

Cost Accounting Records (Shaving Systems) Rules, 1996

**MINISTRY OF LAW, JUSTICE & COMPANY AFFAIRS
(Department of Company Affairs)**

**NOTIFICATION
New Delhi
6th MAY 1996**

G.S.R. 202 (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

- (a) These rules may be called the Cost Accounting Records (Shaving Systems) Rules, 1996.
- (b) They shall come into force on the date of their publication in the official Gazette.

2. Application

These Rules shall apply to every company engaged in the production, processing or manufacture of the classes of shaving systems used for shaving purposes by human beings, whether electronic or electric or mechanical or manual, as specified in the appendix (annexed) to these rules:

Expecting those companies falling under the category of small scales Industries under taking:-

Explanation: For the purpose of this rule, the expression "Small Scale Industries undertaking." Means a company.

- a) [Aggregate value of machinery and plant enstalled where in does not exceeds the limit specified for a small scale Industrial undertaking under the Industries (Development and regulation) Act 1951 (65 of 1951), as on last date of preceeding financial year]*and
- b)The aggregate value of the turnover made by the company from the sale of supply of all its products during the preceding financial year does not exceed ten crore rupees."

3. Maintenance of Records

- (a) 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 accounts containing, inter-alia, the particulars specified in Schedules I and II annexed to these rules or in a form as near thereto as practicable, relating to the utilization of material, labour and other items of cost in so far as they are applicable to shaving systems referred to in rule 2:

Provided that, if the said company is manufacturing any other product(s) or is engaged in other activities in addition to items referred to in rule 2, the particulars relating to 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 the items referred to in rule 2.

- (b) The books of accounts referred to in sub-rule (a) shall be kept on a regular basis in such a manner as to make it possible to calculate the cost of production and cost of sales of all types of shaving systems referred to in rule 2 for every quarter of 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 books of accounts and the performa specified in Schedule shall be completed not later than ninety days from the closing of the financial year of the company to which they relate.

*substituted by GSR 462(E) dated 3rd August 1998.

- (c) It shall be the duty of every person referred to in sub-section (6) and sub-section (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-rule (a) and (b) of this rule in the same manner as he is liable to maintain accounts required under sub-section (1) of section 209 of the said Act.
- (d) Statistical and other records shall be maintained in accordance with the provisions of the Schedules annexed to these rules which shall be such 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 cost and provide the necessary data required by the Cost Auditor to suitably report on all the points referred to in Cost Audit (Report) Rules, 1968 as amended from time to time. Such records shall be reconciled with the returns submitted to the Excise Department and other Government authorities from time to time.

4. Penalty

If a company contravenes the provisions of rule 3, the company and every officer who is in default including the persons referred to in sub-rule (3) of rule 3 shall subject to the provisions of section 209 of the Companies Act 1956 (1 of 1956) be punishable 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 day during which contravention continues.

APPENDIX
(See rule 2)

Classes of shaving systems used for shaving purposes by human beings:

- (1) Shaving Blades, or
- (2) Razors, or
- (3) Any part or component thereof; or
- (4) Any other Shaving instrument.

SCHEDULE I
(See rule 3)

1. MATERIALS

1. (1) Proper records shall be maintained batchwise showing separately all receipts, issues and balances both in quantities and cost or each item of direct material required and actually used in the production, processing or manufacture of different types of item referred to in rule 2, in any form or any type. These records for direct materials shall contain such details as to enable the company to determine the quantity, cost of receipts (including all direct charges up to the works in respect of all major direct materials), issues and balances of each item of direct materials separately for imported and indigenous supplies for each batch of shaving systems products. In case of imported materials including those canalized through Government agencies, details of cost, insurance, freight charges (CIF value), custom duty, port charges, inland freight and handling and clearance charges paid shall be recorded separately. The basis on which the said quantities and costs of issue/ and consumption have been calculated shall be indicated in the cost records and followed consistently. The records relating to consumption of various materials in the manufacture of the Shaving systems referred in rule 2, items shall be identified with the respective batch of production or the cost centres to which the materials are issued.
1. (2) Proper records shall be maintained to show the receipts, issues and balances both in quantities and costs of each item of process materials and chemicals. The issues and consumption shall be properly identified with the departments, cost centres and products manufactured.
1. (2)(1) In case where the process materials/chemicals/components etc. required in the production of items referred to in rule 2 are manufactured by the company, separate records showing the cost of manufacture of each such item indicating the break up of raw materials consumed for the production and conversion cost shall be maintained in Proforma "B1" to schedule II annexed to these rules or in any other Proforma as near thereto as may enable the company to determine the

cost of such process materials/chemicals/components etc. produced. The cost sheet for various components such as empty cartridges, seat, handle, cap or guard etc., should be separately shown in the said Proforma "B1".

2. (2) In case any raw material/process chemicals covered under any Cost Accounting (Records) Rule prescribed under the Companies Act, 1956 (1 of 1956) is manufactured by the company, proper cost records shall also be maintained as per the rules so as to arrive at the cost of such items.

1. (3) If the quantity and value of materials consumed are determined on the basis of standard costing, the method adopted shall be mentioned in the cost records and followed consistently. The overall reconciliation of such quantities and value of materials with the actual shall be made at least quarterly during the financial year explaining the reasons for variations. The treatment of such variations in determining the cost of the items referred to in rule 2 shall be indicated in the cost records.

1. (4)(1) Proper records shall be maintained to show the receipts, issues and balances, both in quantities and cost of each item of consumable stores, small tools and machinery spares. The cost shall include all direct charges upto works.

1. (4)(2) In the case of consumable stores and small tools, the cost of which are insignificant, the company may, if it so desires, maintain such records for the main group of such items.

1. (4)(3) The cost of consumption of consumable stores, small tools, and machinery spares shall be charged to the relevant cost centers on the basis of actual issues.

1. (5) Proper records shall be maintained showing the quantity and value of wastages, spoilages, rejections and losses of raw materials, process materials, consumable stores, small tools and machinery spares, whether in transit, storage, manufacture or at any other stage. The method followed for adjusting the above losses as well as the income derived from the disposal of rejected and waste materials including spoilages, if any, in determining the cost of product shall be indicated in the cost records. Any abnormal wastages or spoilages etc. shall be indicated distinctly and separately along with reasons thereof.

1(6) Where Modified Value Added Tax (Modvat) or any other benefits under the Central Excise Act, 1944 (1 of 1944) are available on any item of material, breakup details of such items should be furnished along with the Proforma relating to cost of sales of the Schedule II annexed to these rules and also shown in cost of production or cost sheet of cost of sales.

2 SALARIES AND WAGES

2(1) Proper records shall be maintained to show the attendance and earnings of all employees of the cost centers or departments and the work on which they are employed. The records shall also indicate the following, separately for each cost centre:

1. Piece rate wages earned (wherever applicable);
2. Incentive wages earned individually or collectively as production bonus or under any other schemes based on output;
3. Overtime wages earned;
4. Earnings of casual labour.

2(2) The records shall be maintained in such a manner as to enable the company to furnish necessary particulars under this heads in the various Annexure and Proformae of the Schedules I and II annexed to these rules. Where the employees work in such manner that it is not possible to identify them with any cost centre, the labour charges shall be apportioned to the cost centers on equitable basis and applied consistently.

2(3) Idle time shall be separately recorded under classified heading indicating the reasons therefore. The method followed for accounting of idle time payments in determine the cost of product shall be disclosed in the cost records.

2(4) Any wages and salaries allocable, to capital works such as addition to plant and machinery, buildings or other fixed assets shall be accounted for under the relevant capital heads.

2(5) If the wages and salaries are charged to production on the basis of standard costing, the method adopted shall be indicated in the cost records. The reconciliation of such wages and salaries with actual shall be made at least quarterly during the financial year explaining the reasons for variations. The treatment of such variations in determining the cost of items referred to in rule 2 shall be indicated in cost records.

3 SERVICE DEPARTMENT EXPENSES

Detailed records shall be maintained to indicate expenses incurred in respect of each service department or cost center like laboratory, welfare, transport etc. These expenses shall be apportioned to other services and production departments on equitable basis and applied consistently. Where these services are utilized for other products of the company basis of apportionment to the products shaving system, referred to in rule 2 and to the other products shall be equitable and clearly indicated in the records and applied consistently.

4 UTILITIES

4(1) WATER: Proper records showing the quantity and cost of treated/cooling water produced and consumed for the manufacture of SHAVING SYSTEMS in different cost centres or departments shall be maintained in such details as may enable the company to furnish the necessary particulars in Annexure I to this Schedule. Similar records shall be maintained for effluent treatment. The cost of treated water apportioned to the departments concerned shall be on a reasonable basis and applied consistently.

4(2) STEAM: 4(2)(1) Where steam is raised by the company, proper records showing the quantity and cost of steam raised and consumed in the production of Shaving Systems as referred to in rule 2., in different cost centres or departments shall be maintained in such details as may enable the company to furnish the necessary particulars in Annexure II to this Schedule. The cost of steam consumed by the Shaving Systems plant and other units of the company shall be calculated on a reasonable basis and applied consistently. Where steam is raised and supplied by other unit of the company to the Shaving System plant, the cost of steam so supplied shall be charged to Shaving System plant on a reasonable basis and applied consistently. Proper records shall be maintained for the quantity of the exothermic heat (waste heat) generated by other identical reaction plants and supplied to boiler house and any other service plants and credit should be given to the product(s). The credit shall be on a reasonable basis and applied consistently.

4(2)(2) Wherever steam is produced and used by process plants at different ata (pressure), quantitative records for production and consumption of steam in different plants shall be maintained at actual pressure but the same shall be converted into an equated quantity in terms of one pressure (Low Pressure/ Medium Pressure/ High Pressure) for the purpose of computation of steam cost and also its allocation to different user departments. Equated pressure (ata) shall be suitably indicated in the cost sheet for steam.

4(2)(3) In case steam is generated in waste heat boiler of the captive power plant, proper records of value of heat so used shall be maintained so that its cost is debited to the steam cost and appropriate credit given to the cost of generated power. Where it is not possible to exactly quantify this heat, this should be done on reasonable technical estimates or other methods like heat per unit of steam consumed in package boiler (main boiler) etc.

4(3) POWER: -4(3) (1) Proper records shall be maintained for the quantity and cost of power purchased. Where power is generated by the company itself, adequate records shall be maintained to show the cost of power generated and consumed for the production of Shaving Systems in different cost centres and departments etc. These records shall be maintained in such details as may enable the company to furnish the necessary particulars in Annexure III to this Schedule.

4(3)(2) Where power is generated and supplied by any other unit of the company to Shaving Systems plant, adequate records shall be maintained to indicate the quantity and cost of power so supplied. The cost of power allocated to production of Shaving Systems referred in rule 2 shall be on a reasonable basis and applied consistently.

4(4) UTILITIES-other than water steam and power

4(4)(1) Proper records shall also be maintained in respect of any utilities other than water, steam and power produced or purchased by the company, to enable the company to furnish the particulars in Annexure I, II, or III to this schedule whichever is appropriate.

4(4)(2) If an utility is purchased, proper records showing the delivered cost up to the works including all direct charges shall be maintained for the quantity and value of each utility purchased.

4(4)(3) Where an other utility is produced and supplied by the other unit of the company, adequate records shall be maintained to assess the cost and quantity of the utility so supplied.

4(4)(4) The cost of utility, if any, supplied to any other unit of the company, shall be calculated on a reasonable basis and applied consistently.

4(4)(5) The cost of a utility allocated/apportioned to the cost centres and further to the individual products shall be on a reasonable basis and applied consistently.

(5) WORKSHOP/REPAIRS AND MAINTENANCE/ TOOL ROOMS

5(1) Proper records showing the expenditure incurred by the workshop under different heads and on repairs and maintenance by the various cost centres and departments shall be maintained. The records shall also indicate the basis of charging the workshop/tool room expenses to different cost centers/departments and units, Where maintenance work is done by direct workers of any production cost centers, the wages and salaries of such workers shall be treated as direct expenses of the respective cost center. If the services are utilized for other products also, the manner of charging a share to items referred to in rule 2 shall be equitable, clearly indicated in records and applied consistently.

5(2) 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 indicating the method of accounting in determining the cost with reference to the period for which the benefit of such expenditure is likely to last.

5(3) Expenditure incurred on works of a capital nature shall be capitalized. The cost of such jobs shall include the expenditure on material, labour and due share of the overheads.

5(4) The jobs carried out by workshops of other units and for other units of the company shall be charged on a reasonable basis and applied consistently.

(6) DEPRECIATION

6(1) Proper records shall be maintained showing the cost and other particulars of fixed assets in respect of which depreciation is to be provided for. These records shall, inter alia, indicate the cost of each item of asset including installation charges, if any the date of its acquisition, the date of installation, rate of depreciation and location of each asset. In respect of those assets, the original cost of acquisition of which cannot be ascertained without any 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 cost. Such evaluation shall exclude revaluation of any asset that had been done prior to the aforesaid date.

6(2) The basis on which depreciation is calculated and allocated/ apportioned to the various cost centers and departments and absorbed on the products shall be clearly indicated in the cost records. Depreciation chargeable to the different cost centers and departments shall be not less than the amount of depreciation chargeable in accordance with the provision 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 cost centers and departments. In case the amount of depreciation charged in the cost accounts in any financial year is higher than the amount of depreciation chargeable under the aforesaid provision of the Companies Act, (1 of 1956), the amount so charged in excess shall be indicated clearly in the cost records. The cost records shall also show the effect of the said excess on the per unit cost of products referred to in rule 2. The cumulative depreciation of asset charged in the cost records, against any individual items of asset, shall not, however, exceed the original cost of the respective asset.

(7) ROYALTY / TECHNICAL KNOW HOW FEE

Adequate records shall be maintained showing the royalty or other recurring or non-recurring payments if any, made to collaborators or technology suppliers in terms of agreements entered into with them. Such records shall be kept separately in respect of each such supplier. The basis of charging such amounts including one time payments to the products shall be indicated in the cost records.

(8) OTHER OVERHEADS

8(1) Proper records shall be maintained showing the various items of expenses comprising the other overheads. These expenses shall be analyzed, classified and grouped according to functions, viz, works, administration and selling and distribution.

8(2) Where the company is manufacturing any product(s) other than Shaving Systems referred to in rule 2, the records shall clearly indicate the basis followed for apportionment of the common overheads including head office expenses of the company to the Shaving Systems and other activities including capital works. Where certain expenses forming part of overheads can be identified with a particular activity or products, such expenses shall be segregated and charged to the relevant activity or product in the first instance and there after the common expenses under the above categories of overheads shall be apportioned on a reasonable and equitable basis and applied consistently. Overheads chargeable to capital works shall be indicated separately in the cost records. Basis of apportionment or absorption of overheads to the cost centers and products shall be indicated in the cost records.

8(3) The details of works, administration and selling and distribution overheads shall be maintained in such manner as to enable the company to fill up the necessary particulars in Annexure I to III of this schedule and Proformae A to F of schedule I and II annexed to these rules.

(9) CONVERSION COST

9(1) Proper records shall be maintained for splitting up of conversion cost (the cost of manufacture less direct material cost) into fixed and variable costs for filling the relevant Annexure and proforme in Schedules I and II annexed to these rules.

9(2) When more than one manufacture process is carried out in a particular machine or series of machines, adequate records about the usage of such machine(s) for different products, shall be kept. The cost of using such machines shall be charged to the different products on an equitable basis e.g. equipment occupancy hours. Where composite machine hour rates are applied for absorption of wages, overheads and equipment usage, proper records relating to the utilization of labour and multi-purpose machines for different processes connected with the manufacture of different products shall be kept to enable determination of total machine hours and the amount chargeable to the respective shaving systems referred to in rule 2. The variance between the actual and the amounts charged at pre-determined rates shall be adjusted for arriving at the actual cost of production at the end of the financial year.

(10) RESEARCH AND DEVELOPMENT EXPENSES

10(1) Proper records showing the details of expenses, if any, incurred by the company for the research and development work on the products covered under these rules according to the nature viz, development of products, existing and new; process of manufacture, existing and new, design and development of new plant, facilities and market research for the existing and new products shall be maintained separately.

- 10(2) the method of charging these expenses to the cost of the products shall be indicated in the cost records. Where the utility of such research and development were extends over more than one financial year, such expenses shall be treated as deferred expenses and charged to cost of production of shaving systems products referred to in rule 2 and to other products, if any, on a reasonable basis and applied consistently.
- 10(3) Expenses incurred by the Research and Development department for furnishing technical know-how to outside shall be recorded separately and excluded from the cost of Shaving System products referred to in rule 2. The amounts recovered for providing technical know-how to outsiders shall also be indicated separately.

(11) INTEREST

Proper records shall be maintained showing interest charges separately on term loan and cash credit/overdraft (working capital). The amount of interest shall be allocated/apportioned to the products covered by these rules and other activities on a reasonable and equitable basis, which shall be followed consistently. The basis of such apportionment shall be spelt out clearly in the cost statements. Basis of further charging of the share of the interest to the various types of such products shall also be reasonable and the same shall be followed consistently.

(12) EXPENSES / INCENTIVES ON EXPORTS

Proper records showing the expenses incurred on the export sales of the products covered by rule 2, 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 statement relating to export sales. Export incentives shall be treated as other income and reflected in the cost records. Separate cost statement as per proforma "C" and "D" in Schedule II annexed to these rules (suitably modified) shall be prepared for products exported giving details of export expenses incurred/ incentive earned. In case, duty free imports are made, the cost statement should reflect this fact. The company should maintain separate priced stock ledgers for the duty free import items and their consumption. If the duty imports have been made after actual production, the statements should reflect this fact.

(13) SCRAP AND WASTAGE

Proper records shall be maintained for all major items of scrap and wastage including steel strip, coil and polystyrene etc., produced showing the receipt, issues and balance both in quantity and value. The records for the scrap and wastage shall be maintained for all the major process or cost center separately show as to arrive at the process wise cost center wise scrap generation. The basis adopted for valuation of scrap for giving credit to respective process shall be equitable and consistent and should be indicated in the cost records.

(14) JOINT PRODUCTS

Where more than one product which is of equal economic importance arises from processes, the cost up to the point of separation of products shall be apportioned to joint product on reasonable and equitable basis and shall be applies consistently. The basis on which such joint costs are apportioned to different products arising from the processes shall be indicated in the cost records. The cost of products shall be shown in Proforma B of schedule II annexed to these rule.

15. CAPTIVE CONSUMPTION

Proper records shall be maintained in Proforma "B" of Schedule II annexed to these rules showing the quantity and cost of items referred to under rule 2 transferred to other department(s) / unit(s) of the company for captive consumption. Such transfers shall be affected at cost and shall be disclosed in the cost records.

(16) PACKING

- 16(1) Proper records shall be maintained showing the quantity and cost of various packing materials and other expenses incurred for packing the finished products for the marketing of Shaving Systems referred to under rule 2. Where such expenses are incurred in common for other

products including those stated under rule 2, the basis of apportioning the expenses between the relevant products shall be clearly indicated in the cost records and applied consistently. If such packing materials are manufactured by the company, proper records showing the cost of production of such items shall be maintained.

- 16(2) Detailed records of the expenses incurred on export packing, if any, shall also be kept separately and exhibited in the relevant cost statements for exports.

(17) EXPENSES OF CAPITAL NATURE

Material consumed, wages and other expenditure including appropriate share of overheads incurred in respect of works of capital nature, carried out departmentally, such as additions to plants and machinery and other assets, shall be capitalized under relevant heads.

(18) WORK IN PROGRESS AND FINISHED GOODS STOCK

The method followed for determining the cost of work in progress and finished goods of Shaving Systems referred to in rule 2, shall be indicated in the cost records so as to reveal the cost elements that have been taken into account in such computation. The appropriate share of conversion cost up to the stage of completion shall be taken into account while computing the cost of work in progress. The, method adopted for determining the cost of work in progress and finished goods shall be followed consistently.

(19) COST STATEMENTS

- 19(1) Separate cost of sales statement in respect of different type of intermediate produced and sold, if any, shall be maintained in Proforma "B1" of schedule II annexed to these rules. Summary cost statement as per Proforma "C & D" of schedule II annexed to these rules shall be maintained for each product produced and sold.
- 19(2) If the company is operating more than one plant factory separate cost statement as specified above shall be maintained in respect of each plant/factory.
- 19(3) Export of products referred to under rule 2 shall be exhibited separately in respective cost statement and the same shall be excluded from the cost statements meant for sale in the domestic market.

(20) PRODUCTION RECORDS

Quantitative records of all finished and packed production, issues for sales and balances of different type of products referred to in rule 2 produced by the company shall be maintained. The cost of all finished and packed production shall be kept in detail for each type of product or in the form of control accounts provided the value of the balances according to such control accounts are reconciled periodically at least once in year with the value of the quantities shown in the quantitative account maintained for each grade of products referred to in rule 2.

(21) RECONCILIATION OF COST AND FINANCIAL ACCOUNTS

- 21(1) Cost records shall be reconciled with the financial books of account for the financial year as to ensure accuracy. Variations if any, shall be clearly indicated and explained. The reconciliation shall be done in such a manner that profit of the product under reference can be correctly arrived at and reconciled with the overall profit of the company.
- 21(2) A statement showing the total expenses incurred and income received by the company under different heads of accounts and the share applicable to the products under rule 2 shall be maintained in Proforma E of schedule II annexed to these rules and reconciled with the financial accounts for the period.

(22) ADJUSTMENT OF COST VARIANCES

Where 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 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 Proforma in schedule II annexed to these rules analyzed into material, labour, overheads and broken up into quantity, price, capacity utilization and shall be made at least quarterly during the financial year. The reason for the variances shall be duly explained in the cost records.

(23) RECORDS OF PHYSICAL VERIFICATIONS

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

(24) [Inter-Company Transfer:

(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;
- (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;

(t) "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;

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(j) **"Holding company"** means a holding company within the meaning of Section 4 of the Companies

(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."]*

(25) STATISTICAL RECORDS

25(1) Data regarding available machine hours/direct labour hours in different production departments and actually utilized shall also be maintained and shortfall suitably analyzed. Suitable records for computation of idle time of machines shall be maintained. A statement showing reasons for loss of production due to various reasons shall be prepared in Proforma F of Schedule II annexed to these rules or in any form as near thereto as practicable.

25(2) Adequate records shall be maintained to enable the company to identify the capital employed, net fixed assets and working capital separately for each type of product or group of products as listed under rule 2, and other activities. Fresh investments on fixed assets that have not contributed to the production during the relevant period shall be indicated in the cost records. The records shall, in addition show assets added as replacement and that added for increasing the existing capacity.

(26) POLLUTION CONTROL

Expenditure incurred by the company by the company on various measures to protect the environment like effluent treatment, control on pollution of air and waste etc., should be properly recorded under the relevant annexure to schedule I

* Substituted by G.S.R.742 (E) dated 28th September, 2001.

SCHEDULE –I
Annexure –I
(See Rule 3)

Name of the Company _____
Name and Address of the Factory/Unit _____
Statement Showing the Cost of Treated/Cooling Water/Effluent During the Year/Period
Ending _____

Sl.No	Unit	Current Year	Previous Year
1.	Installed Capacity		
2.	Production		
3.	Purchases		
4.	Total produced & purchased		
5.	Consumption		
6.	Transit loss		
7.	Production at 2 as a Percentage of Installed Capacity mentioned at 1 above		
8.	Transit Losses at 6 as a percentage of production at 4 above.		

Sl.No	Particulars	Quantity	Rate	Amount Per Unit (Rs.)	Cost Per Unit	
					(Rs.)	(Rs.)
1	2	3	4	5	6	7
					Current Year (Rs.)	Previous Year (Rs.)

A.1. Direct Materials

- (a)
- (b) (to be specified)
- (c)

2. Utilities

- (a) Water
- (b) Steam
- (c) Power
 - (i) Purchased (kwh)
 - (ii) Own (kwh)
- (d) Others (specify)

Sl.No	Particulars	Quantity	Rate	Amount Per Unit (Rs.)	Cost Per Unit	
					(Rs.)	(Rs.)
1	2	3	4	5	6	7
					Current Year (Rs.)	Previous Year (Rs.)

B. Conversion Cost

- 1) Salary and Wages
- 2) Chemicals
- 3) Repairs and Maintenance
- 4) Consumable Stores
- 5) Factory Overheads
- 6) Administration Overheads
- 7) Depreciation

- B.1 Total Conversion Cost (1to 7)
- B.2 Fixed Conversion Cost
- B.3 Variable Conversion Cost
- C. Credit, if any
- D. Net Total
 - (Total of items A Plus B
 - Less total of item C)
- E. Net transferred / sold
 - (a) Steam Generator plant
 - (b) Captive Power plant
 - (c) Intermediate plants (specify)
 - (d) End product plants (specify)
 - (e) For non-plant use
 - (f) Others (Specify)
 - Total (as per item D above)

NOTES:

- 1) Separate Cost is to be prepared for each utility as well as effluent treatment.
- 2) Bonus to employees other than incentive bonus, provision for statutory gratuity or actual amount paid on this account during the period and interest charges on borrowing including debentures shall be shown in Performa C, D and E only.

SCHEDULE –I
Annexure –II
(See Rule 3)

Name and Address of the Company _____
Name and Address of the Factory/Unit _____
Statement Showing the Cost of Steam Raised/Consumed
During the Year/Period Ending _____

	Current Year (Units) Pressure Qty.	Previous Year (Units) Pressure Qty.
--	--	---

1. Installed Capacity
2. Production:
 - (b) High Steam Pressure*
 - (c) Medium Steam Pressure*
 - (d) Low Steam Pressure*
 - (e) Transit loss
 - (f) Total

*Indicate the steam pressure

S.No.	Particulars	Quantity (Units)	Rate Per unit (Rs.)	Amount (Rs.)	<u>Cost per tone of steam raised</u>	
					Current Year	Previous Year
(Rs.)	(Rs.)				6	7
1	2	3	4	5	6	7

A.1. Water (As per Annexure I)

2. Fuels
 - (a) Coal
 - (b) Fuel Oil
 - (c) Electricity
 - (d) Others, if any.
3. Quantity of waste heat from the plant, if any.

Total (1 To 3)

- B.1. Consumable stores/ Chemicals
2. Salaries and Wages
3. Repairs and Maintenance
4. Factory Overheads
5. Administration Overheads
6. Other Overheads
7. Depreciation
8. Total Conversion Cost (1 to 7)

8.1 Fixed Conversion Cost

8.2 Variable Conversion Cost

- C. Credit, if any.
- D. Net Quantity and cost of live steam
(Total of item A plus B)

Less total of item C)

E. Consumed For:-

Department/cost center	Unit	Amount (Rs.)
1	2	3

1. Power Generation
 2. Manufacturing Department (to be specified)
 3. Other service Deptt. (to be specified)
 4. Others, if any (to be specified)
- Total vide D above

NOTES:

- 1) If steam is supplied to any other outside party, necessary credit for recoveries shall be given against item C.
- 2) Bonus to employees other than incentive bonus, provision for statutory gratuity or actual payment of the same during the period and interest charges on borrowing including debentures shall be shown in performa C, D and E only.
- 3) Basis adopted for valuation of steam at different pressures be also indicated in the records.
- 4) The rate at which waste heat is evaluated vide item A 3 of this Annexure should be indicated giving details of the cost centre from which transferred.

SCHEDULE –I
Annexure –III
(See Rule 3)

Name and Address of the Company _____
Name and Address of the Factory/Unit _____
Statement Showing the Cost Of Power Generated/Purchased and Consumed
During the Year/Period Ending _____

		Current Year			Previous Year	
1)	Installed Capacity (KWH)					
2)	No. of units generated (KWH)					
3)	No. of units purchased (KWH)					
4)	Total (KWH)					
5)	Consumption in power house (KWH)					
6)	Other losses (KWH)					
7)	Net unit Consumed (KWH)					
8)	Percentage of Loss to total power generated and purchased					
9)	Percentage of power to Installed capacity.					
S.No.	Particulars	Quantity (Units)	Rate Per unit (Rs)	Amount (Rs.)	<u>Cost per unit of power generated/ purchased</u> Current Year (Rs.)	
					Previous Year (Rs.)	
1	2	3	4	5	6	7
A. 1.	(a) Fuel Oil					
	(b) Other materials (to be specified)					
	(c) Other direct charges (Such as electricity duty)					
B.	Conversion cost					
	1. Consumable stores/ Chemicals .					
	2. Salaries and Wages					
	3. Repairs and Maintenance					
	4. Factory Overheads					
	5. Administration Overheads					
	6. Depreciation					
	7. Other expenses					
	8. Total Conversion Cost (1 to 7)					
	8.1 Fixed Conversion Cost					
	8.2 Variable Conversion Cost					
C.	Less i. Credit for supply to other units of the company ii. Other parties					
D.	Net cost of power generated (Total of item A plus B less total of item C)					
E.	Purchased Power					
F.	Total (D + E)					
G.	Average cost per unit					
H.	CONSUMED IN					
Sl. No.	Particulars			No. of Unit	Amount	

(KWH)

(Rs.)

-
- 1.
 2. (to be specified)
 - 3.
 - 4.
 - 5.
 6. etc.
-

Total as per F.

Notes:

- A. Cost per unit of power generated shall be worked out with reference to net units of power available for use after deducting consumption in the powerhouse/own generated and other losses.
- B. Where meters are not installed, consumption of power by the different cost centers/departments shall be assessed on a reasonable basis and applied consistently.
- C. If rate of electricity duty or cost of inputs is different according to end use, these should be loaded to the respective user Department and suitably indicated in this statement.
- D. Bonus to employees other than incentive bonus, provision for statutory gratuity or actual amount paid on this account during the period and interest charges on borrowing including debentures shall be shown in Performa C, D and E only.
- E. Realization, if any, by sale of power to outside parties etc. shall be shown separately.
- F. If purchased power is used in a specific plant, its allocation should be shown accordingly.

SCHEDULE –II
Performa 'A'
(See Rule 3)

Name and Address of the Company_____

Name and Address of the Factory/Unit_____

Statement Showing the Conversion and Packing Cost for various operation cost centers for Shaving
/Blades/Shaving Systems and their apportionment
During the Year/Period Ending_____

Sl.No.	Particulars	Production/Service Cost Centers							
		Strip sizing & rolling		Punching & Strip joining		Heat Treatment & Passivation		Brand Printing &Stropping	
1	2	3	4	5	6	7	8	9	10
		A (Hrs.)	B (Hrs.)	A (Hrs.)	B (Hrs.)	A (Hrs.)	B (Hrs.)	A (Hrs.)	B (Hrs.)
Strip Grind		Quality Inspection & R& D				Others (to be specified)		Total	
7		8				9		10	
A (Hrs.)	B (Rs.)	A (Hrs.)	B (Rs.)	A (Hrs.)	B (Rs.)	A (Hrs.)	B (Rs.)	A (Hrs.)	B (Rs.)

A. Conversion Cost/packing Charges (Rs.)

1. Wages & Salaries
2. Consumable stores/Operating supplies
3. Utilities
 - (a) Water
 - (b) Steam
 - (c) Power
 - (d) Others (to be specified)
4. Other direct expenses (to be specified)
5. Repairs & Maintenance
6. Depreciation
7. Works overheads
8. Adjustment for opening/closing W.I.P.

B. 1. Machine hours/Direct Labour hours

- (a) Available
- (b) Worked

2. Cost per Machine/Direct Labour hour worked

- (a) Fixed
- (b) Variable
- (c) Total

3. Cost per Machine/Direct labour hour worked (previous year)

- (a) Fixed
- (b) Variable
- (c) Total

Apportionment of conversion cost to various
Shaving Blades/Razors & Shaving systems

- 1.
2. (to be specified)
- 3.
- 4.
- 5.
6. etc.

Total

NOTES:

1. A= Actual direct labour/Machine hours utilized as per actual recording, appropriate basis of apportionment
B= Conversion cost in rupees.
2. Cost Centres are illustrative only.
3. Item A9 is applicable to companies maintaining cost records on standard costing.
4. Bonus to employees other than incentive bonus, provision for statutory gratuity or actual payment of the same during the period and Interest charges on borrowings including debentures shall be exhibited in proforma C, D and E only.
5. Actual Direct labour/machine hours utilized for each type of shaving system should be recorded batch wise.
6. Where special machines, such as high speed, automatic etc. are used for a particular process of manufacture, separate cost center shall be opened for each such machine or group of such machines.
7. The amount of Royalty Paid/Payable on production should be shown against item A4.

SCHEDULE –II
 Performa ‘B’
 (See Rule 3)

Name and Address of the Company _____

Name and Address of the Factory/Unit _____

Statement Showing the Cost of Production of Shaving Blades/Razors/Systems.
 During the Year/Period Ending _____

1. Name of the Shaving Blade/Razor/System _____

2. Type _____

3. Type of packing _____

4. Size of pack _____

Unit Current Year Previous Year

5. Batch Size _____

6. Number of Batches Produced _____

7. Total Production _____

8. Capacity utilization (Percentage) _____

9. Gross inputs _____

10. Gross output _____

11. Total scrap/wastage generated (qty.)

12. Recoverable scrap/wastage (qty.)

13. Non-recoverable scrap/wastage (qty.)

14. Yield Percentage*

15. Standard yield percentage

16. Details of Recoverable scrap/wastage (qty.) during various operations.

- (a) Strip sizing
- (b) Punching
- (c) Strip/Coil joining
- (d) Heat treatment/Grinding
- (e) Packing
- (f) Others (to be specified)

*Yield percentage may be indicated with reference to principal raw materials/intermediates

Sl. No.	Particulars	Unit	Std. Norms	Overages If any	Total Qty.	Rate Rs.	Amount Rs.	<u>Cost/unit</u>
								Current Year Rs.
								Previous Year Rs.

A. Direct materials cost (each

Item to be specified)

(a) Imported

(1)

(2)

(3) etc.

(b) Indigenous purchased

(1)

(2)

(3) etc.

© Own manufactured

(As per proforma B1)

(1)

(2)

(3) etc.

(a) Less waste/rejects (qty. of scrap generated for each operation be separately indicated.)

Total Direct material (a + b + c – d)

B. Conversion Cost

- (1) Strip sizing
 - Variable
 - Fixed
- (2) Punching
 - Variable
 - Fixed
- (3) Heat Treatment
 - Variable
 - Fixed
- (4) Strip Grinding
 - Variable
 - Fixed
- (5) Royalty, if any
- (6) Etc. (to be specified)

Total conversion Cost

C. Other Expenses

- 1. Inspection
 - Variable
 - Fixed
- 2. Quality Cont –
 - Variable
 - Fixed
- 3. Testing
 - Variable
 - Fixed
- 4. R& D
 - Variable
 - Fixed
- 5. Storage—
 - Variable
 - Fixed
- 6. Assembly of Shaving Systems
- 7. Other works overheads –
 - Variable
 - Fixed
- 8. Administrative overheads
- 9. Others (to be specified)

Total other expenses

D.1. Total Cost

- 2. Adjustment for opening & closing work in progress
- 3. Adjustment for cost variances
 - (a) Raw material
 - (b) Conversion charges
 - (c) Total
- 4. Total Cost of Production Transferred to:
 - 1. Captive Consumption
 - (a) Specify the product
 - (b)
 - 2. Transfer for sales
 - (a) Specify the product

NOTE: -

- 1. This proforma shall be prepared for each type and size of packing.
- 2. Separate statement shall be prepared as above for export packing.

3. Bonus to employees other than incentive bonus, provision for statutory gratuity or actual payment of the same during the period and interest charges on borrowings including debentures shall be shown in performas C, D, and E only.
4. Item No. D.3 is applicable for companies following standard costing packing.
5. The cost of raw material shall be based on actual consumption for each size and type of formulation.
6. The basis on which realizable value is determined for the by –Products shall be clearly indicated in the cost records.
7. Abnormal losses, if any, shall be indicated both in quantity and value in a separate statement.
8. The apportionment of common overhead expenses to the products in the case of multipurpose units shall be equitable vide Para 8 of the schedule 1.
9. Cost of Seat, Handle, Cap, empty cartridges etc, as worked out in Proforma B1 shall be shown against item A.
10. Quantity of Chromium and Platinum if any sprayed on the blades is to be shown against item A.
11. Wax etc, if any used for Waxing and Packing material shall be shown in Proforma C only.
12. Cost Centers are illustrative only.

SCHEDULE –II
 Performa ‘B1’
 (See Rule 3)

Name and Address of the Company _____
 Name and Address of the Factory/Unit _____
 Statement Showing the Cost of self-manufactured Components/Process materials used in the
 manufacture of*** _____
 During the Year/Period Ending _____
 Name of the Self-manufactured component _____

	Unit	Current Year	Previous year
Installed Capacity			
Batch size			
Number of Batches Produced			
Total Production			
Capacity utilization (Percentage)			
Gross inputs			
Gross outputs			
Yield percentage*			
Standard Yield percentage *			

*** Name of the Blade/Razor/System to be inserted.
 *Yield % may be indicated with reference to principle raw materials/intermediates.

Sl. No.	Particular	Qty.	Rate per unit (Rs.)	Total Amount (Rs.)
1	2	3	4	5

Per Unit	
Current Year	Previous Year

Qty.	Amount (Rs.)	Std. Norms		Qty.	Amount (Rs.)	S td. Norms	
		Qty.	Actual Amount (Rs.)			Qty.	Actual Amount (Rs.)
6	7	8	9	10	11	12	13

- A .1. Direct materials (Each item to be specified)
- 2.Chemicals/process materials
- B. Conversion Cost
 - 1.Strip sizing (Variable Fixed)
 - 2. Punching (Variable Fixed)
 - 3. Heat Treatment (Variable Fixed)
 - 4. Etc., (to be specified)
 - 5. Royalty (if any on intermediate)
 - 6. Other works overheads
 - 7. Administrative overheads
 - 8. Other expenses (to be specified)
 - Total (A+B)
- Less:
 - 9. (1) Realizable value of by-products, if any
 - (2) Other credit, if any.
 - 10. Adjustments for the difference in the value of
Opening and closing work in progress.
- C.
 - 1. Cost of Production
 - 2. Stock Adjustments
 - Add: Opening Stock
 - Less: Closing Stock
 - 3. Cost of self-manufactured component/substance

- D. Transferred to: -
1. Captive consumption (Further processing)
 - (a)
 - (b)(specify the product)
 2. Transfer for sales
 - (a)
 - (b)(Specify the product)
-

NOTE: -

1. Separate Cost sheet shall be maintained in respect of each component manufactured and used in the manufacture of Blade/Razor/System as referred to under rule 2.
2. The basis on which realizable value is determined for the by-products shall be clearly indicated in the records.
3. Abnormal losses, if any, shall be indicated both in quantity and value in a separate statement.
4. Reasons for variations between standards and actuals shall be clearly recorded. Circumstances leading to revision of standard, if any shall be indicated in the form of a footnote.
5. The apportionment of common overhead expenses to the products in the case of multipurpose units shall be equitable vide Para 8 of Schedule 1.
6. Where composite machine hour rates are applied. Proper supporting records indicating the equipment usage in the case of multipurpose plants shall be maintained. The variances arising out of the predetermined rates shall be adjusted to arrive at the actual cost at the end of the year.
7. Details of direct materials used are to be incorporated under item A.1. If part of the product is sold, details of the quantity price and value thereof shall be shown in the records.
8. Quantity of Polystyrene and Alcohol etc. used in Injection Moulding Machine shall be shown against item A.1. in this proforma.
9. Bonus to employees other than incentive bonus, provision for statutory gratuity or actual payment of the same during the period and interest charges on borrowings including debentures shall be shown in Proforma C, D and E only.
10. Cost Centre is illustrative only.

SCHEDULE –II

Performa 'C'

(See Rule 3)

Name and Address of the Company _____

Name and Address of the Factory/Unit _____

Statement Showing the Cost of self-manufactured Components/Process materials used in the
manufacture of _____
During the Year/Period Ending _____

1. Name of the Blade/Razor/System _____
2. Type of Blade/Razor/System _____
3. Type of packing _____
4. Size of pack _____
5. Production

	Current Year	Previous Year
(a) Qty. produced		
(b) Qty. packed		
(c) Number of packs		
(d) Qty. & Number of packs sold		

Sl. No.	Particulars	Unit	Qty.	Rate Rs.	Amt.		Cost/Unit	
					Rs.	Rs.	Current Years (Rs.)	Previous Years (Rs.)
1	2	3	4	5	6	7	8	

A Cost of production transferred
from Proforma-B

B Packing materials

1. Cartons
2. Leaflets
3. Blister
4. Boxes
5. Gum tapes
6. Others (to be specified)
7. Less rejected waste
(qty. to be specified)
8. Total packing material cost

C Packing Cost Charges

1. Carton
Variable
Fixed
2. Boxing
Variable
Fixed
3. Waxing
Variable
Fixed
4. Total Packing Cost
Variable
Fixed

- D Other Expenses
 - 1. Inspection
 - Variable
 - Fixed
 - 2. Quality Control
 - Variable
 - Fixed
 - 3. Other Works Overheads
 - Variable
 - Fixed
 - 4. Administrative Overheads
 - 5. Others (to be specified)

 - E
 - 1. Cost of packed product (A+B+C+D)
 - 2. Less/Add Adjustment of cost variances
 - 3. Total cost of packed product
 - 4. Less Qty. transferred for samples/trial
 - 5. Add: Opening Packed Stock
 - 6. Less: Closing Packed Stock
 - 7. Cost of Goods sold:
 - (a) Domestic
 - (b) Exports
 - (c) Total

 - F. Selling & Distribution expenses
(For quantity sold only)
 - 1. Salaries & wages
 - 2. Publicity
 - 3. Depot expenses
 - 4. Freight
 - 5. Handling Charges
 - 6. Discount/Commission
 - 7. Others (to be specified)
 - 8. Total Selling & Distribution expenses

 - G. Interest Charges
 - H. Bonus (other than incentive bonus)
 - I. Provision for statutory gratuity
 - J. Other expenses not included in cost
 - K. Total expenses including interest & other
Charges (Excluding Excise duty)
-

NOTE:

1. This proforma shall be prepared for each type and size of packing
2. Separate statement shall be prepared as above for export packing.
3. Bonus to employees other than incentive bonus, provision for statutory gratuity or actual payment during the period and interest charges on borrowings including debentures all be exhibited in proforma C, D and E only.
4. Cost Centers are illustrative only.

SCHEDULE –II
Proforma ‘E’
(See Rule 3)

Name and Address of the Company _____

Name and Address of the Factory/Unit _____

Statement Showing the Cost of Production of Shaving Blades/Razors/Systems.
During the Year/Period Ending _____

Sl. No.	Particulars	Total as per Final accounts	Share Applicable to		Percentage share of total cost (excluding excise duty)			
			_____		Current Year		Previous Year	
			Shaving Systems	Other Activities	Shaving Systems	Other Activ.	Shaving System	Other Activ.
1	2	3	4	5	6	7	8	9

A Expenditure

1. Direct materials consumed
2. Process materials consumed
3. (a) Direct wages, salaries
(excluding bonus)
- (b) Incentive bonus
4. Stores & Spares
5. Utilities: -
 - (a) Power
 - (b) Water
 - (c) Steam
 - (d) Others (to be specified)
6. Repairs & Maintenance: -
 - Building
 - Plant & Machinery
 - Others
7. Factory overheads
8. Administrative overheads
9. Depreciation
10. Other expenses
11. Stock adjustment for difference
Between opening and closing stock
(Work-in-progress)
12. Packing cost
13. Distribution cost
14. Stock adjustment for difference
Betw`een opening and closing stock
(finished stock)
15. Selling expenses
16. Total
17. Interest
18. Bonus
 - (a) Minimum statutory bonus
 - (b) Other than minimum statutory bonus)
19. Provision for statutory gratuity
20. Other expenses (to be specified)
21. Other expenses not included in cost
(items to be specified)
22. Total (excluding Excise duty)

B. Income

1. Net sales realizations (excluding excise duty)

2. Other income
3. Total

C. Margin as per financial accounts

NOTE:

1. All items of income and expenditure in the proforma shall be reconciled with the financial accounts for the relevant period.
2. Items detailed in column (2) are illustrative only and not exhaustive. While by a large expense heads may confirm to items as mentioned in Column (2), wherever expenses are classified under other heads these may be adopted.

SCHEDULE –II

Proforma 'F'

(See Rule 3)

Name and Address of the Company _____

Name and Address of the Factory/Unit _____

Statement Showing the Cost of Production of Shaving Blades/Razors/Systems.

During the Year/Period Ending _____

Name of the Section _____

Sl. No.	Reason for loss production	Production Losses HRS. Quality	Under Utilization Installed capacity	Remarks
1	2	3	4	5

1. Routine plant maintenance (Please Indicate nature of maintenance).
 2. Unforeseen breakdown of plant and machinery.
 3. Shortage of raw materials.
 4. Power failure
 5. Strike lock out etc.
 6. Any other reasons.
-

*Data in accordance with above proforma shall be maintained separately for production section and for utilities such as Powerhouse, boiler units etc.

Note - The principal notification was published vide G.S.R.202 dated 6th May,1996 and the same was subsequently amended vide G.S.R. no and dates, namely:-

- 1 GSR 462(E) dated 3rd August 1998
- 2 GSR 742(E) dated 28th September 2001

