – separately for each utility.
 - b) Overheads – classified under Factory or Plant or Refinery Overheads, Administration Overheads, Marketing and Selling and Distribution Overheads.
 - c) Depreciation,
 - d) Valuation of Stocks
 - e) Treatment and valuation of Bye-Products and Joint Products

[F. No. 52/7/CAB-2011]

B.B.GOYAL
Adviser (Cost)