

রেজিস্টার্ড নং ডি এ-১

বাংলাদেশ



গেজেট

অতিরিক্ত সংখ্যা  
কর্তৃপক্ষ কর্তৃক প্রকাশিত

বৃহস্পতিবার, নভেম্বর ২৯, ২০১৮

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH  
Ministry of Commerce  
Internal Trade : Section-2  
Notification

Date, 20 November, 2018/ 6 Agrahayan, 1425

**S.R.O No. 343-Law/2018.**—In exercise of the powers conferred by rule 13 of the Cost Audit (Report) Rules, 1997, the Government is pleased to publish the following English text of the rules, namely:—

**1. Short title.**—These rules may be called the Cost Audit (Report) Rules, 1997.

**2. Definitions.**—(1) In these rules, unless there is anything repugnant in the subject or context,—

- (a) "Act" means the Companies Act, 1994 (Act No. XVIII of 1994);
- (b) "employees" include officers;
- (c) "Cost Auditor" means the Cost and Management Accountant as defined in the Cost and Management Accountants Ordinance, 1977 (Ordinance No. LIII of 1977), hereinafter referred to as the "said Ordinance" and shall also include any Cost Audit firm;
- (d) "Company" means a company engaged in production, distribution, marketing, transportation, processing, manufacturing, milling or extraction and mining activities;
- (e) "section" means any section of the Companies Act, 1994 (Act No. XVIII of 1994).

(2) All other words used in these rules but not defined shall have the same meaning as assigned to them in the Companies Act, 1994 (Act No. XVIII of 1994).

( ১৫৬৬১ )

মূল্য : টাকা ২২০.০০

3<sup>1</sup>. **Maintenance of books of accounts on certain matters:**—The companies engaged in the activities related to production, distribution, marketing, transportation, processing, manufacturing, husking or grinding, mining and extracting minerals related activities shall maintain books of accounts on cost accounting of the materials utilized in activities, labour and overhead expenses for other matters in the following manner, namely :—

- (a) the books of accounts of sugar mills engaged in crushing of sugarcane and production of sugar from molasses shall have to be maintained in the manner stated in the Schedule-1;
- (b) the books of accounts of the companies engaged in production of chemical fertilizer shall have to be maintained in the manner stated in the Schedule-2;
- (c) the books of accounts of the companies engaged in textile industries shall have to be maintained in the manner stated in the Schedule-3;
- (d) the books of accounts of the companies engaged in jute industries shall have to be maintained in the manner stated in the Schedule-4;
- (e) the books of accounts of the companies engaged in the industries related to manufacturing and production of medicine shall have to be maintained in the manner stated in the Schedule-5;
- (f) the books of accounts of the companies engaged in production, marketing and distribution of fuel and power shall have to be maintained in the manner stated in the Schedule-6; and
- (g) the books of accounts of the companies engaged in the industries related to the production of edible oil and vegetable ghee shall have to be maintained in the manner stated in the Schedule-7.

4. **Audit of accounts by Cost Auditor.**—Each company shall have its cost accounting books audited every year by a Cost Auditor and such audit shall be in addition to audit of accounts under section 210.

5. **Appointment of Cost Auditor.**—(1) The Board of Directors of a company ordered to have its books of accounts audited as such by the Government under section 220 (1), shall appoint a Cost Auditor fixing his remuneration within a period of 30 (thirty) days from the end of its each financial year :

Provided that no person shall be appointed or re-appointed as Cost Auditor without his written consent.

---

<sup>1</sup> Rule 3 is substituted by S.R.O. No. 17- Law/2005, dated- 4 Magh 1411/17 January 2005

(2) The person appointed as Cost Auditor of a company under sub-rule (1) shall intimate the matter to the Government within a period of 15 (fifteen) days after receiving the appointment letter.

**6. Qualifications and disqualifications of a Cost Auditor.**—(1) No person shall be appointed as a Cost Auditor unless he is a Cost and Management Accountant as defined in the said Ordinance :

Provided that a Cost and Management Accountant shall not be appointed as a Cost Auditor unless he deserves a certificate of practice issued by the Institute of Cost and Management Accountants of Bangladesh established under the said Ordinance :

Provided further that a firm whereof all the partners practicing in Bangladesh, if qualified for appointment as aforesaid, may be appointed by the name of firm as Cost Auditor of the firm company in which case any of the partners may act in the name of the firm.

(2) No person shall be qualified for appointment as Cost Auditor of a company, if he is—

- (a) an employee of a company under audit;
- (b) a partner or served under an employee of the company under audit;
- (c) indebted to the company for an amount exceeding 1000 (one thousand) Taka, or who has given any guarantee or provided any security in connection with the indebtedness of any third person to the company for an amount exceeding one thousand Taka;
- (d) a director or member of a private company, or partner of a firm, which is the managing agent of the company;
- (e) a director, or the holder of shares exceeding five percent in nominal value of the subscribed capital of anybody corporate which is the managing agent of the company :

Provided that where any share held by a person as nominee or trustee for any third person and in which the holder has no beneficial interest, such shares shall be excluded in computing the extent of the subscribed capital for the purpose of this clause;

- (f) appointed as an auditor of the company according to section 210.

**Explanation:**—For carrying out the purpose of this sub-rule, the word "employee" shall not include a Cost Auditor.

(3) No person shall be qualified for appointment as a Cost Auditor of a company, if—

- (a) he, according to sub-rule (2), is disqualified for appointment as Cost Auditor of any other body corporate which is subsidiary of that company or holding company or a subsidiary of that company's holding company;
- (b) he would have been disqualified for such appointment, had the said body corporate been a company.

(4) If a Cost Auditor is declared disqualified under sub-rules (2) and (3), after his appointment, he shall be deemed to have vacated his office as such from the date of such declaration.

**7. Supplying cost accounting records, etc.**—The company ordered to have its accounts audited under section 220(1) shall make available to the Cost Auditor within 75 (seventy five) days from the end of the financial year of the company cost accounting records maintained under section 181(1) (d) and such other cost statements books and papers as may be prescribed by the concerned cost audit order that would be required for conducting the cost audit, and shall render necessary assistance to the cost auditor so as to enable him to conduct and complete the cost audit smoothly.

**8. Submission of report.**—(1) Every Cost Auditor shall prepare cost audit report (in duplicate) of the company under audit and in accordance with the procedures as laid down in the enclosed Annexure of these rules and submit, within a maximum period of one hundred fifty days from the end of the financial year, a report on the performance of its functions for that year.

(2) The Cost Auditor shall submit the report prepared by him to the board of directors of the company and a copy of the same shall be sent to the Government.

(3) The Cost Auditor shall give clarification, if any, required by Government, on the cost audit report submitted by him within such time as the Government may determine.

**9. Presentation of cost audit report.**—(1) The Chief Executive of the company shall present the cost audit report to the Board of Directors within 30 (thirty) days from the date of submission of the same by the Cost Auditor.

(2) The cost audit report shall not ordinarily be open for inspection by the members or shall not be submitted to the annual general meeting of the company :

Provided that if the Government considers it necessary for the interest of the general members, it may issue a written order recording the reasons for the same to present the whole or part of the report in the next annual general meeting of the company, and in such case the matter shall be presented in the annual general meeting as directed by the Government.

10. **Additional matters.**—The Government may, by general or special order, direct that in the case of such class or description of companies as may be specified in the order, the Cost Auditor's report shall also include a statement on such matters as may be specified therein.

11. **Authentication of cost accounting statements, etc.**—The cost accounting statements, if any, shall be signed jointly by the Chief Executive of the company and the Chief of Accounts Department (by whatever name called) and if any one or both of them, for the time being, are outside Bangladesh, the person or persons in charge of them shall sign the documents.

12. **Penalties for contravention of rules.**—If any Cost Auditor or any officer of the concerned company contravenes any provision of these rules, he or they, as the case may be, shall be punished with fine which may extend to 1000 (one thousand) Taka.

13. **Publication of Authentic English Text.**—After the commencement of these rules, the Government shall, by notification in the official Gazette, publish an English Text of these rules which shall be called as the Authentic English Text of these rules :

Provided that in the event of conflict between these rules and the English Text, these rules shall prevail.

## <sup>2</sup>[Schedule -1

[See rule 3(a)]

### **The manner of maintaining the books of accounts of sugar mills engaged in crushing sugarcane and in production of sugar from molasses.**

1. The manner of maintaining accounts of materials to be used in production :

- (a) Proper statements of accounts shall have to be maintained mentioning the quantity and cost of sugarcane procured from different locations at

<sup>2</sup>Schedule 1, 2, 3, 4, 5, 6 and 7 are inserted by S.R.O No. 17-Law/2005, dated-4 Magh 1411/17 January 2005.

every sugar mill gate engaged in crashing of sugarcane and in production of sugar from molasses. Where sugarcane is produced from owned or leased land of the company, proper statements of accounts specifying the quantity and market rate of such produced sugarcane shall have to be maintained. If price of sugarcane produced in company's own and leased land payable to sugarcane growers is determined by the Government, detail statement of such price shall have to be specified in the cost records.

- (b) Where beet is used as direct material in production of sugar, detail records of such beet purchasing shall have to be maintained. Besides, if any other material such as molasses and other direct materials are used for the production of sugar, detail records thereof shall have to be maintained.
- (c) Detail statements of the direct materials used in sugar production shall have to be maintained so that the company can easily determine the quantity and cost (including all direct charges up to mill) of receipts, application in production and residue of every type of direct materials.
- (d) Detail accounts shall have to be maintained of sugarcane collected from different locations and related other expenses so that the company can easily provide the cost auditor with necessary information relating thereto on his demand and the accuracy of such costs can be verified.
- (e) When the company uses own transports such as tractors, trailers, etc. as carrier in collecting sugarcane, beet or other materials, proper log book and other detail information shall have to be maintained in the cost records so that the company can easily provide necessary information to the cost auditor on his demand.
- (f) If there is any deed with the direct materials suppliers regarding purchase and supply, proper records of those deeds shall have to be maintained. In the records the deed and material conditions thereof such as quantity of supply, quality of the materials, price, duration of supply, discount, etc. shall have to be maintained in detail.

**2. The manner of maintaining accounts of the materials to be used in processing produced sugar.**—Proper records specifying the quantity and price of receipts, uses and residue of each and every material (such as lime, sulphar,

super phosphate, caustic soda, filter cloth, etc.) used in the sugar processing shall have to be maintained. In ascertaining the price of processing materials, all kinds of expenditure incurred up to the reach of the materials in the mill shall have to be included. Proper records shall have to be maintained regarding the use of such materials in the concern production department using processing materials or in the cost centre.

**3. The manner of maintaining accounts of store materials to be used in production.—**

- (a) Proper records shall have to be maintained specifying the quantity and price of receipt, use and residue of each and every store material to be used in sugar production (such as consumable store goods, spare parts, operating, supplies, etc.). In determining the cost of store materials, all kinds of expenditure incurred up to reach of such material in the mill shall have to be included.
- (b) In case of machinery used in sugar production, the company may, if it so desires, maintain records according to each main classification of machinery in lieu of maintaining records separately.

**4. The manner of maintaining accounts of the wastage, spoilage and defunct losses, etc. of store materials to be used in production.—**Proper records shall have to be maintained specifying the quantity and cost of losses for operating, supplies, wastage, spoilage and defunct of direct materials, consumable store goods, spare parts, equipment, etc. used in the sugar production whether in transit, processing time in storage, or anywhere.

**5. Maintaining information relating to wages and salary-allowances.—**

(1) In each financial year, detail records relating to the attendance, wages and salary-allowances of all classes of employees engaged in the company shall have to be maintained regarding the following matters, namely :—

- (a) wages for direct labour in production;
- (b) wages for indirect labour in production;
- (c) wages for overtime labour;

- (d) salary of administrative employees;
- (e) salary of the employees engaged in sales and marketing of product;
- (f) salary of employees engaged in other service if any, (the nature of service shall have to be specified);
- (g) any kind of retirement benefits paid to the employees, such as pension, provident fund, gratuity or any other facilities;
- (h) detail explanation regarding salaries and wages that may be paid for idle time and the period when the factory remains closed and measures taken for adjustment thereof; and
- (i) total wages and salaries [clause (a) to (h)].

(2) Accounts relating to salaries and allowances paid to the Chief Executive and the Directors of the company shall have to be maintained.

(3) Accounts relating to total workers' days, entitled and actual operational days, in every financial year shall have to be maintained.

(4) Accounts relating to the average number of workers employed in every financial year shall have to be maintained.

(5) Accounts relating to the cost of direct labour for per unit of produced sugar or product shall have to be maintained.

(6) Accounts of the wages and salary-allowances of production time or season and off production time or off season shall have to be maintained separately. Wages paid to employees engaged in more than one cost centre or department shall have to be apportioned in rational and equitable basis to the related cost centre or department and the basis of such apportionment shall have to be applied consistently.

(7) The statement relating to steps taken to the promotional programme to inspire the labours and employees of the company, if any, and the effect of taking such step in increasing production and influencing production cost shall have to be recorded.

**6. The manner of maintaining account of costs, etc. of service department.**—Detail records of the cost incurred by each and every service department's or cost center (such as research center, laboratory, live stock



department, transport and quality control, etc.) shall have to be maintained. Where the service of such service department is used for the production of any product of the company, other than sugar production the basis of which, in both cases, the costs of service departments are allocated shall have to be recorded in detail and such basis of allocation shall be applied consistently.

**7. The manner of maintaining accounts of utilities and services of water, electricity, steam, transport, etc.**—Detail accounts shall have to be maintained relating to the quantity, price per unit and total price of used or consumed (purchased or generated) water, electricity, steam, transport, etc. utilities or services by different production departments, service department and cost centre so that the company can easily provide proper information and data to the cost auditor according to his demand.

**8. The manner of maintaining accounts of repair and maintenance.**—Adequate records of costs incurred for repair and maintenance of house and machinery installed in different departments and cost centers of the sugar mills engaged in crushing sugarcane and production of sugar from molasses shall have to be maintained. The basis of cost allocation of repairs and maintenance to different production departments and cost centers including detail statements of cost in various sectors shall have to be mentioned. Where the benefit of repair and maintenance can be enjoyed for more than one year, such costs shall be maintained properly as capital expenditure.

**9. The manner of maintaining accounts of depreciation of machinery.**—Proper record of depreciable fixed assets of the company including detail report of cost and other information shall have to be maintained. In this record, with others, the cost of each types of assets (including installation charge, if any), date of procurement, date of installation, rate of depreciation, amount of depreciation for the respective year and amount of accumulated depreciation and the details location of each and every asset shall be included. In the records, the basis on which depreciation is calculated and allocated to the various production departments and cost centers shall be recorded in detail.

**10. Accounts relating to insurance cost.**—Proper records of the insurance premium paid for all kinds of assets relating to interest of the company including fixed assets shall have to be maintained. The method of allocating cost on this sector to various cost centers shall have to be indicated.

**11. Accounts relating to abnormal cost.**—If in any financial year, for any kind of abnormal event (such as strike, lockout, major breakdown of machineries, huge deficiency of electricity, fatal accidents etc.) production is interrupted, then statements specifying the effects of such events in production shall have to be maintained.

**12. Maintaining accounts relating to other expenses.**—Adequate records shall have to be maintained of other incurred overhead expenses other than the expenses mention in clauses from 5-11. These expenses shall be classified according to their effective relation analyzing these expenses, such as factory overhead, administrative overhead, and marketing overhead. If the company manufactures other product besides sugar, in those cases, the basis of cost allocation (including explanation of reason) of common overhead expenses of both types of products shall have to be mentioned in detail in the record.

**13. Maintaining accounts relating to by product.**—Proper accounts shall have to be maintained of the receipts, sales and residues mentioning the quantity and price of each item of by product produced in sugar mills engaged in crashing sugarcane and sugar production from molasses.

**14. Maintaining accounts relating to sugar transfer for own use of the company.**—If the company transfers sugars from one department to another department for self consumption, proper accounts shall have to be maintained mentioning the quantity and price of sugar. Generally, records of such transfer shall have to be recorded at actual cost.

**15. Maintaining proper and detail accounts of packing cost.**—Proper and detail accounts of packing materials used for bagging sugar such as costs of gunny bags or polypropylene bags, cost of related materials and all other incurred cost shall have to be maintained.

**16. Maintaining accounts relating to stock of finished products and products under process.**—The method followed for assessment of the cost of finished goods and goods under process shall have to be mentioned in the cost records so that the cost components which have been used for ascertaining the cost of the products can be disclosed.

**17. Maintaining records relating to export incentive and export expenses.**—Accounts shall have to be maintained relating to any kind of financial incentive received from the Government for exporting sugar to abroad. In the same way, proper records shall have to be maintained for the expenses incurred for the respective export so that the proper costs of exported products can be determined properly.

**18. Statement of accounts of production costs and costs of products sold.**—In every financial year, cost of statement shall have to be prepared separately for every mill of a company showing the net production costs of products produced and the production costs of products sold.

**19. Maintaining accounts of permanent and temporary assets by local verification.**—Each and every year account shall have to be maintained properly by physical verification for all kinds of permanent and temporary assets of the company, such as direct material, process material, packing material, consumable store goods, retail machinery, chemical products, fuel, stock of finished goods, stock under process and permanent assets.

**20. Inter-company transactions of the companies engaged in production and processing of sugar.**—If materials, produced goods or services are supplied by the companies which are interrelated in ownership such as by the holding company to subsidiary company or vice versa or by one subsidiary company to another subsidiary company of same holding company, detail records of the memorandum of understanding or agreement shall have to be maintained in the following matters, namely:—

- (a) relating to purchase and sale of direct materials and process materials;
- (b) relating to utilization of factory capacity;
- (c) relating to supply of utilities;
- (d) relating to administrative, technical, management; and
- (e) relating to any other consultancy services.

**21. Maintenance of numerical records.**—Numerical information regarding the duration of time got in sugarcane crashing season, the duration of actual mill operating time for sugar production, the quantity of each grade sugar produced, the duration and reasons of closing the mill, in season, if any, the quantity of by products, the percentage of the receipt of mixed juice, coir, press-mud, molasses and sugar etc. in sugarcane shall have to be maintained in each financial year. The amount of capital (net fixed assets and current capital) used in production of sugar and other products in the mill shall have to be recorded separately. In the record, the fresh capital injection but against which production has not been yet started in the respective financial year shall have to be specified. The replacement and addition of fixed assets shall have to be also included in the record.

**22. Reconciliation of costs and financial accounts.**—Where the company does not follow the integrated accounting system, in that case for verification of the correctness of accounts, the reconciliation of financial accounts with cost record shall have to be made at the end of each financial year and at least quarterly basis. The reconciliation of such both accounts shall have to be done in such a manner so that the profit and loss of the related products can be correctly ascertained and the profit-loss of the said products can be reconciled with the overall profit and loss of the company.

**23. Manner of maintaining cost accounting.**—All the accounting statements relating to cost accounting shall have to be maintained in the manner prescribed in this schedule and in the form enclosed herewith.

**Form 'A'**  
(See clause 24)

**General information of the company**

1. Name of the company:
2. Date of incorporation:
3. Address of registered office:
4. Address of the factory :  
(Address of each factory in case of more than one factory)
5. Detail of the products other than sugar if produced:
6. Capacity of the machinery set up for sugarcane crushing (plant capacity are to be provided in terms of M. ton.) :
7. Production related information :

Sl. No.	Particulars	Current financial year	Previous financial year
1.( A)	<u>Information relating to the sugarcane crushing:</u> Starting date of crushing sugarcane: Closing date of crushing sugarcane: Number of crushing days: Total working hours received during the crushing time: Total effective working hours during crushing time: Total working hours loss : Total quantity of sugarcane crushed (M.ton): Total mixed juice of sugarcane received (M.ton):		

Sl. No.	Particulars	Current financial year	Previous financial year
(B)	<u>Melted molasses:</u> <u>Sugarcane juice mixed with water:</u> Average rate of mixed juice in sugarcane (percentage): Average rate of water in sugarcane (percentage):		
3.	<u>Produced sugar:</u> All types of bagged sugar (100 kg/50 kg.): Quantity of bagged sugar (M.ton): Non bagged sugar (M.ton) :		
4.	<u>Molasses recovered/collected from sugarcane:</u> Total transmitted molasses (M. ton): Residue molasses in process (M.ton):		
5.	<u>The rate of sugar recovery (percentage):</u> The rate of sugar recovery as per laboratory test (percentage): Average rate of recovery sugar from sugarcane (percentage): Average rate of recovery molasses from sugarcane (percentage):		
6.	<u>By products:</u> The rate of coir collected from sugarcane (fixed) (M.ton):		
7.	<u>Explanation of used process:</u> (The short descriptive explanation of the procedure followed to produce sugar in the factory.)		

**Form 'B'**  
**(See clause 24)**

**Cost statements relating to production of sugarcane in own farm**

Financial year : .....

Sl. No.	Particulars	Current financial year		Previous financial year	
		Quantity	Value Tk.	Quantity	Value Tk.
1.	<u>Seed sugarcane and other materials:</u> (a) Seed sugarcane: (b) Fertilizer and fencing: (c) Insecticide: (d) Irrigation: (e) Total value of materials:				
2.	<u>Direct labour wages:</u> (a) Cultivation of land: (b) Plantation: (c) Nursing of plant/sugarcane: (d) Operation of tractor/plough : (e) Harvesting of sugarcane: (f) Total direct labour:				
3.	<u>Overhead cost:</u> (a) Lubricant for the operation of tractor: (b) Repair and maintenance of tractor: (c) Insurance cost: (d) Interest cost: (e) Depreciation cost of machinery: (f) Rent of machinery (if any):				
4.	Total overhead cost:				
5.	Total cost of produced sugarcane:				
6.	Cost of produced sugarcane as per government rate:				
7.	Profit and loss due to production of sugarcane at own farm:				

**Form 'C'**  
**(See clause 24)**

**Cost statement of crashed sugarcane in mill for the production of sugar**

Financial year: .....

Sl. No.	Particulars	Current financial year			Previous financial year		
		Quantity	Rate Tk./Ton	value Tk.	Quantity	Rate Tk./Ton	Value Tk.
1.	Total sugarcane purchased as per government rate:						
2.	Sugarcane produced at own farm:						
3.	Sugarcane purchased at mill gate:						
4.	Commission expenses:						
5.	Premium cost due to improved varieties:						
6.	Loading and unloading cost:						
7.	<u>Sugarcane developments cost:</u>						
	(a) Salary and wages of supply and development staffs:						
	(b) Research expenditure for sugarcane development:						
	(c) Traveling expenses of supplying employees:						
	(d) Other expenses:						



Sl. No.	Particulars	Current financial year			Previous financial year		
		Quantity	Rate Tk./Ton	value Tk.	Quantity	Rate Tk./Ton	Value Tk.
8.	<u>Taxes and Levies:</u>						
9.	<u>Transport cost:</u>						
	(a) Supplying cost (from purchase centre to mill gate):						
	(b) Transport subsidy (if any):						
	(c) Other expenses:						
10.	<u>Other expenses at sugarcane procuring centers:</u>						
	(a) Salary and wages:						
	(b) Store materials:						
	(c) Repair and maintenance:						
	(d) Other expenses:						
11.	Cost of crashed sugarcane in production process:						

**Form 'D'**  
**(See clause 24)**

**Costs statement of beet used at mill to produce sugar**

Financial year : .....

Sl. No.	Particulars	Current financial year			Previous financial year		
		Quantity	Rate Tk./Ton	Value Tk.	Quantity	Rate Tk./Ton	Value Tk.
1.	Beet purchase at fixed rate:						
2.	Transport loss:						
3.	Beet received at mill gate:						
4.	Commission expenses:						
5.	Loading and unloading expenses:						
6.	<u>Beet developments expenses:</u> (a) Salary and wages of supply and development staffs: (b) Beet development and research expenses (c) Traveling expenses of supplying employees: (d) Other expenses:						
7.	<u>Taxes and Levies:</u>						

Sl. No.	Particulars	Current financial year			Previous financial year		
		Quantity	Rate Tk./Ton	Value Tk.	Quantity	Rate Tk./Ton	Value Tk.
8.	<u>Transport cost:</u> (a) Supplying cost (from purchase center to mill gate): (b) Transport subsidy (if any): (c) Other expenses:						
9.	<u>Other expenses at beet procuring (collection) center:</u> (a) Salary and wages: (b) Store materials: (c) Repair and maintenance: (d) Other expenses:						
10.	Cost of beet in production process						

**Form 'E'****(See clause 24)****The purchase and use statement of other materials except sugarcane and beet**

Financial year : .....

Sl. No.	Particulars	Current Financial year			Previous financial year		
		Quantity	Rate Tk./Ton	Value Tk.	Quantity	Rate Tk./Ton	Value Tk.
1.	Direct materials (elements): Add: Opening stock: Less: Closing stock:						
	Used in production						
2.	Process materials (description required): Purchase materials: Add: Opening stock Less: Closing stock						
3.	Use in production:						
4.	Process materials : Purchase materials: Add: Opening stock: Less: Closing stock:						
5.	Use in production:						
6.	Store materials (description required) purchase materials: Add: Opening stock: Less: Closing stock:						
7.	Use in production:						

**Form 'F'**  
**(See clause 24)**

**Mixed Juice production cost statements**

Financial year : .....

Sl. No.	Particulars	Current financial year			Previous financial year		
		Quantity	Rate Tk./Ton	Value Tk.	Quantity	Rate Tk./Ton	Value Tk.
1.	Materials:						
	(a) Sugarcane:						
	(b) Beet:						
	(c) Molasses:						
	(d) Water:						
	(e) Others:						
2.	<u>Direct wages:</u>						
	(a) Wages for season:						
	(b) Wages for off season:						
3.	<u>Store materials:</u>						
4.	<u>Repair and maintenance:</u>						
	(a) For season:						
	(b) For off season:						
5.	<u>Utilities:</u>						
	(a) Steam:						
	(b) Electricity:						
6.	Insurance cost:						
7.	Depreciation cost :						
8.	Overhead cost of other factory :						
9.	Total cost:						
	Less: Recoverable value:						
	(a) Sale of sugarcane coir :						
	(b) Sale of steam:						
10.	Total mixed juice production cost:						

**Form 'G'****(See clause 24)****The cost statement of clarified juice production**

Financial year : .....

Sl. No.	Particulars	Current financial year		Previous financial year	
		Quantity	Value Tk.	Quantity	Value Tk.
1.	<u>Materials:</u> (a) Mixed Juice: (b) Process materials: (1) Lime: (2) Filter: (3) Others:				
2.	<u>Direct wages:</u> (a) In season: (b) Off season:				
3.	<u>Store materials:</u>				
4.	<u>Repairs and maintenance:</u> (a) For season: (b) For off season:				
5.	<u>Utilities:</u> (a) Steam: (b) Electric power:				
6.	Insurance cost:				
7.	Depreciation cost:				
8.	The other overheads costs of the factory:				
9.	Total cost: Less: Recoverable value: (a) Press mud: (b) Others:				
10.	Total production cost of clarified Juice:				

**Form- 'H'**  
**(See clause 24)**

**The production cost statement of massecuit and white sugar**  
Financial year : .....

Sl. No.	Particulars	Current financial year		Last financial year	
		Quantity	Value Tk.	Quantity	Value Tk.
1.	Materials:				
	(a) Clarified Juice:				
	(b) Process materials:				
	(c) Molasses:				
2.	<u>Direct wages:</u>				
	(a) In season:				
	(b) Off season:				
3.	<u>Store materials:</u>				
4.	Repairs and maintenance:				
	(a) For season:				
	(b) For off season:				
5.	Utilities:				
	(a) Steam:				
	(b) Electric power:				
6.	Insurance cost:				
7.	Depreciation cost:				
8.	The other overhead costs of factory:				
9.	Total cost:				
	Less: Recoverable value:				
10.	The production cost of produced massecuit:				
	Add: Opening incomplete products:				
	Less: Closing incomplete products:				
11.	Production cost of produced white sugar:				

**Form- 'I'**  
**(See clause 24)**

**The production cost statement of bagged sugar and sold sugar**

Financial year : .....

Sl. No.	Particulars	Current financial year			Last financial year		
		Quantity	Rate Tk./Ton	Value Tk.	Quantity	Rate Tk./Ton	Value Tk.
1.	Materials- white sugar: <u>Packing charges:</u> (a) Bags (made of jute, paper etc.): (b) Other packing materials: (c) Salaries and wages: (d) Depreciation cost: (e) The other overheads cost of factory:						
2.	Total cost: Less: own consumption:						
3.	Net production cost (bagged sugar): Add: Opening stock ( bagged sugar): Less: Closing stock (bagged sugar):						
4.	The production cost of sold sugar:						
5.	<u>Selling and distribution expenses:</u> (a) Salaries and wages: (b) Sales representatives commission:						



Sl. No.	Particulars	Current financial year			Last financial year		
		Quantity	Rate Tk./Ton	Value Tk.	Quantity	Rate Tk./Ton	Value Tk.
	(c) Carriage and freight: (d) Loading and unloading expenses: (e) Other expenses, (description required):						
	Total selling and distribution costs:						
6.	Total cost including selling distribution cost: Office and administrative expenses (details required): Costs of interests (If any):						
7.	Total cost excluding VAT:						

**Form- 'J'**  
**(See clause 24)**

**Statement of production and used steam cost and it's allocation**

Financial year : .....

**Part- One**

Sl. No.	Particulars	Unit	Current financial year	Previous financial year	Variance
1.	Types of used boiler:				
2.	Number of working days:				
3.	Installed Capacity or capability (in ton):				
4.	Utilized capacity (steam in ton):				
5.	<u>Production:</u> (a) High pressure steam: (b) Medium pressure steam: (c) Low pressure steam: (d) Less: Transfer loss: (e) Total :				
6.	Percentage of utilized capacity:				

**Part- Two**

Sl. No.	Particulars	Current financial year			Previous financial year		
		Quantity	Rate per unit Tk.	Value Tk.	Quantity	Rate per unit Ton	Value Tk.
1.	Water:						
2.	Fuel:						
	(a) Bagasse:						
	(1) Own produced:						
	(2) Purchased:						
	(b) Coal:						
	(c) Furnace oil:						
	(d) Fire wood:						
	(e) Gas:						
	(f) Other fuel (description required):						

Sl. No.	Particulars	Current financial year			Previous financial year		
		Quantity	Rate per unit Tk.	Value Tk.	Quantity	Rate per unit Ton	Value Tk.
3.	Store materials:						
4.	Salaries and wages:						
5.	Repairs and maintenances:						
6.	Other direct expenses (boiler inspection fees, etc.)						
7.	Insurance cost:						
8.	Depreciation cost:						
9.	Total cost of produced steam: Less: Outside sales (if any):						
10.	The production costs of used steam: Add: Cost of steam purchased from outside:						
11.	Total cost of used steam : (a) Fixed: (b) Variable:						
12.	<u>Allocation of cost:</u> (a) Mixed juice department: (b) Juice clarification department: (c) Masecuit department: (d) Sugar bagging department: (e) Power house/ Electricity: <b>Production department:</b> (f) Others: (1) Staff colony: (2) Office building etc.:						

**Form- 'K'**

(See clause 24)

**Statement of the using cost of power generated and purchased  
and its allocation**

Financial year: .....

**Part- One**

Sl. No.	Particulars	Current financial year	Previous financial year	Variance
1.	Installed power (capacity) (KW):			
2.	Quantity of production (KW):			
3.	Quantity of purchase (KW):			
4.	Total quantity of production and purchase (KW):			
5.	Use of power house (including other losses) (KW):			
6.	Net consumption of electric power (KW):			
7.	The rate of power consumption and loss to total receivable power ratio (percentage) :			
8.	The rate of power produced to capacity ratio (percentage) :			

**Part two**

Sl. No	Particulars	Current financial year			Previous financial year		
		Quantity	Rate	Value	Quantity	Rate	Value
1.	Cost of steam:						
2.	Store materials:						
3.	Salary and wages:						
4.	Other direct cost:						
5.	Repair and maintenance:						
6.	Depreciation cost:						
7.	Taxes and levies (if any):						

Sl. No	Particulars	Current financial year			Previous financial year		
		Quantity	Rate	Value	Quantity	Rate	Value
8.	Total cost: Less: Steam used in process etc.						
9.	Costs of power generated: Less: Sold electric power: Add: Purchased electric power:						
10.	Net cost of electric power consumed:						
11.	(a) Fixed: (b) Variable:						
12.	<u>Cost Allocation:</u> (a) Mixed Juice department.: (b) Juice clarification department.: (c) Massecuit department.: (d) Sugar bagging department: (e) Use of own power house: (f) Other departments (description required):						

**Form 'L'****(See clause 24)****Statement of other overhead costs of factory and its allocation**

Financial year: .....

Sl. No.	Particulars	Current financial year	Previous financial year	Variance
1.	Medical expenditure:			
2.	Canteen expenses:			
3.	Welfare and cultural expenses:			
4.	Carriage and traveling expenses:			
5.	Educational allowances of employees children:			
6.	Group insurance cost:			
7.	Rates and levies:			
8.	Security expenses:			
9.	Fire extinguishers expenses:			
10.	Building maintenance expenses:			
11.	Depreciation cost:			
12.	Factory cleaning expenses:			
13.	Repair and maintenance:			
14.	Other expenses ( description required):			
15.	Total factory overhead cost:			
	(a) Fixed:			
	(b) Variable:			
16.	Allocated to: (a) Mixed juice production department: (b) Clarified juice department: (c) Masscuit production department: (d) White sugar production department: (e) Bagging department. (f) Electricity production department or power house: (g) Others: (1) Staff colony (2) Office building, etc.			
17.	Total costs:			

**Form 'M'**  
**(See clause 24)**

**Operating costs of vehicles and its statement**

Financial year: .....

Sl. No.	Particulars	Quantity	Rate Tk.	Value Tk.	Operating costs per ton/ per km	
					Current financial year	Last financial year
1.	Materials:					
	(a) Fuel:					
	(b) Others:					
2.	Salary and wages:					
3.	Rent, taxes and levies:					
4.	Repair and maintenance expenses:					
5.	Other direct expenses:					
6.	Depreciation cost:					
7.	Total cost:					
	Less: Freight received, (if any):					
8.	Net operating cost of vehicle:					
9.	Total operating cost of vehicle:					
10.	(a) Fixed cost :					
	(b) Variable cost:					
11.	Allocated to:					
	(a) Direct materials (sugarcane, beet etc.					
	(b) Other materials (description required):					
	(c) Other cost center (description required):					
12.	Total allocated cost:					

**Form 'N'**  
**(See clause 24)**  
**Statement of allocation of total costs to sugar production and  
other activities**

Financial year: .....

Sl. No.	Particulars	Total costs	Allocated to	
			To sugar production related activities	To other activities
1.	Direct materials :			
2.	Used process materials:			
3.	Store materials:			
4.	Direct salary and wages:			
5.	Bonus:			
6.	Utilities:			
7.	Repair and maintenance:			
8.	Other factory overhead costs:			
9.	Depreciation costs:			
10.	Adjustment of stock products in opening and closing process:			
11.	Less:			
	a) Cost of by products:			
	b) Own consumption:			
	c) Others conformation (description required):			
12.	Bagging expenses:			
13.	Total production cost:			
14.	Adjustment of total stock opening and closing products:			
15.	The production cost of sold products:			
16.	Selling and distribution expenses:			
17.	Office and administrative expenses:			
18.	Interest expenses, (if any) :			
19.	Total cost excluding value added tax:			
20.	Income from sales excluding value added tax:			
21.	Net income before tax:			



**Form- 'O'**  
(See clause 24)

**Brief statement of production cost of produced sugar, production cost of  
sold sugar, income from sugar sale and net profit**

Financial year: .....

Sl. No.	Particulars	Current financial year			Previous financial year		
		Quantity	Rate Tk.	Value Tk.	Quantity	Rate Tk.	Value Tk.
1.	Materials:						
	a) Direct materials:						
	b) Process materials:						
	c) Store materials:						
	Total: Materials:						
2.	Direct labour wages:						
3.	<u>Factory overhead cost:</u>						
	a) Indirect materials:						
	b) Indirect salary and wages:						
	c) Steam:						
	d) Electric power:						
	e) Repair and maintenance:						
	f) Depreciation costs:						
	g) The other overhead cost of factory:						
	Total overhead cost of factory:						
4.	Packing expenses:						
5.	Adjustment of stock products in opening and closing process:						
6.	Adjustments of value of by-products and own consumption:						

Sl. No.	Particulars	Current financial year			Previous financial year		
		Quantity	Rate Tk.	Value Tk.	Quantity	Rate Tk.	Value Tk.
7.	Total production cost:						
8.	Adjustment of opening and closing finished goods:						
9.	The production cost of sold products:						
10.	Selling and distribution overhead cost:						
11.	Office and administrative overhead cost:						
12.	Interests expenses, (If any):						
13.	Total cost:						
14.	Income from sales (excluding value added tax):						
15.	Net income ( income before taxes):						

**SCHEDULE – 2****[See rule – 3 (b)]****The manner of maintaining the books of accounts of the companies engaged in production of chemical fertilizer**

**1. The manner of maintaining accounts of materials to be used in production.**—Accounts of each item of direct materials to be used by companies engaged in production of chemical fertilizer shall have to be maintained in the following manner, namely:—

- (a) Adequate accounts mentioning the quantity and cost of all receipts, uses and residues of each type direct materials and ancillary materials to be used in production of chemical fertilizer shall have to be maintained. The basis on which the cost of receipts and uses of related materials have been calculated shall have to be clearly mentioned in the cost accounting records or if the company so desires, in other form of books of accounts, if any. In ascertaining the material cost, all kinds of direct costs incurred up to the factory, such as in case of local goods excise duties, all kinds of transportation fare and charges, transportation insurance, loading and unloading cost, etc., shall have to be added. In case of imported goods, details of import duties, implement duties, port charges, inland transportation charges, transportation insurance and other expenses related to the import shall have to be recorded separately and be added with the material costs. Separate accounts shall have to be maintained mentioning the quantity and cost of imported materials from the controlling company situated abroad and from the third party supplier.
- (b) Where any materials produced by the company in its own factory is used as direct materials in production of chemical fertilizer, proper accounts of such produced materials shall have to be maintained so that production cost of such each produced materials can easily be ascertained.
- (c) There must be reconciliation of quantity and cost of the use of materials recorded in the cost record with the quantity and cost recorded in the production record.

- (d) Reconciliation of quantity and cost of the use of direct materials and packing materials with the quantity and cost of such materials shown in the form must be made. Any loss or increase due to actual verification of the materials shall have to be clearly mentioned in the cost records.
- (e) Proper records of purchase or supply contract executed with local and foreign suppliers (including controlling companies) mentioning the quantity and supply cost of different materials shall have to be maintained. The main terms of each contract, especially quantity of purchase, quality, price, delivery schedule, discount for loss in transit and price payment terms (including cash discount) etc. must be mentioned in the records.
- (f) In case of any abnormal loss of materials during transit or in storage or for any other reason whatsoever, separate records shall have to be maintained mentioning the stage of such losses and the reasons for such losses.

**2. Method of ascertaining production cost by using standard cost:—**

- (a) If any company ascertains the production cost of its product on any basis, such as standard cost, other than the actual quantity and value of materials used in its production, the detail statements of such methods adopted by the company shall have to be mentioned in the cost records and this method shall have to be used consistently. In this case, at the end of the financial year and at least every three month, the overall reconciliation of the materials shall have to be made explaining the reason of variations between the quantities and value of materials and the quantity and value of the materials actual used in production.
- (b) If any company uses natural gas as direct material in production of fertilizer, the exact information thereof shall have to be maintained ascertaining the actual information on exact use of natural gas by meter.

**3. The manner of maintaining accounts of store materials to be used in production.—**

- (a) Adequate records shall have to be maintained mentioning the quantity and cost of receipts, uses and residues of each store material (such as catalyst, chemical, consumable stores, spare parts, operating, supplies, etc.) to be used in production of chemical fertilizer. In ascertaining the cost of store materials, all kinds of expenses incurred up to the reach of such materials in the mill shall have to be included.

- (b) In case of operating and supplies of low-cost consumable store goods and spare parts used in production of chemical fertilizer, the company may maintain records classifying them into main items, if it so desires, in lieu of maintaining separate records.

**4. The manner of maintaining accounts of the wastage, spoilage and defunct losses etc. of store materials to be used in production.**—Proper records shall have to be maintained mentioning the quantity and cost of losses for operation, supply, wastages, spoilage and defunct of direct materials, consumable stores, spare parts, equipment etc. to be used in production whether in transit, processing time in storage, or anywhere.

**5. Maintaining information relating to wages and salary-allowances, etc.**—(1) In each financial year, detail records relating to the attendance, wages and salary-allowances of all classes of employees engaged in the company shall have to be maintained regarding the following matters, namely:—

- (a) wages for the direct labour in production;
- (b) wages for the indirect labour in production;
- (c) wages for overtime labour;
- (d) salary of administrative employees;
- (e) salary of the employees engaged in sale and marketing of the products;
- (f) salary of the employees engaged in other service, if any (nature of service shall be specified);
- (g) any kind of retirement benefits provided to the employees, such as pension, provident fund, gratuity and other benefits;
- (h) detail explanation of salaries and wages that may be paid for idle time and the period when the factory remains closed and measures taken for adjustment thereof.
- (i) total wages and salaries [clause (a) to (h)]

(2) Accounts shall have to be maintained relating to salaries and allowances paid to the Chief Executive and directors of the company.

(3) Accounts shall have to be maintained relating to total workers' days, entitled and actual operational days, in every financial year.

(4) Accounts shall have to be maintained relating to average number of workers employed in each financial year.

(5) Accounts shall have to be maintained relating to direct labour cost per unit of produced chemical fertilizer or materials.

(6) Accounts of wages and salary-allowance of production period or season and off production period or off season shall have to be maintained separately. The paid wages and salaries to the employees engaged in more than one cost centre or division shall have to be apportioned on an equitable basis to the relating cost centres and divisions and the allocation basis of such wages & salaries shall have to be applied consistently.

(7) The statements shall have to be recorded relating to the promotional programme to inspire, the labour and employees of the company, if any, and the effect of taking such step in increasing production and influencing the cost of production.

**6. The manner of maintaining accounts of expenses, etc. of service department.**—Detail records of the expenses incurred by each and every service departments or cost centre (such as research centre, laboratory, transport, quality control, etc.) shall have to be maintained. Where the service of such service department is used for the production of the company, other than, chemical fertilizer, the detail description of the basis on which the expenses of service department are apportioned in both cases shall have to be recorded and such basis of apportionment shall have to be applied consistently.

**7. The manner of maintaining accounts of water, electricity, steam, transport etc. utilities and services.**—Detail accounts shall have to be maintained relating to the quantity, price per unit and total cost of used or consumed (purchased or produced) water, electricity, steam, transport, etc. utilities or services by different production departments, service oriented departments and cost centres so that the company can easily provide the proper information and data to the cost auditor on his demand.

**8. The manner of maintaining accounts of repair and maintenance.**—Adequate records of expenses incurred for repair and maintenance of house and machinery installed in different departments and cost centers of the companies engaged in production of chemical fertilizer shall have to be maintained. The basis of apportionment of the cost for repair and maintenance to different production department, service department and cost centers including detail statement of cost in various sectors shall have to be mentioned. Where benefit accrued from any repair and maintenance can be enjoyed for more than one year, the costs of such sector shall have to be recorded as capital expenditure in the proper sector.

**9. The manner of maintaining accounts of depreciation of machinery.—**Proper records shall have to be maintained including the cost and other information with detail description of depreciable fixed assets of the company. In this record, inter alia, the cost of each item of assets (including installation charges, if any), the date of its collection, the date of installation, rate of depreciation, the amount of depreciation in the respective financial year along with the accumulated depreciation and the details location of each asset shall be included. In the records, the detail statements of the basis on which depreciation is calculated and apportioned to the various production department and cost centers shall have to be recorded.

**10. The manner of maintaining accounts of insurance cost.—**Proper record of the insurance premium paid for all kinds of assets relating to interest including fixed assets of the company shall have to be maintained. The method of apportionment of costs on this sector in different cost centers shall have to be mentioned.

**11. Royalty or technology transfer fees.—**In case of the production of chemical fertilizer, detailed records shall have to be maintained of the royalty or technology transfer fees paid to each collaborators or technology suppliers organisation on the basis of agreement on technical issues. The concerned production departments which are enjoying the benefit of the transfer of the technology shall have to maintain detailed record mentioning the basis of charging expenses of this sector.

**12. Accounting method relating to abnormal expenses.—**In any financial year, if the production is interrupted due to any kinds of abnormal causes (such as strike, lock out, significant breakage of the machineries, huge deficiency of electricity, serious accidents, etc.), then statements shall have to be maintained mentioning the consequence of such interruption in production.

**13. Maintaining accounts relating to other expenses.—**Adequate records shall have to be maintained of the incurred overhead expenses other than the expenses stated in clause 5 to 11. These expenses shall have to be classified according to their effective relation analyzing these expenses, such as factory overhead, administrative overhead and marketing overhead. If the company manufactures any product(s) other than chemical fertilizer, in those cases, the basis of allocation (including explanation of reasons) of the common overhead expenses of both cases shall have to be mentioned in detail in the record.

14. **The manner of maintaining account of quality control expenses.**—If in course of production of chemical fertilizer it is felt necessary to inspect the quality of fertilizer or its effectiveness regularly or by-turn by the quality control division with the standard set by the Government or the standard set for the industry, proper record of such expenses shall have to be maintained and apportioned to the respective production department or cost centre.

15. **Maintaining accounts relating to bye-products.**—Where the company engaged in production of chemical fertilizer, produces different types of products from the same process, the concern production cost also shall have to be apportioned to various produced products on reasonable basis and the cost allocation followed method shall be applied consistently.

16. **Maintaining accounts relating to stock of finished goods and goods under process.**—The method which is followed for assessment of the cost of stock of finished goods and goods under process shall have to be mentioned in the cost records so that the cost components which have been used for ascertaining the cost of the products can be determined.

17. **Maintaining proper and detail accounts of packing expenses.**—Proper and detail account shall have to be maintained of the price of packing materials used and other ancillary materials thereto and other expenses incurred for packing the chemical fertilizer.

18. **Maintaining accounts on incentives and expenses on exports.**—Accounts shall have to be maintained in respect of any financial incentives if earned from the Government for exporting chemical fertilizer to abroad. Similarly, proper accounts shall also have to be maintained of all expenses incurred for such export so that the cost of exported materials can be ascertained correctly.

19. **Statements of accounts of production cost and cost of products sold.**—In each financial year, cost of statements shall have to be prepared separately for each factory of a company mentioning the actual production cost of products produced and the production cost of products sold.

20. **Maintaining accounts of permanent and temporary assets by local verification.**—In every year, the accounts shall have to be maintained properly by local verification in respect of all permanent and temporary assets of the company, such as direct materials, process materials, packing materials, consumable store goods, spare parts, chemical products, fuels, stock of finished goods, stock goods under process and permanent assets.



**21. Inter-company transactions of the companies engaged in production and processing of chemical fertilizer.**—If materials, produced goods or services are supplied by the companies interrelated in ownership such as by the holding company to the subsidiary company or vice versa or by one subsidiary company to another subsidiary company of the same holding company than detail records of the memorandum of understanding or agreement on the following matters shall have to be maintained, namely:—

- (a) relating to purchase and sale of direct materials and processed materials;
- (b) relating to utilization of the capacity of factory;
- (c) relating to supply of utilities;
- (d) relating to administrative, technical and managerial services; and
- (e) relating to any other consultancy services.

**22. Maintenance of numerical records.**—Numerical information regarding production period, duration of actual factory operation for production, duration and reasons of closing the factory, quantity of production of raw materials, etc. during each financial year shall have to be maintained. Separate records shall have to be maintained of the amount of capital used (net fixed asset and current capital) in production of all kinds of chemical fertilizer and other products. Where new capital has been invested in the respective financial year but no production has yet been commenced, such information shall have to be mentioned in the record. Information related to fixed assets which are replaced and additional fixed assets which are established must be mentioned in the record.

**23. Reconciliation of cost and financial accounts.**—Where the company does not follow the account reconciliation system, in that case cost records shall have to be reconciled with the financial books of accounts at the end of the financial year and at least quarterly basis to ensure accuracy of the accounts. The reconciliation shall have to be made in such a manner so that profit-loss of the related product can be correctly ascertained and profit-loss of such product can be reconciled with the overall profit-loss of the company.

**24. Manner of maintaining cost accounting.**—All accounts relating to cost accounting shall have to be maintained in the manner prescribed in this Schedule and in the form enclosed herewith.

**Form –‘A’**  
**(See clause -24)**

**General Information of the Company**

1. Name of the company :
2. Date of incorporation:
3. Address of registered office :
4. Location of the factory :  
(Address of each factory in case of more than one factory).
5. Types of chemical fertilizer produced :
6. Description of any saleable by-products or intermediary products if any:
7. Description of sales of any imported chemical fertilizer, if any:

Sl. No.	Particulars	Current financial year		Previous financial year	
		Intermediate product	Main product	Intermediate product	Main product
(a)	Installed power (capacity)-annual:				
(b)	Actual utilization of installed capacity -annual :				
(c)	Planned power (capacity)–annual:				
(d)	Planned capacity- achieved :				
(e)	In ascertaining annual planned capacity, number of days of the year :				
(f)	In ascertaining installed capacity, number of days of the year :				
(g)	In utilizing actual capacity, number of days of the year:				

**Form -'B'****(See clause -24)****Statement of production cost of intermediate products**

Financial year:.....

Name of intermediate products:

Unit:

Sl. No.	Particulars	Current financial year	Previous financial year
1.	Opening stock:		
2.	Annual production:		
3.	Annual transferred from another factory:		
4.	Annual purchase:		
5.	Total products:		
6.	Less: Ending stock:		
7.	Transferred for next processing:		





Sl. No.	Elements of cost	Unit	Current financial year							Previous financial year	
			Ratio of the use of material	Quantity of material used	Price per unit of material used (Tk.)	Total price/ cost (in lac Tk.)	Production per unit		% of actual cost to total cost	Cost Per Unit	
							Cost (Tk.)			Actual	Budget
							Actual	Budget			
1	2	3	4	5	6	7(5x6)	8(7÷Prod.)	9	10 (10÷ Total)	11	12
14.	Add. Opening stock under process:										
15.	Less: Salable by product:										
16.	Less: Ending stock-in process:										
17.	Production cost of intermediate products:										

**Note :** Separate statements and a consolidated statements for every kinds of fertilizer shall have to be prepared.







Sl. No.	Elements of cost	Unit	Current financial year							Previous financial year		
			Ratio of material use	Quantity of material used	Price per unit of material used (Tk.)	Total price/cost (lac)	Production per unit		% of actual cost to total cost	Cost Per Unit		
							Cost (Tk.)			Actual	Budget	
							Actual	Budget				
1	2	3	4	5	6	7	8	9	10	11	12	
	(c) Management department of factory:											
	(d) Operation and store department:											
12.	Total production cost:											
13.	Add. Opening stock products in process:											
14.	Less: Ending stock in process:											
15.	Production cost of fully prepared fertilizer:											

**Note:** Separate statements and a consolidated statements for every kinds of fertilizer shall have to be prepared.

**Form-‘D’****(See clause -24)****Filling up the fertilizer in the bag, preservation and statement of cost of production of products sold**

Financial year: .....

Sl. No.	Particulars	Current financial year		Previous financial year	
		Total price	Price per ton	Total price	Price per ton
1.	Fully manufactured fertilizer:				
2.	Packing materials:				
	(a)				
	(b)				
	(c)				
3.	Others store materials:				
	(a)				
	(b)				
	(c)				
4.	Salaries and wages:				
5.	Repairs and maintainance expenses:				
6.	Depreciation cost:				
7.	Service cost:				
	(a) Engineering department of the factory:				
	(b) Management department of the factory:				
	(c) Production department:				
	(d) Sale and marketing department:				
	(e) Others (to be described):				
8.	Others overhead cost:				

Sl. No.	Particulars	Current financial year		Previous financial year	
		Total price	Price per ton	Total price	Price per ton
9.	Total production cost:				
10.	Less: Salable by products:				
11.	Add: Ending stock:				
12.	Less: Ending stock:				
13.	Cost of production of fertilizer sold:				
14.	Sale and distribution cost (describe in details):				
15.	Administrative overhead expenses (describe in detail):				
16.	Financial expenses, if any:				
17.	Total costs of products sold (excluding VAT):				

**Note:** Separate statement and a consolidated statement for every kinds of fertilizer shall have to be prepared.

**Form –‘E’  
(See clause -24)**

**Cost of the engineering department/technology department/management  
department of the factory and its apportionment statement**

Financial year: .....

Sl. No.	Particulars	Total cost	
		Current year	Previous year
1	2	3	4
1.	Materials: (a) Chemical: (b) Catalyst: (c) Racine: (d) Others (if any):		
2.	Store materials: (a) (b) (c)		
3.	Salaries and wages (including foreign engineer and technologist):		
4.	Professional consultant's fees:		
5.	Fuel expenses:		
6.	Repairs and maintenance cost:		
7.	Depreciation Cost:		
8.	Insurance cost:		
9.	Others overhead cost:		
10.	Services :		
	(a) Electricity:		
	(b) Steam:		
	(c) Rectified water:		
	(d) Other overhead cost:		
11.	Apportioned others expenses: (a) Factory management department: (b) Others (if any):		
12.	Total costs:		
13.	Apportioned: (a) (b) (c) (d)		
14.	Total apportioned cost:		

**Note:** For every department separate statement shall have to be prepared.

**Form –‘F’**  
**(See clause -24)**  
**Manufactured and purchased electric cost and its uses and**  
**apportionment statement**

Financial year: .....

**Part-1**

Sl. No.	Particulars	Current financial year	Previous financial year	Difference
1.	Installed power (capacity) (kilowatt-hour):			
2.	Quantity of production (kilowatt-hour):			
3.	Quantity of electricity purchased (kilowatt-hour):			
4.	Total quantity of production and purchase (kilowatt-hour):			
5.	Own utilization in power house and other loss:			
6.	Quantity of actual utilization of electricity (kilowatt-hour):			
7.	Rate of losses compared to total production and purchase (percentage):			
	Rate of production compared to installed capacity(percentage):			

**Part-2**

Sl. No.	Particulars	Amount (Kilowatt)	Rate Kilowatt per Tk.	Total Cost	Unit price of manufactured and purchased electricity	
					Current year Tk./KW	Previous year Tk./KW
1.	Fuel: (a) Lubricating oil/ Natural Gas: (b) Others (to be described):					
2.	Store materials:					
3.	Other direct cost:					
4.	Salaries and wages:					
5.	Repairs and maintenance:					
6.	Depreciation cost:					

Sl. No.	Particulars	Amount (Kilowatt)	Rate Kilowatt per Tk.	Total Cost	Unit price of manufactured and purchased electricity	
					Current year Tk./KW	Previous year Tk./KW
7.	Insurance cost:					
8.	Other overhead cost:					
9.	Service cost: (a) Steam: (b) Others (to be described):					
10.	Costs of apportionment: (a) Factory engineering department: (b) Factory Management department:					
11.	Total production cost:					
12.	Less: Outside sale (if any):					
13.	Net production cost:					
14.	Electricity purchased:					
15.	Total electricity cost:					
16.	Apportioned: (a) (b) (c)					
17.	Total electric cost apportioned:					

**Form –‘G’**  
**(See clause -24)**

**Cost of steam produced, its uses and statement of apportionment**  
Financial year: .....

**Part-1**

Sl. No.	Particulars	Unit	Current financial year	Previous financial year	Difference
1.	Types of steam boiler:				
2.	Number of working days:				
3.	Installed power or capacity (in ton):				
4.	Used capacity (in ton):				
5.	Production:				
	(a) High pressure steam:				
	(b) Medium pressure steam:				
	(c) Low pressure steam:				
	(d) Less: transportation Loss:				
	(e) Total :				
6.	Rate of percentage of capacity used:				

**Part-2**

Sl. No.	Particulars	Current financial year			Previous financial year		
		Quantity	Unit price/Tk.	Price (Tk.)	Quantity	Price per unit	Price (Tk.)
1	2	3	4	5	11	12	
1.	Direct materials:						
	(a) Water:						
	(b) Lubricant/natural gas:						
	(c) Others:						
	Sub-total:						
2.	Indirect materials/chemistry:						
	Sub-total:						

Sl. No.	Particulars	Current financial year			Previous financial year		
		Quantity	Unit price/Tk.	Price (Tk.)	Quantity	Price per unit	Price (Tk.)
1	2	3	4		5	11	12
3.	Store goods (a) (b) (c) Sub-total						
4.	Others direct cost						
5.	Salaries and wages						
6.	Repairs and maintenance						
7.	Depreciation cost:						
8.	Insurance cost:						
9.	Other overhead cost:						
10.	Service cost: (a) Electricity: (b) Others (to be described):						
11.	Total cost of steam produced:						
12.	Less: Outside sale (if any):						
13.	Costs of production of steam used:						
14.	Add: Price of steam purchased (if any):						
15.	Total costs of steam used:						
16.	Apportioned: (a) (b) (c) (d) (e)						
17.	Costs of steam apportioned:						



**Form –‘H’  
(See clause -24)**

**Cost of air compression/water purification and its apportionment statement**

Financial year: .....

**Part-1**

Sl. No.	Particulars	Current Financial Years	Previous Financial Year	Difference
1.	Quantity of working days:			
2.	Installed power (capacity) (cubic meter):			
3.	Actual production (cubic meter):			
4.	Rate of percentage of actual production compared to installed capacity (percentage):			

**Part-2**

Sl. No.	Particulars	Current financial years	Previous financial year	Price per cubic meter	
				Current year	Previous year
1.	Store materials: (a) (b) (c)				
2.	Other direct cost:				
3.	Salaries and wages:				
4.	Repairs and maintenance:				
5.	Depreciation cost:				
6.	Insurance cost:				
7.	Service cost: (a) Electricity: (b) Steam: (c) Others (To be described):				
8.	Apportioned cost:				
9.	Other overhead cost:				
10.	Total air compression cost:				

**Part-3**

Sl. No.	Cost Apportionment	Current financial year		Previous financial year	
		Base of Apportionment	Quantity (Tk.)	Base of apportionment	Quantity (Tk.)
	(a)				
	(b)				
	(c)				
	(d)				
	(e)				
	Total cost apportioned:				

**Note:** For every department, separate statement shall have to be prepared.

**Form –‘I’**  
**(See clause -24)**

**Other overhead cost and its statement of apportionment**

Financial year: .....

Sl. No.	Particulars	Current financial year	Previous financial year	Difference
		Taka	Taka	Taka
1.	Building maintenance cost:			
2.	Depreciation expenses of building:			
3.	Management cost:			
4.	Repairs and maintenance cost:			
5.	Telephone, telegraph and fax cost:			
6.	Insurance costs:			
7.	Conveyance and traveling cost:			
8.	Bank charge:			
9.	Printing and stationery:			
10.	Security cost:			
11.	Canteen cost:			
12.	Depreciation cost of machinery:			
13.	Costs relating to fire extinguisher :			
14.	Medical expenses:			
15.	Office/general electricity cost:			
16.	Depreciation costs of furniture:			
17.	Post and telegraph expenses:			
18.	Group insurance costs of employees:			
19.	Tax and other expenses charged:			
20.	Factory clearness cost:			
21.	Advertisement cost (excluding sale):			

Sl. No.	Particulars	Current financial year	Previous financial year	Difference
		Taka	Taka	Taka
22.	Security dress expenses:			
23.	Employee's children education cost:			
24.	News paper and magazine cost:			
25.	Expenses relating to garden:			
26.	Entertainment and welfare expenses:			
27.	Washing expenses:			
28.	Miscellanies cost:			
29.	Total others overhead cost:			
30.	Apportioned:			
	(a)			
	(b)			
	(c)			
	(d)			
	(e)			
31.	Total other overhead cost apportioned :			

**Schedule-3****[See rule 3(c)]****The manner of maintaining books of accounts of the company engaged in textile industry**

1. **The manner of maintaining accounts of materials to be used in production** :—Accounts of each item of direct materials to be used in production of the companies engaged in textile industry shall have to be maintained in the following manners, namely:—

**(1) Direct materials (raw materials):**

(a) **Cotton and artificial fibers:** Adequate accounts shall have to be maintained specifying the quantity and price of receipts, uses and residues of every kind of materials such as cotton, filament yarn produced from artificial fibers etc. to be used in the production relating to cotton textile. Where raw material is obtained from different sources including imports, accounts shall have to be maintained separately according to items of products for local and imported sources. In ascertaining the price of products, all kinds of direct expenditure up to the reach of the materials to the factory such as in case of local products, VAT (if applicable), all types of transportation fare and charges, transportation insurance, loading and unloading expenses etc. shall have to be added. In case of imported products, import duties, supplementary duties, port duties, inland freight charges, transportation insurance and other expenses related to import shall have to be recorded separately and added with the products price.

**(b) Cotton:**

(I) **Soft waste:** Proper records shall have to be maintained showing the quantity and realizable price of usable soft waste collected from each cost center of the spinning department. In case of every production of any products, if such soft waste is re-used in every mixture in cost center and used in waste factory, adequate record shall have to be maintained of sale and residue stock.

(II) **Hard waste:** Proper records shall have to be maintained showing the quantity and price of each type of hard waste, such as super fine, fine, medium, coarse etc. collected from each cost center of the spinning department and pre-weaving department. Reuse in production, sale, quantity and price of residues shall have to be recorded in the record.

- (c) **Yarn:** If the company purchases yarn from outside sources for producing cloth, proper records specifying the quantity and cost of the receipts, uses and residues of such yarn shall have to be maintained.
- (d) **Cloth:** If the company purchases grey cloth for processing, proper records shall have to be maintained specifying the quantity and costs of the receipts, uses and residues of each type of clothes of such grey clothes.

(2) **Sizing materials:**—Proper records specifying the quantities and costs of separate receipts, uses and residues of each types of sizing materials, such as rice starch, maize etc. and tallow of animals, gum etc. shall have to be maintained. All kinds of direct expenditure incurred up to the reach of the materials to the factory shall have to be added with the costs of the materials.

(3) **Dyes and chemical materials.**—Proper records shall have to be maintained specifying the quantities and cost of the receipts, uses and residues of each type of dyes and chemical materials to be used in dyeing and printing of various types of clothes and yarn. All kinds of direct expenses incurred up to the reach of the materials to the factory shall have to be added with the cost of the materials. The uses of such materials shall have to be shown definitely according to the cost center wise or department wise which shall be allocated to every type of latest processed clothes.

(4) **Processing materials (chemical).**—Proper records shall have to be maintained specifying the quantities and costs of the receipts, uses and residues of each types of processing materials or chemicals, such as re-sizing chemicals, bleaching chemicals, finishing chemicals, mercerizing chemicals, tabulizing chemicals etc. All direct expenses incurred up to the reach of the materials to the mills shall have to be added with the cost of such materials. Where the company, by itself, produces the dyes and chemicals to be used in production, separate detail record shall have to be maintained dividing the production cost, material (raw materials) cost and conversion cost of the production so that it can be easy for the company to ascertain the actual cost of the production of such materials.

(5) **Recovered processing materials and chemicals:**—Proper records shall have to be maintained specifying the quantity of processing materials and chemicals recovered from different process. Where the process materials and chemicals recovered are not fit for re-use in the process due to lower concentration and therefore, that is sold, the proceeds shall, so far as possible, be adjusted against the cost of concerned materials or chemicals or shall have to be adopted with the concerned process on reasonable basis. Where further processing is necessary to make these recovered processing materials or chemicals useable or saleable, in that case, detail records of such processing costs shall have to be maintained.

**2. The manner of maintaining accounts of store materials to be used in production.—**

- (a) Proper records shall have to be maintained specifying the quantity and cost of receipt, use and residue of each and every store materials [such as chemical materials, consumable store goods, spare parts, operating, supplies, etc.] to be used in production of the companies engaged in textile industries. In ascertaining the price of store materials, all expenses incurred up to reach of the materials to the factory shall have to be added.
- (b) In case of less costly consumable stores, spare parts, operating, and supplies to be used in textile industry, the company may maintain records classifying them into main items, if it so desires, in lieu of maintaining separate records.
- (c) Sales money of old and rejected store materials shall have to be adjusted with the cost of the respective cost centre and it shall be deducted from the general overhead expenses of the factory.

**3. The manner of maintaining accounts of wastage, spoilage and defunct losses, etc. of store materials to be used in production.—**(1) Proper records shall have to be maintained specifying the quantity and cost of losses for operating, supplies, wastages, spoilage and defunct of direct materials, consumable store goods, spare parts, equipment, etc. to be used in production whether in transit, processing time in storage, or anywhere.

(2) Necessary records shall have to be maintained specifying the quantity and cost of cloth sold out as waste due to spoilage in various production departments. The method followed for adjusting the above wastage cost as well as any income derived from the sale of such waste, in ascertaining the cost of the concern product shall have to be recorded in the cost records.

**4. Maintaining information relating to wages and salary-allowances etc.—**(1) In every financial year, detail records relating to attendance, wages and salary-allowances of all classes of employees engaged in the company shall have to be maintained regarding the following matters, namely:—

- (a) direct labour wages in production;
- (b) indirect labour wages in production;
- (c) wages for overtime labour;
- (d) salary of administrative employees;
- (e) salary of the employees engaged in selling and marketing of the products;

- (f) salary of the employees engaged in other service, if any, (nature of service is to be specified).
- (g) any kind of retirement benefits given to the employees, such as pension, provident fund, gratuity and other benefits;
- (h) detail explanation of salaries and wages that may be paid for idle time and period when the factory remains closed and measures taken for adjustment thereof; and
- (i) total wages and salaries [clause (a) to (h)].

(2) Accounts shall have to be maintained relating to salaries and allowances paid to the Chief Executive and directors of the company.

(3) Accounts shall have to be maintained relating to total worker's days, entitled and actual operational days in each financial year.

(4) Accounts shall have to be maintained relating to average number of labours employed by the company in each financial year.

(5) Accounts shall have to be maintained relating to direct labour cost per unit of produced chemical fertilizer or materials.

(6) Accounts of wages and salary-allowances of production period or season and off production period or off season shall have to be maintained separately. The paid wages to the employees engaged in more than one cost center or division shall have to be apportioned on an equitable basis to the relating cost centers or divisions and the allocation basis of such wages shall have to be applied consistently.

(7) The statement relating to the promotional programme to inspire the labour and employees of the company, if any, and the effect of taking such step in increasing production and influencing production cost shall have to be recorded.

**5. The manner of maintaining accounts of expenses, etc. of service department.**—Detail records of the expenses incurred by each and every service departments or cost center (such as research centre, laboratory, transport, quality control, etc.) shall have to be maintained. Where the service of such service department is used for the production of any product of the company other than weaving clothes, the detailed description of the basis on which, in both cases, the expenses of service department's apportioned shall have to be recorded and such basis of apportionment shall have to be applied consistently.



**6. The manner of maintaining accounts of water, electricity, steam, transport etc. utilities or services.**—Detail accounts shall have to be maintained relating to the quantity, price per unit and total cost of used or consumed (purchased or produced) water, electricity, steam, transport, etc. utilities or services by different production departments, service oriented departments and cost centers so that the company can easily provide the proper information and data to the cost auditor on his demand.

**7. The manner of maintaining accounts of repair and maintenance.**—Adequate records of expenditure incurred for repair and maintenance of building and machinery installed in different departments and cost centers of the companies engaged in production of textile shall have to be maintained. The basis of apportionment of the cost for repair and maintenance to different production department, service department and cost centers including detail statement of cost in various sectors shall have to be mentioned. Where the benefit accrued from any repair and maintenance can be enjoyed for more than one year, then the costs of such sector shall have to be recorded as capital expenditure in the proper sector.

**8. The manner of maintaining accounts of depreciation of machinery.**—Proper records shall have to be maintained of the cost and other information with detail description of depreciable fixed assets of the company. In this record, inter alia, the cost of each item of assets (including installation charges, if any), the date of its acquisition, the date of installation, rate of depreciation, the amount of depreciation in the respective financial year along with the accumulated depreciation and the detail location of each asset shall be included. In the records, the detail statements of the basis on which depreciation is calculated and apportioned to the various production department and cost centers shall have to be recorded.

**9. Accounts relating to insurance costs.**—Proper records of the insurance premium paid for all kinds of assets relating to interest including fixed assets of the company shall have to be maintained. The method of apportionment of cost on this sector in different cost centers shall have to be mentioned.

**10. Maintaining accounts relating to other expenses.**—Adequate records shall have to be maintained of the incurred overhead expenses other than the expenses stated in clause 5 to 9. These expenses shall have to be classified according to their effective relation analyzing these expenses, such as factory overhead, administrative overhead and marketing overhead. If the company produces any product(s) other than textile, in those cases, the basis of allocation (including explanation of reasons) of the common overhead expenses of the both cases shall have to be mentioned in detail in the record.

**11. Maintaining the appropriate and detail accounts of packing cost.**—Proper and detail accounts of different packing materials, such as hessian cloth, polythene paper, paper board, packing box, mild steel wire, plate or bindings etc. and other ancillary materials thereto for packing different types of yarn, cloth or processed cloth shall have to be maintained showing the quantity, cost and other expenses incurred in this connection.

**12. Accounts relating to abnormal cost.**—In any financial year, if the production is interrupted due to any kind of abnormal causes (such as strike, lock out, significant breakage of the machineries, huge deficiency of electricity, serious accidents, etc.), then statements shall have to be maintained mentioning the consequence of such interruption in production.

**13. Maintaining accounts relating to yarn or grey cloth transfer for own use of the company.**—If yarn or grey cloth is transferred from one department to another department for own use of the company, proper accounts shall have to be maintained mentioning the quantity and value of that yarn or grey cloth shall have to be maintained. Generally, accounts of such transfer shall be recorded at actual cost.

**14. Maintaining accounts relating to stock of finished goods and goods under process.**—The method followed for assessment of the cost of finished goods and goods under process shall have to be mentioned in the cost records so that the cost components which have been used for ascertaining the cost of the products can be disclosed.

**15. Maintaining accounts relating to incentives and expenses on exports.**—Records shall have to be maintained in respect of any financial incentives if earned from the Government for exporting textile products to abroad. Similarly, proper records shall also have to be maintained of all expenses incurred for such export so that the cost of exported materials can be ascertained properly.

**16. Statements of accounts of production costs and costs of products sold.**—Cost of statements shall have to be prepared separately for each factory of a company in each financial year mentioning the actual cost of production of any products produced and the production costs of products sold.

**17. Maintaining accounts of permanent and temporary assets by local verification.**—In every year, accounts shall have to be maintained properly by local verification in respect of all permanent and temporary assets of the company such as direct materials, process materials, packing materials, consumable store goods, spare parts, chemical products, fuels, stock of finished goods, stock goods under process and permanent assets.

**21. Inter-company transactions of the companies engaged in textile industry.**—If materials, produced goods or services are supplied by the companies which are interrelated in ownership such as by the holding company to the subsidiary company or vice versa or by one subsidiary company to another subsidiary company of the same holding company, detail records of the memorandum of understanding or agreement on the following matters shall have to be maintained, namely:—

- (a) relating to purchase and sale of direct materials and processed materials;
- (b) relating to utilization of the capacity of factory;
- (c) relating to supply of utilities;
- (d) relating to administrative, technical and managerial services; and
- (e) relating to any other consultancy services.

**22. Maintaining of numerical records.**—(1) In respect of each financial year, information of available shifts and thereof actual utilized shifts of spinning departments, weaving departments, processing departments and other sub-departments, shall have to be maintained properly. In the record, detail information of the amount of yarn produced from cotton in each kind of mixing process used in yarn production; amount of yarn produced from frame-wise production of spindle yarn; different group wise and kind wise machine count production of process department; production cost with center wise allocation of all types of weaving and spindle with speed and efficiency information in details shall have to be maintained. Detail information of the methods applied for controlling efficiency in every production departments (such as, spinning, weaving and processing etc.) shall have to be recorded in detail.

(2) Separate records shall have to be maintained of the amount of capital used (net fixed asset and current capital) in weaving and other production of the company. Where new capital has been invested in the respective financial year but no production has yet been commenced, such information shall have to be mentioned in the record. Information related to fixed assets which are replaced and fixed assets which are established additionally shall have to be mentioned in the record.

**23. Reconciliation of cost accounting and financial accounting.**—Where the company does not follow the reconciliation accounts system, in that case, cost records shall have to be reconciled with the financial books of accounts at the end of the financial year and at least quarterly basis to ensure accuracy of the accounts. The type of both accounts shall have to be reconciled in such a manner so that profit and loss of the related product can be correctly ascertained and profit-loss of such product can be reconciled with the overall profit and loss of the company.

**24. Manner of maintaining cost accounting accounts.**—All records relating to cost accounting shall have to be maintained in the manner prescribed in this Schedule and in the form enclosed herewith.

**Form-‘A’**  
(See clause 24)

**General information of the company**

1. Name of the company :
2. Date of incorporation :
3. Address of registered office :
4. Address of factory and date of commercial production:  
(Information of each factory in case of more than one factory.)
5. Detail of other products other than spinning and weaving if produced:
6. Installed capacity of different machines in the factory and information relating to actual use of that on weaving wise, spindle wise and machine wise, as the case may be:

	Particulars	Current financial year		Previous year	
		Capacity	Actual use	Capacity	Actual use
(a)					
(b)					
(c)					
(d)					
(e)					
(f)					

7. Explanation of process used in production :
8. Information of production (previous information as well):
9. Description of research and development programme, if any:

**Form-‘B’**  
**(See clause 24)**

**Water processing and its usages statement**

Financial year: .....

Sl.No.	Particulars	Unit	Current financial year	Previous financial year	Difference
1.	Number of operating days:				
2.	Production power (capacity):				
3.	Actual production (capacity/power used):				
4.	Power rate used in proportion to capacity (percentage):				

Sl.No.	Particulars	Quantity (unit)	Rate per unit (Tk.)	Financial amount (Tk.)	Cost per unit	
					Current financial year	Previous financial year
1.	Materials/Chemicals: (a) Royalty of water: (b) (c) (d)					
2.	Chemicals: (a) (b) (c) (d)					
3.	Used store materials:					
4.	Salaries and wages:					
5.	Repairs and maintenance:					
6.	Other overhead cost:					
7.	Depreciation cost:					

Sl.No.	Particulars	Quantity (unit)	Rate per unit (Tk.)	Financial amount (Tk.)	Cost per unit	
					Current financial year	Previous financial year
8.	Allocated other expenses: (a) Electricity: (b) Others (to be specified):					
9.	Total expenses :					
10.	Deduction: if any:					
11.	Net expenses:					
	(a) Fixed:					
	(b) Variable:					
12.	Total expenses:					
13.	Allocated to:					
	(a) Boiler house (steam):					
	(b) Power house (electricity):					
	(c) Other utility department (to be specified) :					
	(d) Sizing division:					
	(e) Singeing and designing division:					
	(f) Bleaching division:					
	(g) Mercerizing division:					
	(h) Dyeing division :					
	(i) Printing division:					
	(j) Stentering division:					
	(k) Other division (to be specified):					
14.	Total expenses:					

**Form-‘C’**  
(See clause 24)

**Expenses of steam produced and used and its allocation statement**

Financial year:.....

**First part**

Sl. No.	Particulars	Unit	Current financial year	Previous financial year	Difference
1.	Number of steam boiler utilized:				
2.	Number of working days:				
3.	Installed capacity or capability (in ton):				
4.	Utilized capacity (steam in ton):				
5.	<u>Production:</u>				
	(a) Less: Loss on transportation:				
	(b) Net steam utilized:				
6.	Percentage of utilized capacity :				

**Second part**

Sl. No.	Particulars	Current financial year			Previous financial year		
		Quantity	Rate per unit Tk.	Price Tk.	Quantity	Rate per unit Tk.	Price Tk.
1.	Water:						
2.	Fuel:						
	(a) Electricity :						
	(b) Coal :						
	(c) Furnace oil:						
	(d) Fuel timber:						
	(e) Gas:						
	(f) Other fuel (to be described):						

Sl. No.	Particulars	Current financial year			Previous financial year		
		Quantity	Rate per unit Tk.	Price Tk.	Quantity	Rate per unit Tk.	Price Tk.
3.	Store materials:						
4.	Salaries and wages:						
5.	Repair and maintenance:						
6.	Other direct expenses (boiler):						
7.	Inspection fees, etc.						
8.	Insurance cost: Depreciation cost :						
9.	Total cost of steam produced:						
10.	Less: Sale outside (if any):						
11.	Production cost of used steam:						
	(a) Fixed:						
	(b) Variable :						
12.	<u>Apportionment of cost:</u> (a) Spinning: (b) Moisture protection: (c) Bleaching: (d) Dyeing : (e) Mercerizing : (f) Calendaring: (g) Others: (1) Staff quarters : (2) Office building:						



**Form-‘D’**  
(See clause 24)

**Expenses of steam produced and used and its allocation statements**

Financial year: .....

**First Part**

Sl. No.	Particulars	Current financial year	Previous financial year	Difference
1.	Installed power (capacity) (kilowatt):			
2.	Quantity of production (kilowatt):			
3.	Quantity of electricity purchased (kilowatt):			
4.	Total quantity of production and purchase (kilowatt):			
5.	Utilization in power house ( with other loss) (kilowatt):			
6.	Net utilization of electricity (kilowatt):			
7.	Rate of utilization and loss in proportion to available total power (percentage):			
8.	Rate (percentage): Rate of the quantity of produced power in proportion to capacity:			

**2<sup>nd</sup> Part**

Sl. No.	Particulars	Current financial year			Previous financial year		
		Quantity	Rate	Price	Quantity	Rate	Price
1.	Steam expenses:						
2.	Store materials:						
3.	Salaries/wages:						
4.	Other direct expenses:						
5.	Repairs and maintenance:						

Sl. No.	Particulars	Current financial year			Previous financial year		
		Quantity	Rate	Price	Quantity	Rate	Price
6.	Depreciation cost :						
7.	Tax and duty (if any):						
8.	Total expenses:						
9.	Cost of electricity generated:						
10.	Less: Sold electricity:						
11.	Add: Purchased electricity:						
12.	Net cost of used electricity: (a) Fixed: (b) Variable:						
13.	<u>Allocation of cost:</u> (1) Blow room: (2) Carding: (3) Combing : (4) Drawing : (5) Inter/Roving/ Simplex: (6) Ring frames: (7) Reeling winding : (8) Warping and sizing: (9) Weaving: (10) Shearing: (11) Singeing/de-sizing: (12) Bleaching : (13) Mercerizing: (14) Printing : (15) Calendaring : (16) Dyeing : (17) Steam generation : (18) Water processing:						
	(19) Waste factory:						
	(20) Others, describe:						

**Form-‘E’**  
**(See clause 24)**  
**Statement of yarn production and use of cotton/artificial fiber to it**  
 Financial year:.....

Sl. No.	Particulars	Count			Count			Count			Total		
		Quantity KG	Rate Tk.	Amount TK.	Quantity KG	Rate Tk.	Amount TK.	Quantity KG	Rate Tk.	Amount TK.	Quantity KG	Rate Tk.	Amount TK.
	Materials												
1.	Formation of cotton/artificial fibers:												
	(a)												
	(b)												
	(c)												
	Sub-total:												
2.	Usable wastage cotton :												
	(a)												
	(b)												
	Sub-total:												
3.	Total {(1)+(2)}												

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৯, ২০১৮

১৫৬৩৫

**Form-‘F’**  
**(See clause 24)**  
**Statement of processing cost center wise use of materials, wastages and spinning production**  
**Financial year:.....**

**First part**

Sl. No.	Particulars	Count		Count		Count		Count		Total	
		%	Kg	%	Kg	%	Kg	%	Kg	%	Kg
1.	<b>Processing cost center :</b>										
	(1) Blow room division:										
	(a) Opening incomplete materials:										
	(b) Add : use of cotton in processing:										
	(c) Total materials:										
	(d) Total production:										
	(e) Closing incomplete materials:										
	(f) Wastage cotton :										
	(1) Usable:										
	(2) Saleable:										
	Total wastage cotton:										

১৫৭৬৫

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৯, ২০১৮

Sl. No.	Particulars	Count		Count		Count		Count		Total	
		%	Kg	%	Kg	%	Kg	%	Kg	%	Kg
	(2) Carding division:										
	(a) Opening incomplete materials:										
	(b) Add: received materials for carding:										
	(c) Total materials:										
	(d) Total production (carded yarn):										
	(e) Closing incomplete materials:										
	(f) Wastage cotton:										
	(1) Usable:										
	(2) Saleable:										
	Total wastage cotton:										

**Form-‘F’  
(See clause 24)**

**Statement of processing cost center wise use of materials, wastages and spinning production  
Financial year:.....**

**Second part**

Sl. No.	Particulars	Count		Count		Count		Count		Count		Total	
		%	Kg	%	Kg	%	Kg	%	Kg	%	Kg	%	Kg
	(3) Combing division :												
	(a) Opening incomplete process:												
	(b) Add: Received materials for combing:												
	(c) Total materials:												
	(d) Total production (combed yarn):												
	(e) Closing incomplete process:												
	(f) Wastage cotton :												
	(1) Useable:												
	(2) Saleable												
	Total wastage cotton:												

১৫৭৫১

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৯, ২০১৮

Sl. No.	Particulars	Count		Count		Count		Count		Count		Total	
		%	Kg	%	Kg	%	Kg	%	Kg	%	Kg	%	Kg
	(4) Draw frame division :												
	(a) Opening incomplete process:												
	(b) Received materials -combed yarn: Received materials - carded yarn:												
	(c) Total materials:												
	(d) Drawn yarn:												
	(e) Closing incomplete process:												
	(f) Wastage cotton:												
	(1) Usable:												
	(2) Saleable :												
	Total wastage cotton:												

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৯, ২০১৮

১৫৭৩৯

**Form-‘F’**  
**Statement of processing cost center wise use of materials, wastages and yarn production**  
**Financial year: .....**

**Third Part**

Sl. No.	Particulars	Count		Count		Count		Count		Total	
		%	KG	%	KG	%	KG	%	KG	%	KG
	<b>(5) Inters division/ Slubbing division :</b>										
	(a) Opening incomplete materials:										
	(b) Received materials from draw frame:										
	(c) Total materials:										
	(d) Transfer to production roving division:										
	(e) Transfer to production ring frame division:										
	(f) Closing incomplete materials:										
	(G) Wastages cotton:										
	(1) Usable:										
	(2) Saleable :										
	Total wastage cotton:										

১৫৪০

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৯, ২০১৮



Sl. No.	Particulars	Count		Count		Count		Count		Total	
		%	KG	%	KG	%	KG	%	KG	%	KG
	(6) Roving division/simplex :										
	(a) Opening incomplete materials:										
	(b) Received material from inters/slubbing:										
	(c) Total materials:										
	(d) Transferred to production ring frame division:										
	(e) Closing incomplete materials:										
	(f) Wastage cotton:										
	(1) Usable:										
	(2) Saleable:										
	Total wastage cotton:										

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৯, ২০১৮

১৫৭৪১

**Form-‘F’  
(See clause 24)**

**Statement of processing cost center wise use of materials, wastages and yarn production  
Financial year: .....**

**Fourth part**

Sl. No.	Particulars	Count		Count		Count		Count		Total	
		%	KG	%	KG	%	KG	%	KG	%	KG
	(7) Ring frame division :										
	(a) Opening incomplete materials:										
	(b) Received materials from raving/simplex:										
	(c) Received materials from inters/slubbing:										
	(d) Total materials:										
	(e) Transferred to production:										
	(1) Weaving division:										
	(2) Winding division:										
	(3) Doubling division:										
	(4) Reeling division:										
	Total division:										
	(f) Closing incomplete materials:										
	(g) Wastage cotton:										
	(1) Usable:										
	(2) Saleable:										
	Total wastage cotton:										

১৫৭৪২  
২৪৬২

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২২, ২০১৮

Sl. No.	Particulars	Count		Count		Count		Count		Total	
		%	KG	%	KG	%	KG	%	KG	%	KG
	(8) Winding division :										
	(a) Opening incomplete materials:										
	(b) Received materials from ring frame:										
	(c) Total materials:										
	(d) Production transferred:										
	(1) Doubling division:										
	(2) Reeling division:										
	(3) Transferred in store:										
	Total transferred:										
	(e) Closing incomplete materials:										
	(f) Wastage cotton :										
	(1) Usable :										
	(2) Saleable:										
	Total wastage cotton:										

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৯, ২০১৮

১৫৭৪৩

**Form-‘F’  
(See clause 24)**

**Statement of processing cost center wise use of materials, wastages and yarn production**

**Financial year: .....**

**Fifth part**

Sl. No.	Particulars	Count		Count		Count		Count		Total	
		%	KG	%	KG	%	KG	%	KG	%	KG
	(9) Doubling division :										
	(a) Opening incomplete materials:										
	(b) Received materials from winding :										
	(c) Total materials:										
	(d) Transferred to production										
	(1) Reeling division:										
	(2) Weaving division:										
	Total division:										
	(e) Closing incomplete materials:										
	(f) Wastage cotton:										
	(1) Usable :										
	(2) Saleable:										
	Total wastage cotton:										

১৫৭৪৮  
৪৪৬৫৮

বাংলাদেশ গবেষণা পরিষদ, নতুনগাঁও, ঢাকা-১০০২

Sl. No.	Particulars	Count		Count		Count		Count		Total	
		%	KG	%	KG	%	KG	%	KG	%	KG
	(10) Reeling division:										
	(a) Opening incomplete materials:										
	(b) Received materials:										
	(1) From ring frame division:										
	(2) From winding :										
	(3) From doubling:										
	(c) Total materials:										
	(d) Transferred to production bundling/bailing :										
	(e) Closing incomplete materials:										
	(f) Wastage cotton:										
	(1) Usable:										
	(2) Saleable:										
	Total wastage cotton:										

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৯, ২০১৮

১৫৭৪৫

**Form-‘F’  
(See clause 24)**

**Statement of processing cost center wise use of materials, wastages and yarn production**

**Financial year: .....**

**Sixth part**

Sl. No.	Particulars	Count		Count		Count		Count		Total	
		%	KG	%	KG	%	KG	%	KG	%	KG
	(11) Bundling and bailing division:										
	(a) Opening incomplete materials:										
	(b) Received materials:										
	(1) From winding:										
	(2) From doubling :										
	(3) From reeling :										
	(c) Total materials:										
	(d) Production : Transferred to bailed store:										
	(e) Closing incomplete materials:										
	(f) Wastage cotton ( saleable, if any):										

୧୫୫୯

ବାଂଶୀନଗର ଗଞ୍ଜାମ ଜିଲ୍ଲା, ନଭେମ୍ବର ୨୨, ୨୦୧୫

Sl. No.	Particulars	Count		Count		Count		Count		Total	
		%	KG	%	KG	%	KG	%	KG	%	KG
2.	Total materials:										
	(a) Opening incomplete materials (all types):										
	(b) Add: Total cotton used in processing:										
	(c) Total:										
	(d) Total produced yarn (sum of yarn supply and baled production in the weaving division):										
	(e) Closing incomplete materials (all types):										
	(f) Total quantity of wastages:										
	(g) Percentage of (f) in proportion to (d):										

**Form-‘F’**  
(See clause 24)  
**Statement of processing cost center wise use of materials, wastages and yarn production**  
**Financial year: .....**

**Seventh part**

Sl. No.	Particulars	Count		Count		Count		Count		Total	
		%	KG	%	KG	%	KG	%	KG	%	KG
3.	Apportionment of total wastages:										
	(a) Visible wastages:										
	(1) Saleable:										
	(2) Usable:										
	(3) Total:										
	(b) Total quantity of wastages:										
	(c) Percentage of wastage in proportion to production :										
	(1) Saleable:										
	(2) Usable :										
	Total:										

**Note:**

- (1) Wastage shown in the above mentioned at clause-3 is collected only from spinning department.
- (2) Cost centers shown above, are illustrative only.
- (3) Percentage of actual wastages (collected and loss) shall have to be calculated on the basis of net materials used in each cost center. Multiple of each mixing shall have to be calculated from this calculated rate.
- (4) Information in respect of saleable and useable wastage shown at clause-3 shall have to be collected in such a manner so that it is possible to fill the detail information.

১৫৪৮

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৯, ২০১৮



**Form-‘G’  
(See clause 24)**

**Statement of the use of materials, wastages and produced yarn in spinning department**

Financial year : .....

Sl. No.	Particulars	Count		Count		Count, etc.		Total	
		%	Kg	%	Kg	%	Kg	%	Kg
1.	(a) Opening incomplete stock (all types):								
	(b) Total cotton issued to production:								
	(c) Total materials:								
	(d) Consumed in production:								
	(e) Closing incomplete stock ( all types):								
2.	<b>Wastage cotton:</b>								
	<b>(a) Usable (Collected):</b>								
	(1) From blow room department:								
	(2) From carding department:								
	(3) From combing department:								
	(4) From draw frame department:								
	(5) From inter/slubbing department:								
	(6) From roving/simplex department:								
	(7) From ring frame department:								

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৯, ২০১৮

১৫৭৪৯

Sl. No.	Particulars	Count		Count		Count, etc.		Total	
		%	Kg	%	Kg	%	Kg	%	Kg
	<b>(b) Saleable (collected) :</b>								
	(1) From blow room department:								
	(2) From carding department:								
	(3) From combing department:								
	(4) From draw frame department:								
	(5) From inters/slubbing department:								
	(6) From roving/simplex department:								
	(7) From ring frame department:								
	(8) From winding department:								
	(9) From doubling department:								
	(10) From reeling department:								
	(11) From bundling and bating department:								
	<b>(c) Invisible wastage:</b>								
	(1) From blow room department:								
	(2) From carding department:								
	<b>(d) Total wastage:</b>								
	<b>(e) Production:</b>								
	<b>(f) Total used materials:</b>								

১৫৫০

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৯, ২০১৮

**Form-‘H’  
(See clause 24)**

**Statement of net cost according to mixture of the use of cotton or artificial fiber in spinning production**

Financial year : .....

Sl. No.	Particulars	Count			Count			Count, etc			Total		
		Kg	Rate Tk. per Kg	Total Tk.	Kg	Rate Tk. per Kg	Total Tk.	Kg	Rate Tk. per Kg	Total Tk.	Kg	Rate Tk. per Kg	Total Tk.
1.	Total price of used cotton or artificial fiber:												
2.	Less : Adaptability for collected wastages:.												
	(1) Useable wastage:												
	(2) Saleable wastage:												
3.	Adjustment of cost variation;												
4.	Net price of used cotton or artificial fiber:												

- Note :—**(1) Classification of wastages shall have to be made on the basis of sale income according to usual rules of company.
- (2) Price of wastages shall have to be ascertained on reasonable basis and this basis shall have to be applied consistently.
- (3) Provided name of mixtures is illustrative only.
- (4) Where the company follows standard cost, cost variation between actual and standard cost shall have to be shown at clause-3 separately.

**Form-‘H’  
(See clause 24)**

**Statement of net cost according to mixture of the use of cotton or artificial fiber in spinning production**

Financial year : .....

Sl. No.	Particulars	Count			Count			Count, etc			Total		
		Kg	Rate Tk. per Kg	Total TK.	Kg	Rate Tk. per Kg	Total TK.	Kg	Rate Tk. per Kg	Total TK.	Kg	Rate Tk. per Kg	Total TK.
1.	Total price of used cotton or artificial fiber:												
2.	Less: Adaptability for collected wastages:.												
	(1) Useable wastage:												
	(2) Saleable wastage:												
3.	Adjustment of cost variation:												
4.	Net price of used cotton or artificial fiber:												

- Note :—**(1) Classification of wastages shall have to be made on the basis of sale income according to usual rules of company.
- (2) Price of wastages shall have to be ascertained on reasonable basis and this basis shall have to be applied consistently.
- (3) Provided name of mixtures is illustrative only.
- (4) Where the company follows standard cost, cost variation between actual and standard cost shall have to be shown at clause-3 separately.

১৫৭৫২  
২০১২

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৯, ২০১৮

**Form-‘I’**  
(See clause 24)  
**Multipliers of wastages (mixing wise) of each cost center in spinning department**

Financial year: .....

Sl. No.	Particulars	Count			Count			Count, etc.		
		Percentage of loss	Quantity Kg	Wastage multipliers	Percentage of loss	Quantity Kg	Wastage multipliers	Percentage of loss	Quantity (Kg)	Wastage multipliers
1.	Blow room department:									
2.	Carding department:									
3.	Combing department:									
4.	Draw frame department:									
5.	Inters department:									
6.	Roving/simplex department:									
7.	Ring frame department:									
8.	Winding department :									
9.	Doubling department:									
10.	Reeling department:									
11.	Bundling and baling:									

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৩, ২০১৮

১৫৬৫৩

**Form-‘J’**  
**(See clause 24)**  
**Statement of collected hard wastages in pre-weaving and weaving department**

**Financial year: .....**

Sl.No.	Statement of process and wastages	Quantity Kg	Ratio (percentage)	Comment
1.	Winding department:			
	Sub-total:			
2.	Pirn winding:			
	Sub-total:			
3.	Warping department:			
	Sub-total:			
4.	Sizing department:			
	Sub-total:			
5.	Weaving sheds and others department:			
	Sub-total:			
6.	Total quantity of wastage:			
	Sub-total:			

**Note :** (1) Proper ratio of waste shall have to be followed for ascertaining the necessity of yarn to be used in production and its cost.

(2) Proper ratio of waste shall have to be applied for ascertaining the cost of reeling/winding.

(3) Shown departments are illustrative only.

**Form-‘K’  
(See clause 24)**

**Statement of shift wise machine/spindle production and conversion cost (mixture wise)**

**Financial year: .....**

Sl. No.	Cost center /department	Count.....				Count, etc.			
		Per machine/spindle shift wise (Annex-10)		Conversion cost: Tk./Kg		Per machine/spindle shift wise (Annex-10)		Conversion cost : Tk./Kg	
		Conversion cost (Tk)	Production Kg	Current year	Previous year	Conversion cost (Tk.)	Production Kg	Current year	Previous year
1.	Blow room department								
2.	Carding department								
3.	Combing department								
4.	Drawing department								
5.	Slubbing department								
6.	Inters department								
7.	Roving/ simplex department								
8.	Ring frame department								
9.	Winding department								

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৯, ২০১৮

১৫৬৫৫

Sl. No.	Cost center /department	Count.....				Count, etc.			
		Per machine/spindle shift wise (Annex-10)		Conversion cost : Tk./Kg		Per machine/spindle shift wise (Annex-10)		Conversion cost: Tk./Kg	
		Conversion cost (Tk)	Production Kg	Current year	Previous year	Conversion cost (Tk.)	Production Kg	Current year	Previous year
10.	Doubling department								
11.	Reeling department								
12.	Handling and baling department								
13.	Total								

- Note:** (1) Name of count and divisions are illustrative only.
- (2) Where piece rate is paid, conversion cost per Kg shall have to be shown separately and in filling table annex-9 conversion cost per Kg of (yarn production) shall have to be considered.
- (3) Adequate record shall have to be maintained in machine wise/spindle wise production cost for each count of produced warp and weft yarn (carded and combed) in different stages of production.
- (4) Presented departments are illustrative only.

১৫৬৫

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৯, ২০১৮



**Form-‘L’**  
**(See clause 24)**  
**Statement of count wise conversion cost of yarn**  
**Financial year: .....**

Count No.	Blow room division			Carding division			Combing division			Draw frame division			Inters/slubbing simplex division		
	Conversion cost per Kg. (Annex-8) Tk./Kg	Wastage multiplier (Annex-7)	Applicable conversion cost Tk./Kg	Conversion cost per Kg. (Annex-8) Tk./Kg	Wastage multiplier (Annex-7)	Applicable conversion cost Tk./Kg	Conversion cost per Kg. (Annex-8) Tk./Kg	Wastage multiplier (Annex-7)	Applicable conversion cost Tk./Kg	Conversion cost per Kg. (Annex-8) Tk./Kg	Wastage multiplier (Annex-7)	Applicable conversion cost Tk./Kg	Conversion cost per Kg. (Annex-8) Tk./Kg	Wastage multiplier (Annex-7)	Applicable conversion cost Tk./Kg
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৯, ২০১৮

৬৫৬৫

**Form-‘L’**  
**(See clause 24)**  
**Statement of count wise conversion cost of yarn**  
 Financial year: .....

Roving/slubbing simplex division			Ring frame division			Winding division			Doubling division			Reeling division			Bundling and baling division			Total	
Conversion cost per Kg. (Annex-8) Tk./Kg	Wastage multiplier (Annex-7)	Applicable conversion cost Tk./Kg	Conversion cost per Kg. (Annex-8) Tk./Kg	Wastage multiplier (Annex-7)	Applicable conversion cost Tk./Kg	Conversion cost per Kg. (Annex-8) Tk./Kg	Wastage multiplier (Annex-7)	Applicable conversion cost Tk./Kg	Conversion cost per Kg. (Annex-8) Tk./Kg	Wastage multiplier (Annex-7)	Applicable conversion cost Tk./Kg	Conversion cost per Kg. (Annex-8) Tk./Kg	Wastage multiplier (Annex-7)	Applicable conversion cost Tk./Kg	Conversion cost per Kg. (Annex-8) Tk./Kg	Wastage multiplier (Annex-7)	Applicable conversion cost Tk./Kg	Applicable total conversion cost	
																		Current Year Tk./Kg	Previous year Tk./Kg
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36

- Note:—(1) Mentioned cost centers are illustrative only.
- (2) Conversion cost per Kg of each count/mixing of yarn shall have to be ascertained separately, provided part of same count /mixing of production is not processed through all process.

১৫৬৬৫

বাংলাদেশ (প্ৰজাতি) আৰু প্ৰতিষ্ঠান, নতুনগাঁৱ, ২০১২, ১২

**Form-‘M’**  
**(See clause 24)**  
**Statement of cost center wise conversion cost (up to spinning)**  
 Financial year: .....

**First Part**

Sl. No.	Particulars	Mixing and blow room	Carding	Combing	Drawing	Slubbing	Inters	Roving simplex	Ring frame	Winding	Drawing	Reeling	Bundling	Baling and packig	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
(a)	1. Shift wise machine/spindle (conversed per shift of 8 hours): (1) Available time: (2) Actual operating time.: 2. Quantity of production (kg): 3. Per machine/spindle wise average production per kg.:														

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
(b)	Costs : 1. Direct salary and wages: (1) Time based wages: (2) Salary: 2. Utilities : (1) Water: (2) Steam: (3) Electricity : (4) Others (specify): 3. Consumable store goods: 4. Bobbin, pirns, etc.: 5. Repairs and maintenance: 6. Other direct expenses (specify): 7. Factory overhead costs: 8. Depreciation costs:														
	9. Administrative costs:														

১৫৭৬০

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৯, ২০১৮

**Form-‘M’**  
**(See clause 24)**  
**Statement of cost center wise conversion cost (up to sinning)**  
 Financial year: .....

**Last part**

Sl. No.	Particulars	Mixture and blow room	Carding	Combing	Drawing	Slubbing	Inters	Roving simplex	Ring frame	Winding	Drawing	Reeling	Bundling	Baling and packing	Grand Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	10. Research and development cost: 11. Adjustment of conversion cost (included in opening and closing incomplete process): 12. Adjustment of cost variation (in case of standard cost):														
	13. Total conversion cost: 14. machine wise/spindle wise														

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৯, ২০১৮

১৬৮৫

cost - current year :															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	15. machine wise/spindle wise cost-previous year :														
	16. Function based paid wages (Furran wage rate):														

- Note:** (1) Function based wages shall have to be deducted for ascertaining machine/spindle shift wise cost. In ascertaining conversion cost, including paid actual function based wages shall have to be calculated.
- (2) Paid bonus other than incentive bonus (such as, festival bonus), gratuity and interest cost (where applicable) shall have to be shown.
- (3) Presented cost centers are illustrative only.

**Form-‘N’**  
(See clause 24)  
**Statement of yarn production cost (count wise)**

Financial year: .....

Count	Net cost of count	Wastages multipliers	Cost of used count	Conversion cost	Total cost in yarn production	Quantity of yarn produced (Kg)	Cost of production of produced yarn	In previous financial year	
	Tk./Kg Annex:-6	(Annex:-3)	Tk./Kg (2x3)	Tk./Kg Annex:-9	Tk./Kg (4x5)	Annex:-4	(6x7)	Cost of count Tk./Kg	Total cost Tk./Kg
1	2	3	4	5	6	7	8	9	10

**Form-‘O’**  
(See clause 24)  
**Statement of stock yarn**

Financial year: .....

Count no.	Opening stock		Production		Total		Transmitted for next process		Transmitted for sales		Closing stock	
	Quantity Kg	Price Tk.	Quantity Kg	Price Tk.	Quantity Kg	Price Tk.	Quantity Kg	Price Tk.	Quantity Kg	Price Tk.	Quantity Kg	Price Tk.
1	2	3	4	5	6	7	8	9	10	11	12	13

**Form-‘P’**  
(See clause 24)  
**Statement of production cost of sold yarn**  
Financial year: .....

Count no.	Quantity of sold yarn	Production cost of sold yarn	Packing cost	Total production cost of packed yarn	Administrative cost	Selling and distribution cost	Interest	Production cost of sold yarn		Sales income		Margin	Previous year	
								Total Tk.	Tk./Kg	Total Kg	Tk./Kg		Tk./Kg	Production cost of sold yarn Tk./Kg.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	(Kg)	Tk.	Tk.		Tk.	Tk.	Tk.							

- Note:**
- (1) Quantity of yarn and its production shall be according to cost.
  - (2) Cost of reeling/winding shall be at the rate (shown in column 6).
  - (3) Packing cost shall be according to ascertained cost.
  - (4) If the yarn is bleached, dyed or processed in any other method, the expenses incurred for each process (with cost of chemicals and consumed dyes) shall have to be included in determining cost of yarn. In case of need, it shall have to be changed.
  - (5) Necessary adjustment shall have to be made for waste of processing in reeling /winding etc. of yarn production cost.
  - (6) Cost variation shall have to be adjusted for selling and distribution and other expenses and in case, the company which maintain account of standard cost process shall shown adjustment of this sector separately.
  - (7) Weight variation of sold yarn due to humidification shall have to be maintained separately in the statement of cost (profit-loss).

১৫৭৬৫

বাংলাদেশ প্রজাতন্ত্রী আর্থিক, নভেম্বর ২৯, ২০১৮



**Form-‘Q’**  
**(See clause 24)**  
**Statement of cost center wise conversion cost**  
 Financial year: .....

**First Part**

Particulars	Winding	Warping	Sizing	Drawing	Weaving			Total	Total of previous year
					Auto	Ordinary	Special weaving		
1	2	3	4	5	6	7	8	9	10
1. Shift wise weaving/spindle/machine									
(8 hours' shift by turns):									
2. Production (Kg/Meter):									
3. Average production per shift (weaving/spindle/machine):									
Expenses :									
1. Direct salary and wages:									
(1) Time based wages:									
(2) Salary:									

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৯, ২০১৮

১৫৭৬৫

1	2	3	4	5	6	7	8	9	10
2. Utilities:									
(a) Water:									
(b) Steam:									
(c) Electricity:									
(d) Others (specify):									
3. Consumable store goods:									
4. Sizing materials:									
5. Bobbin, Pin, shuttle, etc:									
6. Repair and maintenance:									
7. Other direct expenses (specify):									
8. Factory overhead cost:									
9. Depreciation cost:									
10. Administrative expenses:									
11. Research and development expenses:									
12. Concerned in opening and closing incomplete products:									

১৫৭৬৫

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৯, ২০১৮

**Form-‘Q’**  
**(See clause 24)**  
**Statement of cost center wise conversion cost**  
 Financial year: .....

**Second Part**

Particulars	Winding	Warping	Sizing	Drawing	Weaving			Total	Total of previous year
					Auto	Ordinary	Special weaving		
1	2	3	4	5	6	7	8	9	10
13. Adjustment of cost variation (in case of standard cost):									
14. Total conversion cost:									
15. Per shift wise conversion cost – current year:									
16. Per shift wise conversion cost – previous year:									
17. Conversion cost per Kg/meter- current year:									

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৯, ২০১৮

১৫৬৫

1	2	3	4	5	6	7	8	9	10
18. Conversion cost per Kg/meter- previous year:									
19. Total wages paid at work rate- current year:									
20. Total wages paid at work rate — previous year:									

**Note:**

- (1) In case of drawing in cost center, production unit shall be on the basis of end number of drawn yarn (published in thousand).
- (2) Adequate record shall have to be maintained so that sizing materials cost of sized per kg spinning yarn can be ascertained, on the basis of input of sizing consumed and percentage of sizing input etc may be determined to ascertain sizing cost of per Kg sized yarn.
- (3) If possible width of different types of woven cloth, its utility, etc. shall have to be shown with department wise allocation.

১৫৬৮১

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৯, ২০১৮

**Form-‘R’**  
**(See clause 24)**  
**Statement of production cost of produced cloth (type wise) at grey stage**

Financial year: .....

- |  |                              |  |  |
|--|------------------------------|--|--|
| 1. Sort no.                                    | 6. Warp                      | 11. Rate of tap length<br>reduction/increase (percentage). | 16. Production/ weaving shift            |
| 2. Description                                 | 7. Reed and reed<br>resource | 12. Edge number of weft yarns                              | 17. Taken weaving shifts in production   |
| 3. Quantity of production<br>(a) Meter (b) Kg: | 8. Pick                      | 13. Weaving type and RPM number                            | 18. For controlled/ uncontrolled/ export |
| 4. Width of cloth                              | 9. Selvage                   | 14. Weaving width  | 19. Rate of furan for spinning           |
| 5. Weft  | 10. Length of tap            | 15. Rate of efficiency of weaving shade                    | 20. Edge number of drawn yarn            |

Sl. No.	Particulars	Unit	Quantity	Rate/Tk.	Amount Tk.	Cost per unit Tk.	Cost per unit for previous year Tk.
1	2	3	4	5	6	7	8
1.	Cost of yarn :						
	(a) Warp yarn:						
	(b) Weft yarn :						
	(c) Salvage yarn:						
	Total:						

1	2	3	4	5	6	7	8
2.	Cost of pirn:						
3.	Winding cost:						
4.	Warping cost:						
5.	Drawing cost:						
6.	Shading cost of weaving:						
7.	Function base rated wages:						
8.	Adjustment of incomplete opening and closing materials, if any:						
9.	Total cost:						
10.	Less: Deduction for collected waste from pre-weaving and weaving department:						
11.	Net production cost:						

- Note:** (1) If artificial fibre is used in warp, detail record shall have to be maintained separately showing the quantity and price of such use. Similarly, detail information shall have to be given of the use of dyed yarn or other processed yarn.
- (2) In applicable cases, cost of cone, cheese, roto or pirn winding shall have to be shown.
- (3) If calendaring or finishing is required, such conversion cost shall have to be added with cost of production.

**Form-‘S’**  
**(See clause 24)**  
**Accounting statement of the stock (type wise) of gray type cloth**  
 Financial year : .....

Sl. No.	Type of cloth (Sort no.)	Systematic production		Torn, piece, defective production		Perfect production		Opening stock		Total		Elevated for next process		Elevated for Sale (consignment accounts)		Elevated for other reason		Closing stock		Return from consignment accounts	
		Quantity. Meter	Cost Tk.	Quantity. Kg	Cost Tk.	Quantity. Meter	Cost Tk.	Quantity. Meter	Cost Tk.	Quantity. Meter	Cost Tk.	Quantity. Meter	Cost Tk.	Quantity. Meter	Cost Tk.	Quantity. Meter	Cost Tk.	Quantity. Meter	Cost Tk.	Quantity. Meter	Cost Tk.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

- Note :** (1) The stock that has been produced against orders shall be accounted for clause-wise. The balances, if any, may be shown at a time with.
- (2) Quantity of torn, pieces and defective cloth and realizable price shall have to be accounted in accordance with article 1(g)(5) of the schedule.
- (3) Realizable value of torn, pieces and defective cloth shall have to be ascertained in appropriate basis and deducted to ascertain correct cost of production.

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৯, ২০১৮

১৫৭৭১

**Form-‘T’  
(See clause 24)**

**Statement of the production cost of cloth sold at gray stage**

Financial year : .....

Sl. No.	Type of cloth no.	Delivery for sale		Packing cost (annex-20)	Total production of packed cloth	Selling and distribution cost	Administrative expenses	Interest expenses	Total production cost of goods sold		Cost of Production of goods sold per meter	Sales income		Margin		Previous financial year		
		Quantity.	Cost of production						Delivered for sale	Actual sale		Total	Per meter	Total	Per meter	Production cost of goods sold per meter	Sales income per meter	
		Tk.	Tk.	Tk.	Tk.	Tk.	Tk.	Tk.	Tk.	Tk.	Tk.	Tk.	Tk.	Tk.	Tk.	Tk.	Tk.	Tk.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	

- Note :** (1) Cost variation for selling and distribution cost and other cost shall be applicable only those company where the books of accounts is maintained in the process of standard cost.
- (2) If commission is paid for sale, it shall be shown in selling and distribution cost sector.
- (3) When sales is made on consignment basis, carrying cost shall have to be added with delivered cloth. If such cloth is returned, resending cost will not be added with the cost of cloth.

১৫৭১২

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৯, ২০১৮



**Form-‘U’  
(See clause 24)**

**Statement of conversion cost of whitening or bleaching section**

Financial year : .....

**First Part**

Sl. No.	Particulars	Shearing			Gas singeing and de-sizing			Bleaching			Mercerising			Other department (specify)			Total
		Kg.	Meter	Machine shift/ hour	Kg.	Meter	Machine shift/ hour	Kg.	Meter	Machine shift/ hour	Kg.	Meter	Machine shift/ hour	Kg.	Meter	Machine shift/ hour	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
(a)	1. Processed cloth-in meter : 2. Processed cloth-in Kg: 3. Available machine shift/ hours: 4. Actual operating machine shift /hours:																
(b)	<b>Expenses:</b> 1. Chemical process: (a) De-sizing: (b) Shearing: (c) Securing: (d) Bleaching: (e) Wetting agents, etc: (f) Others (specify): (g) Mercerizing total chemical process:																

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৯, ২০১৮

১৫৬৩

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
	2. Direct wages: 3. Utilities: (a) Water: (b) Steam: (c) Electricity: (d) Singeing: (e) Chemical mixing: (f) Rope and washing: (g) Cooling plant washing alkali: (h) Alkali collecting plant: (i) Other (specify): 4. Consumable store goods: 5. Repairs and maintenance:																	

**Form-‘U’  
(See clause 24)**

**Statement of conversion cost of whitening or bleaching department**

Financial year : .....

**2nd Part**

Sl.No.	Particulars	Shearing			Gas singeing and de-sizing			Bleaching			Mercerising			Other department (Specify)			Total
		Kg.	Meter	Machine shift/hour	Kg.	Meter	Machine shift/hour	Kg.	Meter	Machine shift/hour	Kg.	Meter	Machine shift/hour	Kg.	Meter	Machine shift/hour	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
(c)	6. Other direct expenses, if any: 7. Factory overhead costs: 8. Depreciation costs: 9. Administrative overhead costs: 10. Research and development expenses: 11. Adjustment of cost variation, (in case of standard cost):																

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৩, ২০১৮

১৫৬৫৫

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	12. Adjustment of opening and closing stock:																
	13. Total cost:																
	1. Machine shift/ hours/Kg/meter per cost –current year:																
	2. Machine shift /hour/kg/meter per cost –Previous year																

**Note :** (1) The conversion cost statement of each department shall have to be prepared following this form.

১৫৭৬৬

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৯, ২০১৮

**Form-‘V’**  
**(See clause 24)**  
**Statement of the production cost of dyeing department**  
**Financial year : .....**

**First part**

Sl. No.	Particulars	Yarn				Cloth									Total
		Beam dyeing		Cheese yarn dyeing		Zig batching and zig dyeing			Continuous dyeing			Zet dyeing			
		Kg	Machine shift/hour	Kg	Machine shift/hour	Kg	Meter	Machine shift/hour	Kg	Meter	Machine shift/hour	Kg	Meter	Machine shift/hour	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
(a)	1. Processed cloth (dyeing)- in meter :														
	2. Processed cloth (dyeing)- Kg:														
	3. Dyeing yarn- Kg:														
	4. Available machine shift/ hours:														
	5. Actual operating machine shift/ hours:														

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৯, ২০১৮

১৫৭৭৭

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
(b)	Other expenses :														
	1. Processing materials:														
	2. Direct materials:														
	3. Utilities:														
	(a) Water:														
	(b) Steam:														
	(c) Electricity :														
	(d) Pigment padding:														
	(e) Naphtholating:														
	(f) Developing:														
	(g) Dyeing:														
	(h) Washing:														
	(i) Calendaring:														
	(J) Drying, adjusting, etc:														
	4. Consumable store:														
	5. Repairs and maintenances:														
	6. Other direct expenses, if any:														
	7. Factory overhead costs:														
	8. Depreciation costs:														

১৫৭৮

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৯, ২০১৮

**Form-‘V’**  
**(See clause 24)**  
**Statement of the production cost of dyeing department**  
Financial year : .....

**End part**

Sl. No.	Particulars	Yarn				Cloth									Total	
		Beam dyeing		Cheese yarn dyeing		Zig batching and zig dyeing			Continuous dyeing			Zet dyeing				
		Kg	Machine Shift/Hour	Kg	Machine Shift/Hour	Kg	Meter	Machine shift/hour	Kg	Meter	Machine shift/hour	Kg	Meter	Machine shift/hour		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
(c)	9. Administrative overhead expenses: 10. Research and development expenses: 11. Adjustment of cost variation (in case of standard cost.): 12. Adjustment of conversion cost of opening and closing stock goods: 13. Total 1. Cost per machine shift /hours/Kg/meter-current year: 2. Cost per machine shift /hours/Kg/meter-previous year:															

**Note:** The production cost statement of all departments shall have to be prepared following this form.

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৯, ২০১৮

১৫৭৭৯

**Form-‘W’**  
(See clause 24)  
**The production cost statement of processed and finished cloth**  
Financial year: .....

**First part**

- |   |  |
|---|--|
| <p>1. Sort no.</p> <p>2. Trade name</p> <p>3. Depreciation</p> <p>4. Quantity of issued cloth in grey</p> <p>5. Quantity of production (in meter)</p> | <p>6. Quantity production (in kg)</p> <p>7. Quantity of printing cloth in case of printing cloth (in squire meter)</p> <p>8. Cost of production in each process per machine shift/hours shift (on 8 hours basis) (in Tk.)</p> <p>9. Followed system bleaching, dyeing, printing, finishing, etc.</p> |
|---|--|

Sl. No.	Particulars	Cloth packing				Production cost per meter	
		Unit	Quantity	Price/rate Tk.	Quantity Tk.	Current year (Tk.)	Previous year (Tk.)
1	2	3	4	5	6	7	8
1.	Cost of grey cloth :						
	Special bleaching chemical :						
2.	Dyes and chemicals:						
3.	Printing dyes and chemicals:						
4.	Special finishing chemicals:						
5.	Conversion cost:						
6.	(a) Bleaching – meter						
	(b) Bleaching- Kg						
	(c) Bleaching-hours						
	Total from (a) to (c)						

১৫৭০

বাংলাদেশ প্রজাতন্ত্রে প্রস্তুতকৃত, নভেম্বর ২৯, ২০১৮



Sl. No.	Particulars	Cloth packing				Production cost per meter	
		Unit	Quantity	Price/rate Tk.	Quantity Tk.	Current year (Tk.)	Previous year (Tk.)
1	2	3	4	5	6	7	8
7.	(d) Dyeing –meter (e) Dyeing – Kg. (f) Dyeing-hours. Total from (d) to (f) (g) Printing- meter (h) Printing-Kg. (i) Printing-hours Total from (g) to (i) (j) Finishing (stenttering) (k) Finishing (resin finishing) (l) Finishing (calendarizing) (m) Finishing (sunforizing) (n) Others, specify (p) Total from (j) to (n). Adjustment of opening and closing incomplete stock goods, if any:						

**Note:** (1) Processes in the form are illustrative only.

(2) This form shall have to be used for all types of processed cloth. Record of the quantity of processing of other mills cloth of the factory and outside cloth shall have to be maintained separately.

(3) If information in respect of actual use of material is not available, record of the use of materials shall have to be maintained in accordance with the recipe of prepared system and adequate record shall have to be maintained regarding the adjustment of actual use and application of recipe system.

**Form-‘W’**  
**(See clause 24)**  
**The stock statement of processed cloth**  
 Financial year: .....

**Second part**

Sl. No.	Sort No.	Production (Annex-21)		Tarn, pieces, rejection, etc.		Net production		Opening stock				Pre-packing total cloth	
		Quantity	Cost Tk.	Quantity	Recoverable cost Tk.	Quantity	Cost Tk.	Pre-packing		Packed		Quantity (7+9)	Cost (8+10)
								Quantity	Cost Tk.	Quantity	Cost Tk.		
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Packed cloth in the year				Packed total cloth		Packet cloth delivered for Sale				Closing stock				Delivered cloth as returned consignment	
Quantity	Cost Tk.	Packing Charge Tk.	Total cost (16+17) Tk.	Quantity (11+15)	Cost (12+18) Tk.	Delivered		Actual sale		Quantity	Cost Tk.	Quantity	Cost Tk.	Quantity	Cost Tk.
						Quantity	Cost Tk.	Quantity	Cost Tk.						
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

**Note:-** (1) The production and conversion cost statement of all department shall have to be prepared following this form

১৫৭২  
২৭৮২

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৯, ২০১৮



**Schedule-4****[See rule-3(d)]****The manner of maintaining the books of accounts of the companies engaged in jute industry**

1. **The manner of maintaining accounts of materials to be used in production.**—Accounts of each item of direct materials to be used in production of the companies engaged in jute industry shall have to be maintained in the following manner, namely:—

**(1) Direct materials (raw materials):**

- (a) **Jute:** Adequate accounts shall have to be maintained of all information including other expenses on purchase, assortment, handling, carrying and storage of jute specifying the quantity and cost of all direct materials to be used in production, such as different kinds of jute, class-wise, center and source-wise jute in various grade. If there is any objection on account of excess moisture and quality, the net quantity and cost shall have to be shown as purchase after deducting it. Opening stock, purchase, issue in mill, sales (if any) and closing stock shall have to be recorded in such a manner so that the basic difference of the quantity, rate, fixed grade and quality of each grade and quality in issue time can easily be understood.
- (b) **Fabrics:** Different warp and weft of counts are used in different fabrics and account shall have to be maintained ascertaining the cost of each type of fabric adding the cost of the total warp and weft used with the C S yarn, starch and used dyes.

**(2) Process materials:**

- (a) Purchase, stock, transfer, uses etc. of sewing yarn to be used in all processing materials, such as J.B. oil, nonidit P-40 (soft soap), bleaching and quality improving chemicals, C S yarn, T.S. powder (starch) and dyes to be used in pre-beam and hemming heracles of sewing and overhead machine and hand-sewing shall have to be recorded as per International Accounting Standard adopted by Bangladesh. The cost of all these materials shall have to be accounted excluding VAT. Because, the paid VAT on import and local sales of jute goods can be adjusted or, if there is no local sale, it can be refunded from related office.

- (b) Besides the processing materials stated in clause (a), whenever as per requirement of the buyer, any other oil is used in lieu of J.B. oil, bleaching and white coating material are used for whitening any products, special dyes is used for making coloured or any chemical is used for improving the quality of jute, the cost of these uses shall have to be included like direct materials with cost of relevant products and consignment wise cost shall have to be recorded.

(3) **Packing materials:** All information relating to all packing materials shall have to be recorded following the International Accounting Standard adopted by Bangladesh. Complicacy may arise in respect of adjustment and refund of VAT if records are not maintained as per VAT Law so that records of respective item shall have to be maintained in the both manner.

**2. The manner of maintaining accounts of store materials to be used in production.—**

- (a) Adequate records shall have to be maintained specifying the quantity and cost of receipt, use and residue of each and every store materials [such as chemical materials, consumable store goods, spare parts, operating, supplies, etc.] to be used in production of the companies engaged in jute industry. In ascertaining the cost of store materials, all expenses, incurred for carried up to the reach of the materials to the factory shall have to be added.
- (b) In case of operating and supplies of low-cost consumable store goods and spare parts to be used in jute industry, the company may maintain accounts classifying them into main items , if it so desires, in lieu of maintaining separate accounts.
- (c) The costs of store materials which are not part of the cost of machinery but are to be replaced as per instantaneous needed (such as bobbin of all types, spool, winding cone, chasis, beam, reel, drum, roller, shuttle, etc.) shall have to be maintained specifying the quantity and cost of that in specified place at the end of respective time and proper accounts shall have to be maintained of all store materials so that the actual use of such store materials can be ascertained in the respective time.
- (d) Sales proceeds of old and rejected store materials shall have to be adjusted with the cost of the relevant cost center and it shall be deducted from the general overhead expenses of the company.

**3. The manner of maintaining accounts of wastage, spoilage and defunct losses, etc. of store materials to be used in production.—**(1) Proper records shall have to be maintained specifying the quantity and cost of losses for operating, supplies, wastages, spoilage and defunct of direct materials, consumable store goods, spare parts, equipments, etc. to be used in production whether in transit, processing time in storage or anywhere.

(2) Detail records of reuse, sale and residue in production of that specifying the quantity and recoverable price of caddies, grade waste and cut pieces collected from different production departments shall have to be maintained. The manner of adjustment of above costs and sales proceeds from collected wastages which is followed for ascertaining the production cost shall have to be mentioned in the cost record in detail. The record shall have to be maintained in such a manner so that the company can provide information in the related form.

**4. Maintaining information relating to wages and salary-allowances.—**(1) In every financial year, detail records relating to attendance, wages and salary-allowances of all classes of employees engaged in company shall have to be maintained regarding the following matters, namely: —

- (a) direct labour wages in production;
- (b) indirect labour wages in production;
- (c) wages for overtime labour;
- (d) salary, house rent, medical allowances, festival allowance of all administrative employees;
- (e) salary of the employees engaged in sales and marketing of product;
- (f) salary of the employees engaged in other service, if any, (nature of service shall have to be mentioned);
- (g) any kind of retirement benefits such as pension, provident fund, gratuity or any other benefit paid to the employees;
- (h) detail explanation of salaries and wages that may be paid for idle time and the period when the factory remains closed and measures taken for adjustment thereof; and
- (i) total wages and salaries [clause (a) to (h)].

(2) Accounts shall have to be maintained relating to salaries and allowances paid to the Chief Executive and directors of the company.

(3) Accounts shall have to be maintained relating to total workers' days, entitled and actual operational days, in each financial year.

(4) Accounts shall have to be maintained relating to average number of workers employed in the company in each financial year.

(5) Accounts shall have to be maintained relating to direct labour cost per unit of produced jute.

(6) Accounts of wages and salary-allowances of production period or season and off production period or off season shall have to be maintained separately. The paid wages to the employees engaged in more than one cost center or department shall have to be apportioned on an equitable basis to the relating cost centers and departments and the allocation basis of such wages shall have to be applied consistently.

(7) The statement relating to the promotional programme to inspire the labour and employees of the company, if any, and the effect of taking such step in increasing production and influencing production cost shall have to be recorded.

**5. The manner of maintaining accounts of expenses, etc. of service department.**—Detail records of expenses incurred by each and every service departments or cost center (such as jute godown, store department, welfare, research centre, laboratory, transport, quality control, etc.) shall have to be maintained. Where the service of any service departments are used for other production of products of the company apart from jute products, the detail description of the basis on which apportionment of service department's expenses is made in both cases shall have to be recorded and such apportionment basis shall have to be applied consistently.

**6. The manner of maintaining accounts of water, electricity, steam, transport etc. utilities and services.**—Detail accounts shall have to be maintained relating to the quantity, price per unit and total cost of used or consumed (purchased or produced) water, electricity, steam, transport, etc. utilities or services by different production departments, service oriented departments and cost centers so that the company can easily provide the proper information and data to the cost auditor on his demand.

**7. The manner of maintaining accounts of repair and maintenance.**—Adequate records of expenses incurred for repair and maintenance of building and machinery installed in different departments and cost centers of the companies engaged in production of jute products shall have to be maintained. The basis of apportionment of the cost for repair and maintenance to different production departments, service department and cost centers including detail statement of cost in various sectors shall have to be mentioned. Where the benefit accrued from any repair and maintenance can be enjoyed for more than one year, then the cost of such sector shall have to be recorded as capital expenditure in the proper sector.

**8. The manner of maintaining accounts of depreciation of machinery.**—Proper records shall have to be maintained of cost and other information with detail description of depreciable fixed assets of the company. In this record, *inter alia*, the cost of each item of assets (including installation charges, if any), the date of its acquisition, the date of installation, rate of depreciation, the amount of depreciation in the respective financial year along with the accumulated depreciation and the details location of each asset shall be included. The detail statements of the basis on which depreciation is calculated and apportioned to the various production department and cost centers shall have to be recorded.

**9. Accounts relating to insurance costs.**—Proper records of the insurance premium paid for all kinds of assets relating to interest including fixed assets of the company shall have to be maintained. The method of apportionment of costs on this sector in different cost centers shall have to be mentioned.

**10. Maintaining accounts relating to other expenses.**—Adequate records shall have to be maintained of other overhead expenses incurred in addition to expenses stated in clause 5 to 9. These expenses shall have to be classified according to their effective relation analyzing these expenses, such as factory overhead, administrative overhead and marketing overhead. If the company produces any product(s) other than hessian, sacking and CBC, the basis of allocation (including explanation of reasons) of the common overhead expenses in the both cases shall have to be mentioned in detail in the record.

**11. Maintaining accounts relating to expenses on research and development.**—The expenses incurred by research and development departments in this sector, such as for devising new product, improving process of production, market research of products, etc. shall have to be classified according to their nature and functions, and detail records shall have to be maintained separately of expenses thereof. The manner in which the expenses of this sector are charged in production shall have to be mentioned in the record. If the benefit of expenses on this sector can be enjoyed more than one year, the expenses shall have to be recorded as deferred expenses and such deferred expenses shall have to be allocated to relevant produced products and other produced products on equitable basis.

**12. Maintaining accounts relating to transfer of jute goods for own use of the company.**—If yarn, twine and different kinds of hessian are transferred from one department to another department for own use of the company, proper accounts shall have to be maintained mentioning the quantity and cost of that shall have to be maintained. Generally, accounts of such transfer shall have to be recorded at actual cost.



**13. Maintaining accounts relating to products in process and finished products.**—The method which is followed for assessment of the cost of products in process and finished products shall have to be mentioned in the cost records so that the cost components which have been used for ascertaining the cost of the products can be disclosed. The manner of determination of cost shall have to be followed consistently. If the recorded cost of finished products and the products in process is differ from the actual verified cost, such difference shall have to be also mentioned in the cost records.

**14. Statements of accounts of production cost and sold products cost.**—Cost of statements shall have to be prepared separately for each factory of a company in each financial year mentioning the actual cost of production of each type of size wise, sample wise, description wise and packing wise jute products and production cost of sold products .

**15. Maintaining accounts relating to incentives and expenses on exports.**—Accounts in respect of any financial incentives if earned from the Government for exporting jute products to abroad shall have to be maintained. Similarly, proper accounts shall have to be also maintained of all expenses incurred for such export so that the cost of exported materials can be ascertained properly.

**16. Maintaining accounts of permanent and temporary assets by local verification.**—In every year, accounts shall have to be maintained properly by local verification in respect of all permanent and temporary assets of the company such as direct materials, process materials, packing materials, consumable store goods, spare parts, chemical products, fuels, stock of finished goods, stock goods under process and permanent assets.

**17. Inter-company transactions of the companies engaged in jute industry.**—If materials, produced goods or services are supplied by the companies interrelated in ownership, such as by the holding company to subsidiary company or vice versa or by one subsidiary company to another subsidiary company of the same holding company than detailed records of the memorandum of understanding or agreement on the following matters shall have to be maintained, namely:—

- (a) relating to purchase and sale of direct materials and processed materials;
- (b) relating to utilization of the capacity of factory;
- (c) relating to supply of utilities;
- (d) relating to administrative, technical and managerial services; and
- (e) relating to any other consultancy services.

**18. Maintenance of statistical record.**—(1) In every financial year, detail information of contracts for purchase and sale of products shall have to be recorded mentioning the terms and conditions (such as rate of commission, transportation expenses, etc.). Information of available shift and actual utilized shift of all departments and sub departments of that shall have to be maintained. In ascertaining shift, loom-wise, spindle-wise or machine-wise information shall have to be maintained wherever necessary. The causes of stoppage of production and non-utilization of full capacity of the factory shall have to be recorded clause-wise in the record. In the record, detail information shall have to be recorded of the quantity of produced yarn from jute in each kind of mixture process used in yarn production; the quantity of produced yarn from each kind of used frame in shift wise each type of mixture process, group-wise and fabric-wise various products based production of weaving department; the speed and efficiency of each type of loom, spindle, and other machine, etc. allocating production cost center wise. Detail record shall have to be maintained of the application of efficiency controlling process in every production department (such as winding, weaving, sewing, packing). Besides these, record on loss, scrap, wastage, etc. shall have to be also maintained.

(2) Record shall have to be maintained separately of the amount of capital used (net fixed asset and current capital) in jute goods and other production of the company. Where new capital has been invested in the respective financial year but no production has yet been commenced, such information shall have to be mentioned in the record. Information related to fixed assets which are replaced and additional fixed assets which are established shall have to be also included in the record.

**19. Reconciliation of cost accounts and financial accounts.**—Where the company does not follow the integrated accounting system, in that case, cost records shall have to be reconciled with the financial accounts at the end of the financial year and at least quarterly basis to ensure accuracy of the accounts. Both the accounts shall have to be reconciled in such a manner so that profit-loss of the related products can be correctly ascertained and profit-loss of such products can be reconciled with the overall profit- loss of the company.

**20. The manner of maintaining cost accounting accounts.**—All the accounting statements relating to cost accounting shall have to be maintained in the manner prescribed in this Schedule and in the form enclosed herewith.

**Form-‘A’**  
(See clause 20)

**General information of the company**

1. Name of the company:
2. Date of registration:
3. Address of registered office:
4. Address of the factory and date of the commencement of commercial production (if there are more than one factory, the information of each of the factories shall have to be mentioned/ information of each factory in case of more than one factory.):

If there are products other than, detailed information of such products are to be shown:

5. Detail of other products, other than jute goods, if produced:
6. Reports on utilization of installed machinery in the factory:

**Installed and running frame and loom hours**

Spinning	Frame/ Spindles	Frame		Actual working hours			
		Installed	Running	Light yarn	Heavy yarn	Broad loom	Others
4 <sup>1</sup> / <sub>4</sub> ” pitch FLCB	100						
4 <sup>1</sup> / <sub>4</sub> ” pitch low	100						
4 <sup>1</sup> / <sub>4</sub> ” pitch macki S/D	100						
4 <sup>3</sup> / <sub>4</sub> ” macki A/D	96						
4 <sup>1</sup> / <sub>4</sub> ” macki A/D	100						
4 <sup>1</sup> / <sub>4</sub> ” pitch macki A/D	96						
4 <sup>1</sup> / <sub>4</sub> ” pitch FLTM A/D	100						
5 <sup>1</sup> / <sub>2</sub> ” pitch FLTM	80						
5 <sup>1</sup> / <sub>2</sub> ” pitch macki S/D	80						
Total:							



Loom	Reed space	Loom		Actual working hours			
		Installed	Running	Hessian	Sacking	CBC	Others
	32 <sup>1</sup> / <sub>2</sub> "						
	34 <sup>1</sup> / <sub>2</sub> "						
	37 <sup>1</sup> / <sub>2</sub> "						
	30 <sup>1</sup> / <sub>2</sub> "						
	39 <sup>1</sup> / <sub>2</sub> "						
	40 <sup>1</sup> / <sub>2</sub> "						
	42 <sup>1</sup> / <sub>2</sub> "						
	44 <sup>1</sup> / <sub>2</sub> "						
	46 <sup>1</sup> / <sub>2</sub> "						
	47 <sup>1</sup> / <sub>2</sub> "						
	48 <sup>1</sup> / <sub>2</sub> "						
	48"						
	49 <sup>1</sup> / <sub>2</sub> "						
	50 <sup>1</sup> / <sub>2</sub> "						
	52 <sup>1</sup> / <sub>2</sub> "						
	53 <sup>1</sup> / <sub>2</sub> "						
	56 <sup>1</sup> / <sub>2</sub> "						
	57"						
	58 <sup>1</sup> / <sub>2</sub> "						
	60 <sup>1</sup> / <sub>2</sub> "						
	64 <sup>1</sup> / <sub>2</sub> "						
	66 <sup>1</sup> / <sub>2</sub> "						
	68 <sup>1</sup> / <sub>2</sub> "						
	90 <sup>1</sup> / <sub>2</sub> "						

Loom	Reed space	Loom		Actual working hours			
		Installed	Running	Hessian	Sacking	CBC	Others
	92 <sup>1</sup> / <sub>2</sub> "						
	154.5"						
	168"						
	174"						
	176"						
	210"						
	210"						
	220"						

**Note:** If there is any opportunity for other production, that is to be shown is concerning new department.

7. Explanation of process used in production:
8. Information of production (including information of previous year):
9. Description of research and development program, if any:

**Form-‘B’  
(See clause 20)**

.....**Jute Mills Ltd.**

**Statement of total production cost and the cost of the goods sold**

Financial year: .....

**Part-1**

Sl. No.	Particulars	Unit	Current financial year	Previous financial year	Difference
1.	Total working days:				
2.	Actual working hour:				
3.	Production capacity:				
4.	Actual production:				
5.	Rate of production compared to capacity:				

**Statement of cost of goods sold**

Sl. No.	Particulars	Hessian	Sacking	CBC	Others
1.	(a) Jute consumption:				
	(b) Direct materials:				
	(c) Other direct materials:				
	(d) Packing materials:				
	(e) Consumption of total direct materials:				
2.	Direct wages:				
3.	Factory overhead cost:				
	(a) Variable:				
	(b) Fixed:				
	Factory cost (1+2+3):				
4.	Opening processed products:				
	Total processed goods:				
	Closing processed products:				
	Production cost:				
5.	Opening jute goods:				
	Total jute goods received:				
	Closing jute goods:				
	Cost of goods sold:				

**N.B.:**—Accounts of each and every kind of jute goods shall have to be kept separately.

**Statement of cost of jute issued**

Financial year: .....

**Part-2**

Particulars	Hessian		Hessian weft/ sacking warp		Sacking weft		CBC warp/weft		Others	
	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value
Tossa C bottom:										
White cross bottom:										
Tossa cross bottom:										
B W D:										
Mesta C bottom:										
White SMR:										
Tossa SMR:										
Cut ropes:										
Habijabi:										
White cutting:										
Tossa cutting:										
Thread waste:										
BTC:										
BWC:										
Mesta B(cut):										
Total:										

**Note:**

1. Information of all used grades and quality jute and waste recovered have to be provided according to facilitation of the statement.
2. Each column of warp and weft shall contain 4 sub-column which contain %, weight, rate and Taka.
3. If necessary, the sum of the total quantity of issue and the total value including separate sheet for each count shall have to be prepared.
4. There shall have to be similarity of the total cost of these issue accounts with the weight, rate and value of the overall account of net jute issue.
5. This cost of this issue shall contain proper proportionate amount of charges on jute. If any charges are not included with the issue, detail information shall have to be recorded so that those charges can be charged in appropriate sector.





**Statement of the issue cost of packing materials**

Financial year: .....

**Part-5**

Particulars	Hessian		Hessian weft sacking warp		CBC		Others	
	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value
Packing sheet:								
Bailing hoops:								
Bailing buckles:								
Bailing pins:								
Paper tubes:								
Polythine paper:								
Others (must be specified):								
Total:								

**Statement of the cost of direct wages**

Financial year: .....

**Part-6**

Batching/designation of workers	Number of employed		Total wages	
	Current financial year	Previous financial year	Current financial year	Previous financial year
Bail opener:				
Jute piler:				
Jute carrier:				
Teaser helper:				
Root cutter:				
Dust shaker helper:				
Sweeper/cleaner:				
Batching worker:				
Softener feeder:				

Batching/designation of workers	Number of employed		Total wages	
	Current financial year	Previous financial year	Current financial year	Previous financial year
Softener receiver:				
Jute spreader feeder:				
Jute spreader receiver:				
Tandom tester feeder:				
Tandom tester receiver:				
Teaser feeder:				
Teaser receiver:				
Hotlert feeder:				
Hotlert receiver:				
Dollop way man:				
Emulsing tank operator (auto):				
Emulsing tank operator (non-auto):				
Dust shaker operator:				
Gelotin machine operator:				
Teaser sarder:				
Head sarder:				
Total:				
Piece rated:				
Time rated:				
Contract rated:				

Preparing/designation of workers	Number of employed		Total wages	
	Current financial year	Previous financial year	Current financial year	Previous financial year
<u>Light yarn:</u> Packing labour: Binnar/sweeper: Departmental worker: Breaker feeder (ordinary): Beaker receiver-cum finisher feeder: Finisher card receiver-cum first drawing feeder: Drawing receiver-cum drawing feeder: Drawing line sarder: Breaker line sarder: Breaker card sarder: Head sarder:				
Total:				
Piece rated:				
Time rated:				
Contract rated:				
<u>Heavy yarn:</u> Packing labour: cleaner/sweeper: Departmental worker: Breaker feeder (ordinary): Beaker receiver-cum first drawing feeder: Finished card receiver-cum first drawing feeder: Drawing receiver-cum drawing feeder: Drawing line sarder: Breaker line sarder: Breaker card sarder: Head sarder:				
Total:				
Piece rated:				
Time rated:				
Contract rated:				

Spinning/designation of worker	Number of employed		Total wages	
	Current financial year	Previous financial year	Current financial year	Previous financial year
<u>Light yarn:</u>				
Driver can carrier:				
Cleaner/sweeper:				
Departmental worker:				
Bobin shifter:				
Reeler:				
Yarn tester:				
Twister:				
Labour sarder:				
Spiver can carrier-cum feeder:				
Spinner:				
Reeler line sarder:				
Twister sarder/spinner line sarder:				
Head sarder:				
Total:				
Piece rated:				
Time rated:				
Contract rated:				

<u>Heavy yarn:</u> Spiver can carrier: Cleaner/Sweeper: Departmental worker: Bobin shifter: Reeler: Yarn tester: Twister: Labour sarder: Spiver can carrier-cum feeder: Spinner: Reeler line sarder: Twister sarder: Spinner line sarder: Head sarder:				
Total: Piece rated: Time rated: Contract rated:				

<u>Winding:</u> Bobbin cleaner: Cop godown labour: Cleaner/sweeper: Departmental worker: Reeler: Yarn bundler: Winder: Winding sarder: Winding head sarder:				
Total: Piece rated: Time rated: Contract rated:				

<u>Beaming:</u> Departmental worker: Cleaner/sweeper: Dyer: Starchman: Beamer: First beamer: Beaming sarder:				
Total: Piece rated: Time rated: Contract rated:				

<u>Weaving:</u> Hessian: Departmental worker: Cleaner/sweeper: Carrier: Leather repairer: Comb man: Weaver: Line sarder: Head sarder:				
Total: Piece rated: Time rated: Contract rated:				

<u>Sacking:</u>				
Departmental worker:				
Cleaner/sweeper:				
Carrier:				
Leather repairer:				
Comb man:				
Weaver:				
Weaving line sarder:				
Weaving head sarder:				
Total:				
Piece rated:				
Time rated:				
Contract rated:				

<u>DosBC:</u>				
Departmental worker:				
Cleaner/sweeper:				
Carrier:				
Leather repairer:				
Comb man:				
Weaver:				
Weaving line sarder:				
Weaving head sarder:				
Total:				
Piece rated:				
Time rated:				
Contract rated:				



Finishing/designation of worker:	Number of employed		Total wages	
	Current financial year	Previous financial year	Current financial year	Previous financial year
<u>Calendar:</u>				
Sarder:				
Cutting machine feeder:				
Cutting machine receiver:				
Measuring machine man:				
Measuring machine receiver:				
Cleaner/sweeper:				
Helper:				
Damping feeder:				
Damping receiver:				
Lapping machine feeder:				
Lapping machine receiver:				
Calendar feeder:				
Mangle receiver:				
Mangle feeder:				
Cropping machine feeder:				
Cloth examiner-cum-repairer:				
Branding machine operator:				
Mark man:				
Branding receiver:				
Total:				
Piece rated:				
Time rated:				
Contract rated:				

Finishing/designation of worker:	Number of employed		Total wages	
	Current financial year	Previous financial year	Current financial year	Previous financial year
<u>Sewing :</u> Sewing machine receiver: Overhead machine operator: Hamming machine operator: Heracles machine operator: Hand sewer: Batman: Bag joiner: Twist cutter: Helper: Sarder:				
Total: Piece rated: Time rated: Contract rated:				

<u>Packing:</u> Sarder: Pressman: Hoop cutter: Bag checker: Bag stamper: Bale carrier:				
--	--	--	--	--

Total: Piece rated: Time rated: Contract rated:				
Grand total: Piece rated: Time rated: Contract rated:				

**Note:**

1. If there is no worker as mentioned in the form, the position shall be shown nil. Any worker working other than those mentioned in the form shall have to be shown in the last of the departmental worker and shall be added to the total number.
2. Total departmental or grand total information of the company shall have to be shown of piece rated wages, time rated wages and contract rated wages with separate number.
3. To ensure utilization of worker employed, the efficiency etc. shall have to be ascertained comparing of working hours or workers with working machine hours etc., and also reviewing productions.



Sl. No.	Name of machine (including type and made)	Number	Narrow Loom				Total		Broad Loom		Others	
			Light yarn		Heavy yarn		Number	Value	Number	Value	Number	Value
			Number	Value	Number	Value						
	(b) Preparing department:											
	1. Breaker card:											
	2. Finisher card (half circular):											
	3. Teaser card with hopper:											
	4. J F -20:											
	5. Short fiber feeder:											
	6. Fiber dispersal unit:											
	7. J- 1 card:											
	8. J- 3 card:											
	9. J.F-1 card:											
	10. J.F.-2 card:											
	11. J F-3 card:											
	12. J F -4 card:											
	13. J F-10 card:											
	14. M-1 card:											

\*Value: Procurement price including the cost of installation.





Sl. No.	Name of machine (including type and made)	Number	Narrow loom				Total		Broad Loom		Others	
			Light yarn		Heavy yarn		Number	*Value	Number	*Value	Number	*Value
			Number	*Value	Number	*Value						
4.	Low cop winding frame-144 spindles:											
5.	Low cop winding frame-120 spindles:											
6.	Low cop winding frame-100 spindles:											
7.	Mack cop 24 spindles:											
8.	Suzeer cop 12 spindles:											
9.	Precision winding spool:											
10.	Reeling single side: Reeling double side:											

**\*Value:** Total procurement price including cost of installation.



Sl. No.	Name of machine (including type and made)	Number	Narrow loom				Total		Broad loom		Others	
			Light yarn		Heavy yarn		Number	*Value	Number	*Value	Number	*Value
			Number	*Value	Number	*Value						
<b>(e) Beaming department:</b>												
1. Pre-beaming:												
2. Dressing -												
- 3 cylinders:												
- 5 cylinders:												
- 7 cylinders:												
- 9 cylinders:												
- 11 cylinders:												
3. Dry beaming:												
4. Sizing machine:												
5. Starch tank:												
6. Reeling dyed yarn:												
<b><u>(f) Weaving department:</u></b>												
1. 32 ½" RS Looms:												
2. 34 ½" RS Looms:												
3. 37 ½" RS Looms:												
4. 38 ½" RS Looms:												
5. 39 ½" RS Looms:												
6. 40 ½" RS Looms:												
7. 42 ½" RS Looms:												
8. 44 ½" RS Looms:												
9. 46 ½" RS Looms:												
10. 47 ½" RS Looms:												
11. 48 ½" RS Looms:												



Sl. No.	Name of machine (including type and made)	Number	Narrow loom				Total		Broad loom		Others	
			Light yarn		Heavy yarn		Number	*Value	Number	*Value	Number	*Value
			Number	*Value	Number	*Value						
	5. Cutting machine:											
	6. Cropping machine:											
	7. Mangling machine:											
	8. Cloth inspection:											
	9. Branding:											
	<u>Finishing sewing:</u>											
	1. Overhead:											
	2. Hemming:											
	3. Heracles:											
	<u>Finishing bailing:</u>											
	1. Hydraulic pump:											
	2. Hydraulic press:											
	3. Rolling up:											
	4. Overhead crane:											
	5. Mobile crane:											
	6. Jetty crane:											

**\*Value:** Total procurement price including cost of installation.

Note: (1) In case any machine mentioned in the form do not exist in any mill, this shall have to be shown nil. If other machines not mentioned in the form exist, those shall have to be shown in the last/first of the form.

- (2) It can know about the use of the department wise capital based on valuation of machinery wise in one hand, on the other hand, it is beneficial to ascertain department wise depreciation.
- (3) It gives information on department wise operational machine with requirement and use of employed workers.
- (4) If productions of machine is of the concerned department are compared with the operational machine, the use and efficiency of machine and employment of workers can be known.

**Form-‘D’**  
(See clause 20)

**Statement of overhead costs and its allocation**

Financial year: .....

Particulars	Current financial year	Previous financial year	Differences
Salary and wages:			
Indirect materials:			
Fuel:			
Printing and stationery materials:			
Welfare expenses:			
TA-DA:			
Rent, rates, taxes:			
Advertisement:			
Entertainment:			
Fees and charges:			
Training expenses:			
Post and telephone:			
Others (to be mentioned)			
Total:			

**Note:** These expenses shall have to be allocated to different production departments and service departments in proportion to the service/cost.

**Form-‘E’  
(See clause 20)**

**Statement of expenses of production and consumption of steam and its allocation**

Financial year: .....

1<sup>st</sup> Part

Sl. No.	Particulars	Unit	Current financial year	Previous financial year	Differences
---------	-------------	------	------------------------	-------------------------	-------------

1. Number of steam boiler operated:
  2. Number of working days:
  3. Installed capacity:
  4. Capacity utilized:
- Less production loss:
- Percentage of capacity utilized:

2<sup>nd</sup> Part

Sl. No.	Particulars	Current financial year			Previous financial year		
		Quantity	Rate	Value	Quantity	Rate	Value
1.	Fuel-electricity: Coal/Gas: Furnace Oil/Petrol/ Diesel: Firewood: Others (to be mentioned):						
2.	Water:						
3.	Wages and salaries:						
4.	Repairs and maintenance:						
5.	Other direct expenses (boiler fees, etc.):						

Sl. No.	Particulars	Current financial year			Previous financial year		
6.	Insurance cost:						
7.	Depreciation cost:						
8.	Rent, tax, rates:						
9.	Allocated expenses of others department: Factory building:						
10.	Total expenses of the steam generated:						
11.	Less sales outside (if any):						
12.	Production cost of steam consumed: (a) Fixed: (b) Variable:						

3<sup>rd</sup> Part

Cost Allocation	Current financial year		Previous financial year	
	Use of steam (%)	Steam expenses	Use of steam (%)	Steam expenses
Batching to winding:				
Beaming to weaving:				
Calendaring (finishing):				
Total:	100%			

**Form-‘F’**  
**(See clause 20)**

**Statement of generation and purchase of electricity and allocation of its expenses**

Financial year: .....

1<sup>st</sup> Part

Sl. No.	Particulars	Unit	Current financial year	Previous financial year	Differences
1.	Installed capacity:	K. hours			
2.	Quantity of production:	K. hours			
3.	Quantity of electricity Purchased:	K. hours			
4.	Total quantity generated and purchased:	K. hours			
5.	Consumption of power house:	%			
6.	Consumption proportionate to purchase of electricity:	%			
7.	Number of working days:	day			

2<sup>nd</sup> Part

Sl. No.	Particulars	Current financial year			Previous financial year		
		Quantity	Rate	Value	Quantity	Rate	Value
1.	Fuel-Electricity purchased:						
	Coal/gas:						
	Petrol/diesel:						
2.	Others (to be described):						
3.	Wages and salaries:						
4.	Repairs and maintenance:						
5.	Other direct expenses:						
6.	Insurance costs:						
7.	Depreciation costs:						

Sl. No.	Particulars	Current financial year			Previous financial year		
		Quantity	Rate	Value	Quantity	Rate	Value
8.	Rent, tax, rates:						
9.	Allocated expenses of others department: (factory building)						
10.	Cost of electricity generated:						
11.	Less sale (if any):						
12.	Add electricity purchased:						
13.	Total expenses of electricity consumed: (a) Fixed: (b) Variable:						

Cost allocation	Current financial year		Previous financial year	
	Horse power %	Electricity expenses	Horse power %	Electricity expenses
<u>Production department</u>				
Batching to winding:				
Beaming to weaving:				
Finishing:				
Total:				
<u>Others:</u>				
Factory building:				
Workshop:				
Repairs:				
Total:				
Total:	100%			



**Form-‘G’  
(See clause 20)**

**Statement of expenses of factory building and its allocation**

Financial year: .....

1<sup>st</sup> Part

Sl. No.	Particulars	Unit	Current financial year	Previous financial year	Differences
1.	Number of working days:				
2.	Departmental workers:				
	Officers:				
	Staff:				
	Workers:				

2<sup>nd</sup> Part

Sl. No.	Particulars	Current financial year			Previous financial year		
		Quantity	Rate	Value	Quantity	Rate	Value
1.	Bricks:						
2.	Cement:						
3.	Sand:						
4.	Rod:						
5.	Others:						
6.	Wages and salaries:						
7.	Repairs and maintenance:						
8.	Insurance cost:						
9.	Depreciation cost:						
10.	Rent, tax, rates:						
11.	Other direct expenses:						
12.	Allocated expenses of other department:						
	Electricity expenses:						
13.	Total expenses:						
14.	Less new construction expenses (if any):						
15.	Net departmental expenses:						
	(a) Fixed:						
	(b) Variable:						

3<sup>rd</sup> Part

Allocation of expenses	Current financial year		Previous financial year	
	Use of floor space (%)	Expenses	Use of floor space (%)	Expenses
Beaching to winding:				
Beaming to weaving:				
Sewing:				
Packing:				
Others:				
Total:	100%			

**Note:** Separate statement for each department shall have to be prepared.

**Form-‘H’  
(See clause 20)**

**Statement of expenses of workshop/maintenance and its allocation**

Financial year: .....

1<sup>st</sup> Part

Sl. No.	Particulars	Unit	Current financial year	Previous financial year	Differences
1.	Number of working days:	day			
2.	Departmental workers:	person			
	Officer:				
	Staff:				
	Worker:				

2<sup>nd</sup> Part

Sl. No.	Particulars	Current financial year			Previous financial year		
		Quantity	Rate	Value	Quantity	Rate	Value
1.	Different materials of production: (to be mentioned name of each):						
2.	Different materials for repair: (To be mentioned name of each):						
3.	Others:						
4.	Wages and salaries:						
5.	Repairs and maintenance:						
6.	Insurance cost:						
7.	Depreciation cost:						
8.	Rent, tax, rates:						
9.	Other direct expenses:						
10.	Allocated expenses of other department:						
	Electricity expenses:						
	Workshop expenses:						

Sl. No.	Particulars	Current financial year			Previous financial year		
		Quantity	Rate	Value	Quantity	Rate	Value
11.	Total expenses:						
14. *	Less production cost of store materials (if any):						
15.	Net departmental:						
	(a) Fixed:						
	(b) Variable:						

3<sup>rd</sup> Part

Allocation of expenses	Current financial year		Previous financial year	
	Uses (%)	Expenses	Uses (%)	Expenses
Beaching to winding:				
Beaming to weaving:				
Sewing:				
Packing:				
Total:	100%			

\* **Note:** Separate statement shall have to be prepared for each department.

**Form-‘I’  
(See clause 20)**

**Statement of expenses of welfare department and their allocation**

Financial year: .....

1<sup>st</sup> Part

Sl. No.	Particulars	Unit	Current financial year	Previous financial year	Differences
1.	Number of working days:	day			
2.	Departmental workers:	Person			
	Officer:				
	Staff:				
	Worker:				

2<sup>nd</sup> Part

Sl. No.	Particulars	Current financial year			Previous financial year		
		Quantity	Rate	Value	Quantity	Rate	Value
1.	Medical supplies:						
2.	Uniform:						
3.	Sports goods:						
4.	Newspaper and magazine:						
5.	Others:						
6.	Wages and salaries:						
7.	Repairs and maintenance:						
8.	Group insurance cost:						
9.	Ration subsidies:						
10.	Medical expenses:						
11.	Depreciation cost:						
12.	Other direct expenses:						

Sl. No.	Particulars	Current financial year			Previous financial year		
		Quantity	Rate	Value	Quantity	Rate	Value
13.	Expense allocated from other department: Electricity expenses: Factory expenses:						
14.	Total expenses: (a) Fixed: (b) Variable:						

3<sup>rd</sup> Part

Allocation of expenses	Current financial year		Previous financial year	
	Uses (%)	Expenses	Uses (%)	Expenses
Beaching to winding:				
Beaming to weaving:				
Sewing:				
Packing:				
Total:	100%			



2<sup>nd</sup> Part

Sl. No.	Particulars	Hessian (ton)		Sacking (ton)		CBC (ton)		Others (ton)		Total (ton)	
		Material	Transformation	Material	Transformation	Material	Transformation	Material	Transformation	Material	Transformation
	<b>Production:</b> + Closing pro: material Total: (-) Opening pro: material <b>Equivalent                      production</b>										

**Note:** (i) Separate statements shall have to be prepared for each department.

(ii) Transfer to back process shall be made at the basis of actual value of wastages and actual cost of other transfer.





**Form-‘L’**  
(See clause 20)  
**Statement of overall wastage**  
**Packing department**

Financial year: .....

Sl. No.	Particulars	Current financial year (ton)	Previous financial year (ton)
1.	<b>Jute Issue:</b>		
	(+) Opening processed material		
	Total:		
	(-) Closing processed material		
2.	<b>Total jute consumption:</b>		
	Fabrics production:		
	Twine production:		
	Yarn production:		
3.	Total production:		
4.	Depreciation:		
5.	Percentage of depreciation:		
6.	Batching emulsion:		
7.	Cotton yarn:		
8.	Starch:		
9.	Dyes:		
10.	Total:		
	Overall depreciation:		
	Percentage of overall depreciation:		

**Form-‘M’  
(See clause 20)**

**Production cost of count yarn**

Financial year: .....

Particulars	Current financial year	Previous financial year
Production-hour		
Spindle-hour		
Spindle hour per ton		

Particulars	Current financial year		Previous financial year	
	Total (Tk.)	Ton (Tk.)	Total (Tk.)	Ton (Tk.)
(a) <b>Jute issue:</b> Direct material-batching: (+) Opening unfinished goods (-) Transfer to back process (-) Closing unfinished goods Consumption of direct raw material:				
(b) <b>Direct wages:</b> Batching/based on spindle hour: Preparing/based on spindle hour: Spinning/based on spindle hour: Winding/piece wages direct, others based on spindle hour: Twisting/based on spindle hours of twisting:				
(c) <b>Overhead cost:</b> Variable-direct: Fixed-based on spindle hour: Total: Transfer for sale: Transfer to finishing: Others (sample): Transfer to next process: Total: Transfer:				

**Form-‘N’  
(See clause 20)**

**Statement of cost of fabrics**

Financial year: .....

**Requirement of cloths:**

**Requirement for per ton production:**

- (a) Requirement of warp:
- (b) Dyed yarn:
- (c) Weft:
- (d) Others:

Particulars	Current financial year	Previous financial year
Production-ton/meter:		
Loom hours:		
Loom R S:		
Picks per minute:		
Production per loom hour-ton/meter:		
Loom hour per ton:		
Meter per ton:		
Laid length:		
Finished length:		
Warp count:		
Weft count:		
Warp spindle per loom:		
Weft spindle per loom:		
Warp spindle hour per ton:		
Weft spindle hour per ton:		

Particulars	Current financial year		Previous financial year	
	Total (Tk.)	Ton (Tk.)	Total (Tk.)	Ton (Tk.)
(a) <b>Receipt from winding:</b>				
(b) <b>Direct material</b> -pre-beaming:				
(+) Opening unfinished goods				
(-) Transfer to back process				
(-) Closing unfinished goods:				
Consumption of direct material:				
(c) <b>Direct wages:</b>				
Pre-beaming-piece wages-direct				
- others- based on piece-wages or meter				
Beaming- piece wages-direct				
- others-piece or meter based wages				
Weaving- piece wages-direct				
- others- based on loom hours				
Inspection-piece wages-direct				
- others bases on piece wages				
Damping-based on meter				
Calendaring- based on meter				
Cropping- based on meter				
Mangling- based on meter				
Lapping- based on meter				
Rolling- based on meter				
(d) <b>Overhead cost:</b>				
Variable-direct				
Fixed-based on loom hours				
Total:				
Less others (sample):				
Transfer for bag:				
Transfer of packing:				

**Form-‘O’**  
**(See clause 20)**

**Production cost of bags**

Financial year: .....

- (a) Types of bags:  
 (b) Sewing twine/per 100 bag/in ton:  
 (c) Weight per bag:  
 (d) Length in meter per bag:  
 (e) Number of bags per ton:

Particulars	Current financial year	Previous financial year
Number of bags produced:		
Production – ton/fabrics meter:		
Gunny cutting loss – ton:		
Cutting loss – percentage :		

Particulars	Current financial year		Previous financial year	
	Total (Tk.)	Ton (Tk.)	Total (Tk.)	Ton (Tk.)
<b>(a) Receipt from weaving:</b>				
Receipt from winding:				
(+ opening unfinished goods				
(-) Transfer to back process				
(-) Closing unfinished goods				
Consumption of direct raw material:				

Particulars	Current financial year		Previous financial year	
	Total (Tk.)	Ton (Tk.)	Total (Tk.)	Ton (Tk.)
<b>(b) Direct wages:</b>				
Measuring and cutting-based on piece:				
Overhead sewing-piece wages-direct-				
other-based on piece or ton:				
Hemming- per ton:				
Hand sewing- per ton:				
Union sewing- per ton:				
Heracle sewing- per ton:				
Repairing- per ton:				
Branding- per ton:				
<b>(c) Overhead costs:</b>				
Variable-direct:				
Fixed-based on number of bags:				
Total:				
Less others (sample):				
Transfer to packing:				

**Form-‘P’**  
**(See clause 20)**  
**Cost for packing**

Financial year : .....

Kinds of bale:

Kinds of goods:

Meter/bag per roll/bale

Number of backless and pin per bale:

Length of hoops per bale:

Kinds of pack sheet – length and breath:

Paper/steel tube:

Ends:

Polythene sheet:

Card board disk:

Others (to be mentioned):

Particulars	Current financial year	Previous financial year
Number of bale produced:		
Production-number of bale/roll per ton:		
Standard weight/bale:		
Actual weight/bale:		
Loss/gain – percentage:		

Particulars	Current financial year		Previous financial year	
	Total (Tk.)	Ton (Tk.)	Total (Tk.)	Ton (Tk.)
<b>(a) Receipt from weaving:</b>				
Receipt from winding:				
Receipt from bag section:				
Consumption of packing materials:				
(+ ) Opening unfinished goods				
(- ) Transfer to back process				
(- ) Closing unfinished goods				
Consumption of direct raw materials:				



Particulars	Current financial year		Previous financial year	
	Total (Tk.)	Ton (Tk.)	Total (Tk.)	Ton (Tk.)
<b>(b) Direct wages:</b> Press – based on number of bags Rolling and packing – based on number of rolls Gunny go down – based on number of bale/roll produced and sold				
<b>(c) Overhead cost:</b> Variable–direct Fixed–based on number of bale/roll Total: Less other (sample, etc.): Production cost/transfer to go down:				

**Form-‘Q’**  
(See clause 20)

**Accounting statement of profit/loss**

**Financial year : .....**

Particulars	Current financial year			Previous financial year		
	Quantity (ton)	Per ton	Price/Cost	Quantity (ton)	Per ton	Price/Cost
<b>Sales and income:</b>						
Local:						
Export:						
Export subsidy:						
Total income:						
Cost of goods sold:						
Gross profit/margin:						
Operating expenses:						
Selling expenses:						
Administrative expenses:						
Financial expenses:						
Net profit/loss:						
Per in 100 bag:						
Per in 100 meter:						
In per meter (if necessary):						

**Note:** The same form shall be used for overall statement or each product and bale preparation. But for control of other products necessary information shall have to be shown in the upper or lower side of the form.

**Schedule – 5****[See rule 3 (e)]****The manner of maintaining the books of accounts of the companies engaged in preparation and production of medicine industry**

**1. The manner of maintaining accounts of materials to be used in preparation and production of medicine :—**Accounts of each item of direct materials to be used in production of the companies engaged in preparation and production of medicine industry shall have to be maintained in the following manners, namely :—

- (a) Adequate accounts mentioning the quantity and cost of all receipts, uses and residues of each type direct materials, such as basic productive materials, semi-basic productive materials, ancillary materials etc. to be used (batch wise) in preparation and production of medicine shall have to be maintained. Description of concerned accounts shall have to be mentioned clearly in cost accounting record maintained, or if the company so desires, in other systematic books of accounts, if any. In ascertaining the materials price, all kinds of direct cost incurred up to the reach of the factory, such as in case of local products excise duties, all kinds of transportation fare and charges, transportation insurance, loading and unloading expenses, etc., shall have to be added. In the case of imported products, the import duties, supplementary duties, port charges, inland transportation charges, transportation insurance and other expenses related to the import shall have to be recorded separately and be added with the material cost. Separate accounts shall have to be maintained mentioning the quantity and cost of the import of medicine preparation materials from the controlling company situated abroad and from the third party suppliers.
- (b) Where basic productive materials and semi-basic productive materials produced by the company in its own factory are used as direct materials in production of any materials of formulation, proper records of such produced materials shall have to be maintained so that production cost of such each produced materials can be ascertained.
- (c) There must be reconciliation of quantity and cost of the use of materials recorded in the cost record with the quantity and cost recorded in the production record.

- (d) Reconciliation of quantity and cost of the use of direct materials and packing materials with the quantity and cost of such materials shown in the form must be made. Any loss or increase due to actual verification of the materials shall have to be clearly mentioned in the cost records.
- (e) Proper records of purchase or supply contract executed with local and foreign suppliers (including controlling companies) mentioning the quantity and supply cost of different materials shall have to be maintained. The main terms of each contract, specially quantity of purchase, quality, price, delivery schedule, discount due to transportation loss and price payment terms (with cash discount) etc. shall have to be mentioned in the records.
- (f) In case of any abnormal loss of materials during transit or in storage or for any other reason whatsoever, records shall have to be maintained separately mentioning the stage of such losses and the reasons for such losses.

**2. The manner of ascertaining production cost by using standard cost—**

If any company, ascertains the production cost of its product on any basis, such as the standard cost, other than the actual quantity and cost of materials used in its production, the detail statements of such methods adopted by the company shall have to be mentioned in the cost records and this method shall have to be used consistently. In this case, at the end of the financial year and at least every three month, the overall reconciliation of the materials shall have to be made explaining the reason of variations between the quantity and cost of materials and the quantity and cost of the materials actual used in production.

**3. The manner of accounting of store materials to be used in production.—**

- (a) Adequate records shall have to be maintained mentioning the quantity and cost of receipts, uses and residues of each store materials (such as chemicals, consumable stores, spare parts, operating, supplies, etc.) to be used in the preparation and production of medicine. In ascertaining the cost of store materials, all kinds of incurred expenses of such materials up to the reach in the mill shall have to be included.
- (b) In case of operating and supplies of low-cost consumable store goods and spare parts used in the preparation and production of medicine, the company may maintain records classifying them into main items, if it so desires, in lieu of maintaining separate records.

4. **The manner of maintaining accounts of wastage, spoilage and defunct losses etc. of store materials to be used in production.**—Proper records shall have to be maintained mentioning the quantity and cost of losses for operation, supply, wastages, spoilage and defunct of direct materials, consumable store materials, spare parts, equipment etc. to be used in production whether in transit, storage, or anywhere.

5. **Maintaining information relating to wages and salary-allowances, etc.**—(1) In each financial year, detail records relating to the attendance, wages and salary-allowances of all classes of employees engaged in the company shall have to be maintained regarding the following matters, namely :—

- (a) wages for the direct labour in production;
- (b) wages for the indirect labour in production;
- (c) wages for overtime labour;
- (d) salary of administrative employees;
- (e) salary of the employees engaged in sale and marketing of the products;
- (f) salary of the employees engaged in other jobs, if any (nature of work shall have to be mentioned);
- (g) any kind of retirement benefits provided to the employees, such as pension, provident fund, gratuity and other benefits;
- (h) detail explanation of salaries and wages that may be paid for idle time and the period when the factory remain closed and thereof measures for adjustment; and
- (i) total wages and salaries [clause (a) to (h)].

(2) Accounts shall have to be maintained relating to salaries and allowances paid to the Chief Executive and the directors of the company.

(3) Accounts shall have to be maintained relating to total workers' days and actual operational days, in each financial year.

(4) Accounts shall have to be maintained relating to average number of workers employed in each financial year.

(5) Accounts shall have to be maintained relating to direct labour cost per unit of produced medicine or materials.

(6) Accounts of wages and salary-allowances of production period or season and off production period or off season shall have to be maintained separately. The paid wages and salaries to the employees engaged in more than one cost center or division shall have to be apportioned on an equitable basis to the relating cost centers and divisions and the allocation basis of such wages and salaries shall have to be applied consistently.

(7) The statements shall have to be recorded relating to the promotional programme to inspire the labour and employees of the company, if any, and the effect of taking such step in increasing production and influencing production cost.

**6. The manner of maintaining accounts of expenses, etc. of service department.**—Detail records of expenses incurred by each and every service department or cost center (such as research center, laboratory, transport, quality control, etc.) shall have to be maintained. Where the service of any service department is used for the production of any other products of the company other than medicine, the detail description of the basis which, in both cases, the cost of service department's are apportioned shall have to be recorded and such basis of apportionment shall have to be applied consistently.

**7. The manner of maintaining accounts of water, electricity, steam, transport etc. utilities or services.**—Detail accounts shall have to be maintained relating to the quantity, price per unit and total cost of used or consumed (purchased or produced) water, electricity, steam, transportation, oxygen/nitrogen, air pressure, liquid petroleum gas, refrigeration machine, air compressor machine etc. utilities or services by different production departments, service oriented departments and cost centers so that the company can easily provide the proper information and data to the cost auditor on his demand.

**8. The manner of maintaining accounts relating to repair and maintenance.**—Adequate records of costs incurred for repair and maintenance of house and machinery installed in different departments and cost centers of the companies engaged in preparation and production of medicines shall have to be maintained. The basis of apportionment of the cost for repair and maintenance to different production department, service department and cost centers including detail statements of cost in various sectors shall have to be mentioned. Where benefit accrued from any repair and maintenance can be enjoyed for more than one year, then the cost of such sector shall have to be recorded as capital expenditure properly.

**9. The manner of maintaining accounts relating to depreciation of machinery.**—Proper records shall have to be maintained including the cost and other information with detail description of depreciable fixed assets of the company. In this record, *interalia*, the cost of each item of assets (including installation charges, if any), the date of its collection, the date of installation, rate of depreciation, the amount of depreciation in the respective financial year along with the accumulated depreciation and the details location of each asset shall be included. In the record, the detail statements of the basis on which depreciation is calculated and apportioned to the various production departments and cost centers shall have to be recorded.

**10. Accounts relating to insurance cost.**—Proper records of the insurance premium paid for all kinds of assets relating to interest including fixed assets of the company shall have to be maintained. The method of apportionment of costs on this sector in different cost centers shall have to be mentioned.

**11. Royalty or technology transfer fees.**—In the case of preparation and production of medicines, detail records shall have to be maintained of the royalty or technology transfer fees paid to each associate organisations or technology suppliers on the basis of agreement on technical issues. The concerned production departments which are enjoying the benefits of the transfer of the technology shall have to maintain detail record mentioning the basis of charging expenses of this sector

**12. Maintaining accounts relating to abnormal expenses.**—In any financial year, if the production is interrupted due to any kinds of abnormal causes (such as strike, lock out, significant breakage of the machineries, huge deficiency of electricity, serious accidents, etc.), then statements shall have to be maintained mentioning the consequence of such interruption in production.

**13. Maintaining accounts relating to other expenses.**—Adequate records shall have to be maintained of other overhead expenses incurred other than those expenses stated in clauses 5 to 12. These expenses shall have to be classified according to their effective relation analyzing these expenses, such as factory overhead, administrative overhead and marketing overhead. If the company produces any product(s) other than medicine, the basis of allocation (including explanation of reasons) of the common overhead expenses in the both cases shall have to be mentioned in detail in the record.

14. **Expenses on quality control.**—If in course of production of medicine, it is felt necessary to inspect the quality of medicine or its effectiveness regularly or by-turn by the quality control division with the standard set by the Government or the standard set for the industry, proper records of such expenses shall have to be maintained and apportioned to the respective production department or cost centre.

15. **Maintaining accounts relating to bye-products.**—Where the company engaged in production of medicine, produces different types of products from the same process, the concern production cost shall have to be also apportioned to various produced products on reasonable basis and cost allocation followed method shall have to be applied consistently.

16. **Maintaining accounts relating to finished products and products under process.**—The method which has been followed for assessment of the cost of finished products and products under process shall have to be mentioned in the cost records so that the cost components which have been used for ascertaining the cost of the products can be determined.

17. **Maintaining proper and detail accounts of packing expenses.**—Proper and detail accounts shall have to be maintained of the price of packing materials used and other ancillary materials thereto and other expenses incurred for packing the produced medicine in the factory.

18. **Maintaining records relating to incentives and expenses on exports.**—Accounts in respect of any financial incentives if earned from the Government for exporting medicine to abroad shall have to be maintained. Similarly, proper accounts shall have to be also maintained of all expenses incurred for such export so that the cost of exported materials can be ascertained properly.

19. **Accounting statements of production cost and cost of medicines sold.**—Cost of statements shall have to be prepared separately for each factory of a company in each financial year mentioning the actual production cost of medicine and production cost of medicine sold.

20. **Maintaining accounts of permanent and temporary assets by local verification.**—In every year, accounts shall have to be maintained properly by local verification in respect of all permanent and temporary assets of the company such as direct materials, process materials, packing materials, consumable store goods, spare parts, chemical products, fuels, stock of finished goods, stock goods under process and permanent assets.



**21. Inter-company transactions of the companies engaged in production and processing of medicine.**—If materials, produced goods or services are supplied by the companies interrelated in ownership, such as by the holding company to the subsidiary company or vice versa or by one subsidiary company to another subsidiary company of the same holding company than detail records of the memorandum of understanding or agreement on the following matters shall have to be maintained, namely :-

- (a) relating to purchase and sale of direct materials and processed materials;
- (b) relating to utilization of the capacity of factory;
- (c) relating to supply of utilities;
- (d) relating to administrative, technical and managerial services; and
- (e) relating to any other consultancy services.

**22. Maintenance of numerical records.**—Numerical information regarding the duration of production time, the duration of actual mill operating time for production, the duration and reasons of closing the mill for any reason, the quantity of by products, etc. shall have to be maintained in each financial year. The amount of capital (net fixed assets and current capital) used in production of every type of medicine and other products in the mill shall have to be recorded separately. In the record, the fresh capital injection but against which production has not been yet started in the respective financial year shall have to be specified. The replacement and addition of fixed assets shall have to be also included in the record.

**23. Reconciliation of cost and financial accounts.**—Where the company does not follow the integrated accounting system, in that case cost records shall have to be reconciled with the financial accounts at the end of the financial year and at least quarterly basis to ensure accuracy of the accounts. The reconciliation shall have to be made in such a manner so that profit-loss of the related product can be correctly ascertained and profit-loss of such product can be reconciled with the overall profit- loss of the company.

**24. The manner of maintaining cost accounting accounts.**—All accounts relating to cost accounting shall have to be maintained in the manner prescribed in this Schedule and in the form enclosed herewith.

**Form-‘A’**

[See clause 24]

**General information of the company**

1. Name of the company :

2. Date of incorporation :

3. Address of registered office :

4. Location of the factory :

(Address of each factory in the case of more than one factory)

5. Date of obtaining license under section 5 (1) of The Drugs (Control) Ordinance, 1982 (VII of 1982):

6. Working power (capacity) of machinery installed in the factory:

Current financial  
year

Previous  
financial year

(a) Tablet:

(b) Syrup:

(c) Injection:

(d) Ointment:

(e) Others (to be described):

7. If there is any contract with foreign medicine manufacturer, give/its details:

8. If basic, semi- basic and general medicine is produced, its details:

9. If there is any research and development work, its details:

**Form-‘B’**  
**[See clause 24]**  
**Statement of the production cost of sold products**  
 (According to pack)  
 Financial year : .....

Name of product	Reference number	Type of packing	Size of packing	Quantity of sales	Direct material cost Tk.	Packing material cost Tk.	Conversion cost Tk.	Packing cost Tk.	A at the
1	2	3	4	5	6	7	8	9	
Tablet, capsule, powder									
Total:									
Syrup, suspension, drops, etc.									
Total:									
Ointment, cream, etc.									
Total:									
Others (Inhaler, etc.)									
Total:									
<b>Grand Total:</b>									

**Note :** This form is shown as specimen. Any Company can modify, enlarge or restructure this form according to its requirements.

**Form - 'C'**  
[See clause 24]

**Statement of cost of production of products produced (product - wise)**

Financial year : .....

1. Name of Products:
2. Formulation (tablet, capsule, powder, liquid syrup, injection, ointment, drops, cream etc.)
3. Batch size:—
4. Number of batches produced:
  - (a) Opening batch number:
  - (b) Add: Opening batch number:
  - (c) Less: Closing batch number:
5. Production quantity:

	Unit	Current financial year (quantity)	Previous financial year (quantity)
Standard production			
Actual production			
Quantity of variance			
Percentage of variance in proportion to standard production			

6. Quantity received for packing:	Size of packing	Current financial year				Previous financial year			
		Quantity	Materials cost	Conversion cost	Total	Quantity	Materials cost	Conversion cost	Total
7. Allocated cost:			Taka	Taka	Taka	Taka	Taka	Taka	Taka
		<b>Grand total:</b>							

Sl. No.	Particulars	Reference no.	Unit	Actual		Standard		Total cost variance Tk.	Price/cost variance Tk.	Quantity/efficiency variance Tk.	Actual production cost per unit	
				Quantity	Price Tk.	Quantity	Price Tk.				Current financial year Tk.	Previous financial year Tk.
1	2	3	4	5	6	7	8	9	10	11	12	13
8.	<u>Direct materials cost</u> (each material to be mentioned)											
(a)	<b><u>Imported</u></b>											
(b)	<b><u>Local purchased</u></b>											
(c)	<b><u>Own produced</u></b>											
	Total materials cost											
9.	<u>Conversion cost</u> (1) Variable (2) Fixed											
	Total conversion cost											
10.	Adjustment of stock materials Opening products under process Closing products under process Transfer outside/sales											
11.	Total production cost of materials											

**Note :** This form is shown as specimen. Any company can modify, enlarge or restructure this form according to need.

**Form - 'D'**  
**[See clause 24]**  
**Production cost statement of packed sold goods (pack wise)**  
 Financial year:.....

1. Name of products:
2. Type of packing (aluminum, paper, cellophane, blister, strips, vial, capsule, bottle, tin, etc.):
3. Size of pack:
4. Quantity packed:
  - (a) Quantity received for packing:
  - (b) Add. : Opening quantity:
  - (c) Less. : Closing quantity:

5.	Packing Variance:		Unit	Current financial year Quantity	Previous financial year Quantity
	(a)	Standard production:			
	(b)	Actual production:			
	(c)	Production variance:			
	(d)	Percentage of variance in proportion to standard (as percentage):			
6.	Marketing charges (sample):				
7.	Sales quantity:				
		Budgeted sales:			
		Actual sales:			
		Sales variance:			
		Percentage of variance in proportion to budgeted sales (percentage):			

Sl. No.	Particulars	Ref. Number	Unit	Actual		Standard		Total variance	Price / Cost Variance	Quantity/ efficiency variance	Actual production cost per unit	
				Quantity	Price	Quantity	Price				Current financial year	Previous financial year
					Tk.	Tk.	Tk.				Tk.	Tk.
8.	Cost of production department allocated:											
9.	Packing materials:											
(a)	<b><u>Imported:</u></b>											
(b)	<b><u>Locally purchased:</u></b>											
(c)	<b><u>Own produced:</u></b>											
	Total cost of packing materials:											
10.	Packing cost / charge:											
(a)	Variable:											
(b)	Fixed:											
	Total packing cost:											

Sl. No.	Particulars	Ref. Number	Unit	Actual		Standard		Total variance	Price / Cost Variance	Quantity/ efficiency variance	Actual production cost per unit	
				Quantity	Price	Quantity	Price				Current financial year	Previous financial year
					Tk.	Tk.	Tk.				Tk.	Tk.
11.	Adjustment of stock in process products : Add: Opening balance: Less.: Closing balance:											
	Total cost of packed materials:											
12.	Adjustment of finished stock products: Add.: Opening balance Less: Closing balance Charged in marketing :											
	Production cost of materials sold:											

**Note :** This form is shown as specimen. Any company can modify, enlarge or restructure this form according to need.

৬

বাংলাদেশ প্রজন্ম প্রতিষ্ঠান, নভেম্বর ২০, ২০১৮



**Form - 'E'**  
[See clause 24]

**Production cost statement of various company engaged in production of tablet, capsule and powder**

Financial year : .....

Sl. No.	Particulars	Tablet						Capsule						Powder			Grand Total	
		Mixture	Making pilule	Tableting	Wrapping	Inspection	Total	Mixture	Welding	Filling in capsule	Polishing	Inspection	Total	Mixture	Taxation	Others (describe)		Total
(a)	Conversion cost:	Tk.	Tk.	Tk.	Tk.	Tk.	Tk.	Tk.	Tk.	Tk.	Tk.	Tk.	Tk.	Tk.	Tk.	Tk.	Tk.	Tk.
1	Salary and wages:																	
2	Store materials:																	
3	Repairs and maintenance:																	
4	Insurance cost:																	
5	Laboratory expenses:																	
6	Depreciation cost:																	
7	Utility expenses:																	
	(a) Water:																	
	(b) Electricity:																	
	(c) Others:																	

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৯, ২০১৮

Sl. No.	Particulars	Tablet						Capsule						Powder			Grand Total	
		Mixture	Making pilule	Tableting	Wrapping	Inspection	Total	Mixture	Welding	Filling in capsule	Polishing	Inspection	Total	Mixture	Taxation	Others (describe)		Total
8	Other factory overhead cost:																	
9	Adjustment of cost variance:																	
10	Adjustment of opening and closing stock																	
11	Grand total																	
	(a) Fixed																	
	(b) Variable																	
12	Grand total																	

Sl. No.	Particulars	Tablet						Capsule						Powder			Grand Total	
		Mixture	Making pilule	Tablet	Wrapping	Inspection	Total	Mixture	Welding	Filling in capsule	Polishing	Inspection	Total	Mixture	Taxation	Others (descried)		Total
		Tk.	Tk.	Tk.	Tk.	Tk.	Tk.	Tk.	Tk.	Tk.	Tk.	Tk.	Tk.	Tk.	Tk.	Tk.	Tk.	Tk.
(b)	Base of cost allocation:																	
1.	Machine hour/ direct labour hour:																	
	(a) Available hours:																	
	(b) Worked hours:																	
2.	Machine hour/ direct labour hour per conversion cost:																	
	(a) Fixed:																	
	(b) Variable:																	
	(c) Total:																	
3.	Machine hours of Previous financial years/Direct labour hour per conversion cost :																	
	(a) Fixed																	
	(b) Variable :																	
	(c) Total:																	

**Note :** This form is shown as specimen. Any company can modify, enlarge or restructure this form according to need.

**Form - 'F'**  
[See clause 24]

**Conversion cost allocation statement to the production of (various products) tablet, capsule, powder, etc.**

Financial year: .....

Sl. No.		Production cost center											
	Tablet, capsule, powder (specific products produced by formulation)	Tablet											
		Mixture		Granulation		Tabletation		Coating		Inspection		Total	
		Used actual machine hour/direct labour hour	Conversion cost Tk.	Used actual machine hour/direct labour hour	Conversion cost Tk.	Used actual machine hour/direct labour hour	Conversion cost Tk.	Used actual machine hour/direct labour hour	Conversion cost Tk.	Used actual machine hour/direct labour hour	Conversion cost Tk.	Used actual machine hour/direct labour hour	Conversion cost Tk.
	Grand Total												
		Production cost center											
	Tablet, capsule, powder (specific products produced by formulation)	Capsule											
		Mixture		Casting		Capsule Filling		Polishing		Inspection		Total	
	Etc.	Used actual machine hour/direct labour hour	Conversion cost Tk.	Used actual machine hour/direct labour hour	Conversion cost Tk.	Used actual machine hour/direct labour hour	Conversion cost Tk.	Used actual machine hour/direct labour hour	Conversion cost Tk.	Used actual machine hour/direct labour hour	Conversion cost Tk.	Used actual machine hour/direct labour hour	Conversion cost Tk.
	Grand Total												

		Production Cost Center									
Sl. No.	Tablet, capsule, powder ( specific products produced by formulation)	Powder									
		Mixture		Drying		Others (describe)		Total		Total cost of all production cost center	
		Used actual machine hour/direct labour hour	Conversion cost	Used actual machine hour/direct labour hour	Conversion cost	Used actual machine hour/direct labour hour	Conversion cost	Used actual machine hour/direct labour hour	Conversioncost	Used actual machine hour/direct labour hour	Conversion cost
			Tk.		Tk.		Tk.		Tk.		Tk.
	Grand Total										

**Form 'G'**  
[See clause 24]

**Statement of conversion cost in production of liquid medicine (syrup and suspension) in various cost center**

Financial year: .....

Sl. No.	Particulars	Mixture Taka	Purification (Filtration) Taka	Equalization Taka	Sterilization (if required) Taka	Grand total Taka
(a)	Conversion cost:					
1.	<b>Salary and wages:</b>					
2.	Store materials:					
3.	Repair and maintenance:					
4.	Insurance cost:					
5.	Laboratory expenses:					
6.	Depreciation cost:					
7.	Utility expenses:					
	(a) Water:					
	(b) Electricity:					
	(c) Others (describe):					
8.	Other factory overhead cost:					
9.	Adjustment of cost variance:					
10.	Adjustment of opening and closing stock:					

Sl. No.	Particulars	Mixture Taka	Purification (Filtration) Taka	Equalization Taka	Sterilization (if required) Taka	Grand total Taka
11.	Total cost:					
	(a) Fixed:					
	(b) Variable:					
12.	Total Cost:					
(b)	Base of cost distribution:					
1.	Machine hour/direct labour hour:					
	(a) Available hours:					
	(b) Worked hour:					
2.	Worked machine hour/conversion cost per direct labour hour					
	(a) Fixed:					
	(b) Variable:					
	(c) Total:					
3.	Worked machine hour of previous financial year /conversion cost per direct labour hour					
	(a) Fixed:					
	(b) Variable:					
	(c) Total:					





**Form - 'H'**  
**[See clause 24]**  
**Statement of conversion cost distribution in production of various liquid medicine (syrup / suspension)**  
**spend/executed**

Financial year: .....

Sl. No.	Description of produced specific liquid medicine by formulation (syrup/suspension)	Production cost center									
		Mixture		Purification		Equalization		Sterilization		Grand Total	
		Used actual machine hour/direct labour hour	Conversion cost	Used actual machine hour/direct labour hour	Conversion cost	Used actual machine hour/direct labour hour	Conversion cost	Used actual machine hour/direct labour hour	Conversion cost	Used actual machine hour/direct labour hour	Conversion cost
			Taka		Taka		Taka		Taka		Taka
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
	Grand Total										

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৯, ২০১৮

১৫৮৫৯

**Form - 'I'**  
[See clause 24]

**Cost allocation statement of conversion cost executed in different cost centers in production of  
different types of injection (ampoule and vials)**

Financial year: .....

Sl. No.	Particulars	Mixture Taka	Stylization Taka	Others (description) Taka	Grand total Taka
(a)	Conversion cost:				
1.	Salary and wages:				
2.	Store materials:				
3.	Repair and maintenance:				
4.	Insurance cost:				
5.	Laboratory expenses:				
6.	Depreciation cost:				
7.	Utility expenses:				
	(a) Water:				
	(b) Electricity:				
	(c) Others (description):				
8.	Other factory overhead costs:				
9.	Adjustment of cost variance:				
10.	Adjustment of opening and closing stock:				

১৫৮৬০

বাংলাদেশ গেজেট আভির্নিক, নভেম্বর ২৯, ২০১৮

Sl. No.	Particulars	Mixture Taka	Stylization Taka	Others (description) Taka	Grand total Taka
<b>11.</b>	<b>Total Cost:</b>				
	(a) Fixed:				
	(b) Variable:				
<b>12.</b>	<b>Total cost:</b>				
<b>(b)</b>	<b>Basis of cost allocation:</b>				
1.	Machine hour/direct labour hour:				
	(a) Available hour:				
	(b) Worked hour:				
2.	Worked machine hour/conversion cost per direct labour hour:				
	(a) Fixed:				
	(b) Variable:				
	<b>(c) Total:</b>				
3.	Machine hour worked in previous year /direct conversion cost per direct labour hour:				
	(a) Fixed:				
	(b) Variable:				

**Form - 'J'**  
**[See clause 24]**  
**Conversion cost allocation statement in production of different types of injection (ampoules and vials)**  
 Financial year: .....

Sl. No.	Type of injection (produced formulation products to be mentioned)	Production cost center									
		Mixture		Purification		Sterilization		Other (Give description)		Grand Total	
		Actual machine hour utilized/direct labour hour	Conversion cost Taka	Actual machine hour utilized/direct labour hour	Conversion cost Taka	Actual machine hour utilized/direct labour hour	Conversion cost Taka	Actual machine hour utilized/direct labour hour	Conversion cost Taka	Actual machine hour/ direct labour hour	Conversion cost Taka
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
	Grand Total										

**Note :** In cost allocation any other suitable basis other than machine hour or direct labour hour can be used and, if so used, it should be mentioned in this form.

১৫৮৫২  
২৬৮৬২

বাংলাদেশ প্রজাতন্ত্রে স্বাক্ষরিত, নভেম্বর ২৯, ২০১৮

**Form - 'K'**  
[See clause 24]

**Other cost statement in production of various creams and ointments in various cost center**  
Financial year .....

Sl. No.	Particulars	Mixture Tk.	Cream/ointment preparation Tk.	Purification Tk.	Sterilization Tk.	Grand total Tk.
<b>(a)</b>	<b>Conversion cost:</b>					
1.	Salary and wages:					
2.	Store materials:					
3.	Repair and maintenance:					
4.	Insurance cost:					
5.	Laboratory expenses:					
6.	Depreciation cost:					
7.	Utility expenses:					
	(a) Water:					
	(b) Electricity:					
	(c) Others (if any):					
8.	Other factory overhead cost:					
9.	Adjustment of cost variance:					
10.	Adjustment of opening and closing stock:					

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৯, ২০১৮

১৫৮৫

Sl. No.	Particulars	Mixture Tk.	Cream/ointment preparation Tk.	Purification Tk.	Sterilization Tk.	Grand total Tk.
11.	Total cost:					
	(a) Fixed:					
	(b) Variable:					
12.	Total cost:					
(b)	<b>Basis of cost allocation:</b>					
1.	Machine hour/direct labour hour:					
	(a) Actual hour:					
	(b) Worked hour:					
2.	Worked machine hour/ conversion cost per direct labour hour:					
	(a) Fixed:					
	(b) Variable :					
	(c) Total:					
3.	Worked machine hour in previous years / conversion cost per direct labour hour:					
	(a) Fixed:					
	(b) Variable:					
	Total:					

১৫-৬৪

বাংলাদেশ গেজেট আভির্ভিক্ত, নভেম্বর ২৯, ২০১৮

**Form - 'L'**  
**[See clause 24]**  
**Conversion cost allocation statement in production of various types of creams and ointments**  
 Financial year: .....

Sl. No.	Type of Ointment/Cream (Name of specific formulation product to be mentioned)	Production Cost Center									
		Mixture		Cream/Ointment Production		Purification		Sterilization (if required)		Grand Total	
		Used actual machine hour/direct labour hour	Conversion cost Tk.	Used actual machine hour/direct labour hour	Conversion cost Tk.	Used actual machine hour/direct labour hour Tk.	Conversion cost Tk.	Used actual machine hour/direct labour hour Tk.	Conversion cost Tk.	Used actual machine hour/direct labour hour Tk.	Conversion cost Tk.
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
	Grand total:										

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৯, ২০১৮

১৬৫৮

**Form - 'M'**  
[See clause 24]

**Packing cost statement of different types of tablets, capsule, powder, syrup, suspension, ampoule, vial, ointment, cream, etc**

Financial year: .....

Sl. No.	Particulars	Tablet	Capsule	Powder	Syrup	Suspension	Ampoule	Vial	Ointment	Cream	Grand Total
1	2	3	4	5	6	7	8	9	10	11	12
<b>(a)</b>	<b>Packing expenses:</b>										
1	Salary and wages:										
2	Store materials:										
3	Repair and maintenance:										
4	Insurance cost:										
5	Laboratory expenses:										
6	Depreciation cost:										
7	Utility expenses:										
	(a) Water:										
	(b) Electricity:										
	(c) Others (if any):										
8	Other factory overhead cost:										
9	Adjustment of cost variance :										
10	Adjustment of opening and closing stock:										

১৫৭৫

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৯, ২০১৮



1	2	3	4	5	6	7	8	9	10	11	12
11.	Total Cost :										
	(a) Fixed :										
	(b) Variable :										
12.	Total cost :										
<b>(b)</b>	<b>Base of cost distribution:</b>										
1.	Machine hour/direct labour hour: (a) Available hour: (b) Worked hour:										
2.	Worked machine hour/ Packing cost per direct labour hour: (a) Fixed: (b) Variable : (c) Total:										
3.	Worked machine hour in previous years / packing cost per direct labour hour (a) Fixed (b) Variable										

**Form - 'N'**  
**[See clause 24]**  
**Packing cost allocation statement of tablets, capsule, powder, syrup, suspension, ampoule, vials, ointment, cream etc. products**  
 Financial year: .....

Part One

Sl. No.	Particulars	Packing cost center									
		Tablet		Capsule		Powder		Syrup		Suspension	
		Used actual machine hou/direct labour hour	Packing expenses Tk.	Used actual machine hour/direct labour hour	Packing expenses Tk.	Used actual machine hour/direct labour hour	Packing expenses Tk.	Used actual machine hour/direct labour hour	Packing expenses Tk.	Used actual machine hour/direct labour hour	Packing expenses Tk.
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
	<b>Grand total:</b>										

১৮৭৫

বাংলাদেশ প্রজাতন্ত্রে স্বাক্ষরিত, নভেম্বর ২২, ২০১৮

**Part Two**

Packing cost center									
Ampule		Vial		Ointment		Cream		Total packing cost	
Used actual machine hour/ direct labour hour	Packing expenses Tk.	Used actual machine hour/ direct labour hour	Packing expenses Tk.	Used actual machine hour/ direct labour hour	Packing expenses Tk.	Used actual machine hour/ direct labour hour	Packing expenses Tk.	Used actual machine hour/ direct labour hour	Packing expenses (Tk.)

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৯, ২০১৮

১৫৮৬৯

**Form - 'O'**

[See clause 24]

**Allocation Statement of processed water, refrigeration/ air purification machine, effluent water treatment, oxygen/nitrogen, air control, liquid petroleum gas and cost of other utilities to their users/ cost centers**

Financial year: .....

Sl. No.	Particulars	Unit	Current financial year	Previous financial year	Variance
1.	Number of days worked:				
2.	Production capacity:				
3.	Actual production (used capacity):				
4.	Purchased from outside:				
5.	Percentage of power utilized in proportion to capacity (percentage):				

১৫-৭১৫

বাংলাদেশ প্রকৌশল ও প্রযুক্তি বিশ্ববিদ্যালয়, নরসিংদী, ১৫০২, ১৯৯৮

Sl. No.	Particulars	Unit	Value/rate per unit	Financial amount	Expenses per unit	
					Current year (Tk.)	Previous year (Tk.)
			Taka	Taka		
1.	Materials/ Chemicals :					
2.	Used store materials:					
3.	Salary and wages:					
4.	Repairs and maintenance:					
5.	Other overhead cost:					
6.	Depreciation cost:					
7.	Allocated other utilities:					
	(a) Electricity:					
	(b) Others (to be specified):					
8.	Total expenses;					
9.	Deduction : if any:					
10.	Net expenses:					
	(a) Fixed:					
	(b) Variable:					
11.	Total expenses:					
12.	Allocated:					
13.	Total expenses:					

বাংলাদেশ গেজেট অতিরিক্ত, নভেম্বর ২৯, ২০১৮

১৫৫৫





**SCHEDULE -6****[See rule -3(f)]****The manner of maintaining the books of accounts of the companies relating to production, marketing and distribution of fuel and power**

**1. The manner of maintaining accounts of materials to be used in production:—**Account of every kinds of direct materials to be used in production, marketing and distribution of the company engaged in the production, marketing and distribution of fuel oil and lubricants shall have to be maintained in the following manners, namely:—

- (a) Adequate accounts shall have to be maintained mentioning the receipts, uses, landed cost, residues, quantity and cost of all direct materials, supporting materials, etc. to be used in production, marketing and distribution of the company engaged in the production, marketing and distribution of fuel oil and lubricants. The basis of ascertaining the cost of receipts and uses of related materials shall have to be mentioned clearly in the cost accounting record maintained or if the company so desires, in other form of books of accounts, if any. As the business of fuel oil mainly based on kerosene, diesel, petrol, octane, aviation fuel and base oil and it relates to huge operation loss, conversion loss and realistic loss (where applicable), so proper records shall have to be maintained of such losses by the company.
- (b) In ascertaining the cost of materials, all kinds of direct costs incurred up to the factory, such as in case of local materials VAT, turnover tax, all types of transportation fare and charges, road tax, transportation insurance, loading and unloading costs etc. shall have to be added. In the case of imported materials, import duty, supplementary duty, port charges, inland transportation charges, transportation insurance and other related costs incurred in connection with import shall have to be shown separately and to be added with the value of materials. Separate accounts shall have to be maintained mentioning the quantity and cost of imported materials from the controlling company situated abroad and from third party supplier.



- 
- (c) Where intermediate materials produced by the company in its own factory are used as direct materials in production of fuel, oil, lubricants, greases, welding materials such as gas or electrode and other materials proper accounts of such produced materials shall have to be maintained so that production cost of such each produced materials can be ascertained.
- (d) Where intermediate materials produced by the company in its own factory are used as main raw materials in other company of the same sector, accounts of such produced materials shall have to be maintained properly so that production cost of such each produced materials can be ascertained.
- (e) There must be reconciliation of quantity and cost of usage of materials recorded in the cost record with the quantity and cost recorded in the production record.
- (f) Reconciliation of quantity and cost of the use of direct materials, intermediate materials and packing materials with the quantity and cost of such materials shown in the form must be made. Any loss or increase due to actual verification of the materials shall have to be clearly mentioned in the cost records.
- (g) Proper records of purchase or supply contract executed with local and foreign suppliers (including controlling companies) mentioning the quantity and supply cost of different materials shall have to be maintained. The main terms of each contract, specially quantity of purchase, quality, price, delivery schedule, discount due to transportation loss and price payment terms (with cash discount ), additional financial charges for delayed payment etc. must be mentioned in the records.
- (h) If, for any reason whatsoever, the conversion loss, evaporation loss or other process reaches beyond the permissible limit of any kind of wastage of any products during transit or in storage or any other stages then records shall have to be maintained separately showing reason thereof.
- (i) Proper steps shall have to be taken in accounting the quantity of petroleum products, base oil, aviation fuel and other products so that the company can provide necessary information (where applicable) to the cost auditor on his demand and it can be possible to verify it easily .

2. **The manner of maintaining accounts of processed materials.**—Proper records shall have to be maintained mentioning the quantity and cost of purchase, receipt, consumption and residues of each materials to be used in processing the Petroleum Products/fuel oil and lubricants. In ascertaining the cost of processed materials, all kinds of incurred expenses of such materials for carried up to reach in the mill shall have to be included.

3. **The manner of maintaining accounts of store materials to be used in production.**—(a) Adequate records shall have to be maintained mentioning the quantity and cost of receipts, uses and residues of each store material (such as chemicals, consumable stores, spare parts, operating, supplies, etc.) to be used in production, marketing and distribution of the company engaged in the production, marketing and distribution of fuel oil and lubricants. In ascertaining the cost of store materials, all kinds of incurred expenses of such materials up to reach in the mill shall have to be included.

(b) In case of stores in transit used in production, marketing and distribution of fuel oil and lubricants, separate accounts shall have to be maintained of each type of stores in transit. Beside this, in case of operating and supplies of low-cost consumable store goods and spare parts, the company may maintain accounts classifying them into main items, if it so desires, in lieu of maintaining separate records.

(c) The cost of chemical, additives, consumable store goods, spare parts, operating, supplies shall have to be charged in the relevant cost centers on the basis of actual use of the cost center. If, for capital expenditure, store materials, such as- addition to building and machinery, are used, it shall have to be shown in the concern capital sector and not be shown in the cost of products manufactured.

4. **The manner of maintaining accounts of wastage, spoilage and defunct losses etc. of materials to be used in production.**—Proper records shall have to be maintained mentioning the quantity and costs of losses for operation, supply, wastages, useless and rejections of direct materials, consumable store materials, spare parts, equipment etc. to be used in production whether in transit, storage, or anywhere.

**5. Maintaining information relating to wages and salary-allowances, etc.—**(1) In each financial year, detail records relating to the attendance, wages and salary-allowances of all classes of employees engaged in the company shall have to be maintained regarding the following matters, namely :—

- (a) wages for the direct labour in production;
- (b) wages for the indirect labour in production;
- (c) wages for overtime labour;
- (d) salary of administrative employees;
- (e) salary of the employees engaged in sale and marketing of the products;
- (f) salary of the employees engaged in other jobs, if any (nature of work shall have to be mentioned);
- (g) any kind of retirement benefits provided to the employees, such as pension, provident fund, gratuity and other benefits;
- (h) detail explanation of salaries and wages that may be paid for idle time and the period when the factory remain closed and thereof measures for adjustment;
- (i) total wages and salaries [clause (a) to (h)].

(2) Accounts shall have to be maintained relating to salaries and allowances paid to the Chief Executive and directors of the company.

(3) Accounts shall have to be maintained relating to total workers' days entitled and actual operational days, in every financial year.

(4) Accounts shall have to be maintained relating to average number of workers employed in each financial year.

(5) Accounts of wages and salary-allowances of production period or season and off production period or off season shall have to be maintained separately. The paid wages and salaries to the employees engaged in more than one cost centre or division shall have to be apportioned on an equitable basis to the relating cost centres and divisions and the allocation basis of such wages and salaries shall have to be applied consistently.

(6) The statements shall have to be recorded relating to the promotional program to inspire the labour and employees of the company, if any, and the effect of taking such step in increasing production and influencing production cost.

**6. Manner of ascertaining production cost by using standard cost.**—If any company, ascertains the production cost of its product on any basis, such as standard cost, other than the actual quantity and value of materials used in its production, the detail statements of such methods adopted by the company shall have to be mentioned in the cost records and this method shall have to be used consistently. In this case, at the end of the financial year and at least every three month, the overall reconciliation of the materials shall have to be made explaining the reason of variations between the quantities and value of materials and the actual quantity and value of the materials used in production.

**7. The manner of maintaining accounts of cost, etc. of service department.**—Detail records of cost incurred by each and every service departments or cost center (such as research center, laboratory, transport, quality control, etc.) of the company engaged in production, marketing and distribution of fuel oil and lubricants shall have to be maintained. Where the service of such service department is used for the production of any product of the company, other than the petroleum products and other fuel, the basis on which, in both cases, the cost of service departments are apportioned shall have to be recorded in detail and such apportionment basis shall have to be applied consistently.

**8. The manner of maintaining accounts of water, electricity, steam, transport etc. utilities or services.**—Detail accounts shall have to be maintained relating to the quantity, price per unit and total cost of used or consumed (purchased or produced) water, electricity, steam, transport, etc. utilities or services by different production departments, service oriented departments and cost centers of the company engaged in production, marketing and distribution of fuel oil and lubricants so that the company can easily provide the proper information and data to the cost auditor on his demand.

**9. The manner of maintaining accounts relating to repair and maintenance .**—Adequate records of cost incurred for repair and maintenance of house and machinery installed in different departments and cost centers of the companies engaged in production, marketing and distribution of fuel oil and lubricants shall have to be maintained. The basis of apportionment of the cost for repair and maintenance to different production department, service department and cost centers including detail statements of cost in various sectors shall have to be mentioned. Where benefit accrued from any repair and maintenance can be enjoyed for more than one year, the costs of such sector shall have to be recorded as capital expenditure in the proper sector.

10. **The manner of maintaining accounts relating to depreciation of machinery.**—Proper records shall have to be maintained including the cost and other information with detail description of depreciable fixed assets of the company. In this record, inter alia, the cost of each item of assets (including installation charges, if any), the date of its collection, the date of installation, rate of depreciation, the amount of depreciation in the respective financial year along with the accumulated depreciation and the details location of each asset shall be included. The detail statements of the basis on which depreciation is calculated and apportioned to the various production departments and cost centers shall have to be recorded.

11. **The manner of maintaining accounts relating to insurance costs.**—Proper records of the insurance premium paid for all kinds of assets relating to interest including fixed assets of the company shall have to be maintained. The method of apportionment of costs on this sector in different cost centers shall have to be mentioned.

12. **Royalty or technology transfer fees.**—In case of production of fuel oil or lubricants, detail records shall have to be maintained of the royalty or technology transfer fees paid to each associate organisations or technology suppliers on the basis of under agreement on technical issues. The concerned production departments which are enjoying the benefit of the transfer of the technology shall have to maintain detail record mentioning the basis of charging expenses of this sector.

13. **The manner of maintaining accounts relating to abnormal expenses.**—In any financial year, if the production is interrupted due to any kinds of abnormal causes (such as strike, lock out, significant breakage of the machineries, huge deficiency of electricity, serious accidents, etc.), then statements shall have to be maintained mentioning the consequence of such interruption in production.

14. **Maintaining accounts relating to other expenses.**—Adequate records shall have to be maintained of other overhead expenses incurred other than those expenses stated in clause 5 to 13. These expenses shall have to be classified according to their effective relation analyzing these costs, such as factory overhead expenses, administrative overhead expenses and marketing overhead expenses. If the company produces any product(s) other than fuel oil and lubricants, the basis of allocation (including explanation of reasons) of the common overhead expenses in the both cases shall have to be mentioned in detail in the record.

15. **The manner of maintaining of quality control expenses.**—If in course of production of fuel oil and lubricants of the company it is felt necessary to inspect the quality of fuel oil and lubricants or its effectiveness regularly or by-turn by the quality control division with the standard set by the Government or the standard set for the industry, proper record of such expenses shall have to be maintained and apportioned to the respective production department or cost center.

16. **Maintaining accounts relating to bye-products.**—Where the company engaged in production of fuel oil and lubricants, produces different types of products from the same process, the concern production cost also shall have to be apportioned to various produced products on reasonable basis and cost allocation followed method shall have to be applied consistently.

17. **Maintaining proper and detail accounts of packing expenses.**—Proper and detail accounts shall have to be maintained of the price of packing materials used and other ancillary materials thereto and other expenses incurred for packing in order to marketing of lubricating oil, greases, and welding materials in the factory. Records shall have to be maintained separately for any special packing in exporting greases or other products if necessary.

18. **Inter-company transactions of the companies engaged in production, marketing and distribution of fuel oil and lubricants.**—If materials, produced goods or services are supplied by the companies interrelated in ownership such as by the holding company to the subsidiary company or vice versa or by one subsidiary company to another subsidiary company of the same holding company than detailed records of the memorandum of understanding or agreement on the following matters shall have to be maintained, namely :—

- (a) relating to purchase and sale of direct materials and processed materials;
- (b) relating to utilization of the capacity of factory;
- (c) relating to supply of utilities;
- (d) relating to administrative, technical and managerial services; and
- (e) relating to any other consultancy services.

19. **Maintaining accounts relating to freight subsidy.**—The proper accounts of freight subsidy paid by the Bangladesh Petroleum Corporation to the oil marketing companies in order to sale the petroleum products at the same rate in the overall country, shall have to be maintained properly.

**20. Maintaining accounts of profit and loss on selling aviation fuel in foreign currency.**—The companies, selling aviation fuel to ongoing airplanes, in such bonded price as may be specified by the BPC and in foreign currency, shall have to be maintained accounts properly of profit and loss incurred from such sale.

**21. Maintaining accounts relating to fuel sale to aviation to International Flights.**—Proper account shall have to be maintained for exchange of gain-loss relating to such sale by the fuel supply provider company on bonded price in outgoing ship .

**22. Maintaining accounts relating to incentives and expenses on exports.**—Accounts in respect of any financial incentives if earned from the Government for exporting aviation fuel, greases, naphta or other products to abroad shall have to be maintained. Similarly, proper records shall also have to be maintained of all expenses incurred for such export so that the cost of exported materials can be ascertained properly.

**23. Maintaining accounts of actual cost on main installation, establishment of depot and filling stations and operation sector.**—Accounts of actual cost shall have to be maintained in main installation established, establishment of depot and filling stations and operation sector for receipt and distribution of fuel oil and lubricating oil and production and distribution of different gas.

**24. Maintaining accounts relating to agro chemicals marketing.**—Oil companies engaged in marketing of other products mainly agro-chemicals along with the business of petroleum products shall maintain detail records of agro-chemicals or other business so that the company can easily provide detail cost statements in the formats annexed to this schedule and it can possible to verify its correctness.

**25. Statements of accounts of production cost and cost of products sold.**—Cost of statements shall have to be prepared separately for each factory of a company in each financial year mentioning the actual cost of production of products and cost of production of sold products by the company engaged in production, marketing and distribution of fuel oil and lubricants.

**26. Maintaining accounts of permanent and temporary assets by local verification.**—In every year, accounts shall have to be maintained properly by local verification in respect of all permanent and temporary assets of the company engaged in production, marketing and distribution of fuel oil and lubricants such as direct materials, process materials, packing materials, consumable store goods, spare parts, chemical products, fuels, stock of finished goods, stock goods under process and permanent assets.

27. **Maintenance of numerical records.**—Numerical information regarding the duration of production time, the duration of actual mill operating time for production, the duration and reasons of closing the mill for any reason, the quantity of by products, etc. shall have to be maintained in each financial year. The amount of capital (net fixed assets and current capital) used in production of every type of produced aviation fuel, grease, neptha or other products in the mill shall have to be recorded separately. In the record, the fresh capital injection but against which production has not been yet started in the respective financial year shall have to be specified. The replacement and addition of fixed assets shall have to also be included in the record.

28. **Reconciliation of cost accounting and financial accounting.**—Where the company does not follow the integrated accounting system, in that case cost records shall have to be reconciled with the financial accounts at the end of the financial year and at least quarterly basis to ensure accuracy of the accounts. The reconciliation shall have to be made in such a manner so that profit-loss of the related product can be correctly ascertained and profit-loss of such product can be reconciled with the overall profit- loss of the company.

29. **The manner of maintaining cost accounting accounts.**—All statement of accounts relating to cost accounting shall have to be maintained in the form enclosed herewith except exceptional situations described in this Schedule.



**FORM – ‘A’**  
( See Clause - 29 )

**General information of the company**

1. Name of the company:
2. Date of incorporation:
3. Address of the registered office:
4. Location of the factory:  
(Address of each factory in the case of more than one factory)
5. Kinds of petroleum products, lubricants oil/greases, different types of gas, different kinds welding goods:  
(Kinds wise details are to be given)
6. Details of any kinds of saleable by-product or intermediate products, if any:
7. Details of imported petroleum products, lubricating oil/greases, different types of gas, different kinds welding goods sold, if any:

Sl. No.	Particulars	Current financial year		Previous financial year	
		Minor product	Major product	Minor product	Major product
(a)	Installed power (capacity) – Yearly:				
(b)	Actual use of capacity – Yearly:				
(c)	Budgeted power (capacity) – Yearly:				
(d)	Budgeted capacity – Achieve:				
(e)	Number of days considered in calculating the budgeted capacity:				
(f)	Number of days considered in calculating the installed capacity:				
(g)	Number of days utilize of actual capacity:				

**FORM – ‘B’**

( See Clause - 29 )

**Statement of accounts of sales and distribution expenses and profit/loss of petroleum products**Financial year .....

In taka

Particulars	Current financial year	Previous financial year
<b><u>Income :</u></b>		
Sales income from petroleum products:		
Other income, operating ( to be described):		
Miscellaneous income, non-operating (to be described):		
Operating/ executive profit/(loss) in agro-chemicals trade:		
Total income:		
<b><u>Variable expenses:</u></b>		
Products :		
Freight of transport:		
Packages :		
Handling :		
Repair and maintenance :		
Total variable expenses:		
<b><u>Fixed expenses:</u></b>		
Salaries, wages and other benefits of officer, staff and workers:		
Electricity and fuel:		
Repair and maintenance :		
Depreciation:		
Insurance:		
Rent, rates and taxes:		
Interest on debt:		

Particulars	Current financial year	Previous financial year
<b>Total fixed expenses:</b>		
Finished goods / stock adjustment:		
Handling and conversion profit/loss:		
Total production cost of sold products:		
Administrative cost:		
Sales and distribution cost:		
Product development cost:		
Profit of worker:		
Total cost of sold products ( excluding VAT ):		
<b><u>VAT / statutory charges:</u></b>		
VAT:		
Statutory charges:		
Total VAT and charge:		
Total cost of sold products:		
Overall profit/loss:		

**Note :** Cost centre wise separate records shall have to be maintained following this form.

**FORM – ‘C’**

( See Clause - 29 )

**Statement of accounts of profit and loss of agro-chemical business**

Financial year .....

In taka

Particulars	Current financial year	Previous financial year
Operating profit:		
Sales:		
Other income, operating:		
Total income:		
Variable expenses:		
Raw materials:		
Ancillary raw materials:		
Chemicals and other production materials:		
Salaries- allowances of workers:		
Electricity and fuel:		
Repair and maintenance of vehicles engaged in transportation of chemicals:		
Total variable expenses:		
Minimum charges of electricity and fuel are to be treated as capital expenditure:		
Repair and maintenance :		
Total variable expenses:		
<b><u>Fixed expenses:</u></b>		
Salaries, wages and other benefits of officer, staff and workers:		
Electricity and fuel:		
Repair and maintenance :		
Depreciation:		
Distribution of sale:		
Insurance:		
Development of agro-chemicals products:		
Interest on bank debt:		
Administrative overhead:		

Particulars	Current financial year	Previous financial year
<b>Total fixed expenses:</b>		
Adjustment of working process:		
Total production cost:		
<b>VAT /statutory charges:</b>		
VAT:		
Statutory charges:		
Total VAT and statutory charges:		
Total expenses:		
Finished goods / stock adjustment:		
Total cost of sold goods:		
Operating profit/loss:		

**FORM – ‘D’**

( See Clause - 29 )

**Statement of accounts of stock of bulk petroleum product, products  
handling and conversion profit/ loss**

Financial year .....

1. Name of bulk petroleum product:

1. Duty paid/bonded:

<u>Particulars</u>	<u>Temperature</u>	Transaction code no.	Quantity (in litre)	Remarks
Opening stock:	@30°			
<b>Add :</b>				
Receipt of fresh supply:	"			
Return from agents/buyers:	"			
Receipt supply from bonded stock:	"			
Returns from depots:	"			
Return for classification:	"			
Transformation from packed product to bulk product:	"			
Storage gain:	"			
Transit gain:	"			
Filling working gain:	"			
Conversion gain:	"			
Quantity of total duty paid products:	"			
<b>Less :</b>	"			
Sales:	Normal temperature			
Provide as sample:	"			
Internal use:	"			

<u>Particulars</u>	<u>Temperature</u>	Transaction code no.	Quantity (in litre)	Remarks
Dispatch to depot:	@30°			
Dispatch to duty paid stock:	"			
Transformation of products due to product classification:	"			
Transfer from bulk product to packed product:	"			
Storage loss:	"			
Transit/transfer loss:	"			
Filling/working loss:	"			
Conversion loss:	"			
Closing stock :	"			
Total quantity :	"			
Total quantity in normal temperature:	"			

**Note :** Monthly wise statement on petroleum products shall have to be prepared separately.

**FORM – ‘E’**

( See clause - 29 )

**Statement of accounts on income, costs, and profit/loss of blending company  
listed with petroleum sector**

Financial year: .....

Particulars	In taka	
	Current Financial Year	Previous Financial Year
<b>Income :</b>		
Blending income:		
Miscellaneous income/(expenses)-( details required):		
Total income:		
<b>Blending expenses -variable:</b>		
Repair and maintenance :		
Contractual workers		
Fuel and electricity:		
Stocked spare machinery:		
Duty and supervision fee		
Miscellaneous ( details required):		
Total expenses variable:		
<b>Blending expenses- Fixed :</b>		
Salaries, wages and other benefits of officer, staff and worker:		
Rates and taxes:		
Interest on debt:		
Administrative overhead:		
Other fixed expenses:		
Worker's profit:		
<b>VAT / Statutory charges:</b>		
VAT:		
Statutory charges:		
Total VAT and statutory charges:		
Total blending expenses - including VAT:		
Overall profit / (loss):		



**FORM – ‘F’**

( See clause - 29 )

**Statement of sales and distribution expenses and profit/loss of gas and welding products used in industry and service institution under power sector**Financial year: .....

In taka

Particulars	Current financial year	Previous financial year
<b><u>Income :</u></b>		
Gas and dissolved acetylene:		
Income from sales of welding goods:		
Medical oxygen:		
Medical equipments:		
Other income, operating (details required)		
Miscellaneous income, non operating (details required)		
Total income:		
<b><u>Variable income:</u></b>		
Calcium Carbide:		
Wire:		
Bended powder:		
Other:		
Total variable expenses:		
<b><u>Fixed expenses:</u></b>		
Salaries, wages and other benefits of officer, staff and worker:		
Electricity and fuel:		
Repair and maintenance :		
Depreciation:		
Insurance:		
Rent, rates and taxes:		
Interest on debt:		
Other overhead expenses:		
Total fixed expenses:		

Particulars	Current financial year	Previous financial year
Working process adjustment:		
Total production costs:		
Finished goods/stock adjustment:		
Cost of product sold:		
Administrative cost:		
Sales and distribution expenses:		
Consolidated operating expenses:		
Product development expenses:		
Profit of workers:		
Total cost of product sold (Excluding VAT)		
<b><u>VAT/statutory charges:</u></b>		
VAT:		
Statutory charge:		
Total VAT and charge:		
Total cost of products sold:		
Overall profit/loss		

**Note:** Separate record statements shall have to be maintained following this form for every cost centre.

**FORM – ‘G’**

( See clause - 29 )

**Statement of administrative overhead expenses**

Financial year: .....

In taka

Particulars	Current financial year	Previous financial year
Salaries, wages and benefits:		
Fuel and electricity:		
Travelling and conveyance:		
Printing and stationery:		
Legal and professional fee:		
Service charge:		
Depreciation:		
Repair and maintenance of building:		
Insurance:		
Training:		
Telephone, Telex and Fax:		
Directors fee and expenses:		
Audit fee:		
Donation:		
Subscription:		
Publicity and advertisement:		
Income tax of the officers:		
News paper, periodical:		
Entertainment:		
Miscellaneous:		
Total:		

**FORM – ‘H’**

( See clause - 29 )

**Statement of sales and distribution expenses**

Financial year: .....

in taka

Particulars	Current financial year	Previous financial year
Salaries, wages and benefits:		
Fuel and electricity:		
Insurance:		
Rent, rates and taxes:		
Travelling and conveyance:		
Service fee:		
Gratuity:		
Printing and stationery:		
Entertainment:		
Advertisement:		
Vehicle movement:		
Telephone, telex and FAX:		
Suspicious business debtor allotment:		
Others:		

**FORM – ‘I’**  
( See clause - 29 )

**Statement of consolidated operating expenses**

Financial year: .....

Figure in Taka

Particulars	Current financial year	Previous financial year
Salaries, wages and benefits:		
Depreciation:		
Fuel and electricity:		
Repair and maintenance of building:		
Others maintenance:		
Insurance:		
Rent, rates and taxes:		
Travelling and conveyance:		
Training:		
Vehicle movement:		
Telephone, telex and FAX:		
Printing, postage, stationary and office expenses:		
Commercial newspaper and subscription:		
Advertisement and development:		
Legal and professional fee:		
Technical assistance fee:		
Others:		

**FORM – ‘J’**

( See clause - 29 )

**Statement of closing stock product and materials**

Financial year: .....

SI No.	Particulars	Current financial year			Previous financial year		
		Quantity	Rate Taka	Total Taka	Quantity	Rate Taka	Total Taka
1.	<b>Stock of finished products</b>						
	Petroleum products:						
	Chemicals products:						
	Pesticides products:						
	Base oil:						
	Gas and dissolved acetylene:						
	Welding goods:						
2.	<b>Incomplete stock in process</b>						
	Mainly: chemicals and pesticides products:						
	a) Ripcord:						
	b) Azadrin:						
	c) Furadan:						
	d) Baidrin:						
	e) Other chemicals:						
	f) Consumption of gas in manufacturing or service organization:						
	g) Welding rod etc.:						

Sl No.	Particulars	Current financial year			Previous financial year		
		Quantity	Rate Taka	Total Taka	Quantity	Rate Taka	Total Taka
3.	<b>Materials</b>						
	a) Lubard -116:						
	b) Lubard – 169:						
	c) Hitic – 565:						
	d) Nasal – SBS:						
	e) Calcium carbide:						
	f) Wire:						
	g) Bended powder:						
	h) Others:						
4.	<b>Process materials:</b>						
	a) P B Alcohol						
	b) M ,B, Dye						
	c) Sugar:						
	d) Sand:						
	e) etc.:						
5.	<b>Store materials:</b>						
	a) Consumable store materials:						
	b) spare parts:						
	c) Label:						
	d) Sticker:						
	e) Pipe, pipe fittings, bulb						
	f) Aviation store						
	g) Chemicals store						
	h) Pesticides store						

**Schedule-7****[See Rule 3 (g)]****The manner of maintaining of books of accounts of the companies engaged in edible oil and vegetables ghee production industry**

1. **The manner of maintaining accounts of materials to be used in production.**—Accounts of each item of direct materials to be used in production of the company engaged in production of edible oil and vegetable ghee shall have to be maintained in the following manners, namely:—

- (a) Adequate accounts mentioning the quantity and cost of all receipts, uses and residues of each type of direct materials and ancillary materials to be used in the production of edible oil and vegetable ghee shall have to be maintained. The basis of ascertaining the cost of receipts and uses of materials shall have to be mentioned clearly in the cost accounting record maintained or if the company so desires, in other form of books of accounts, if any. In ascertaining the material price, all kinds of direct costs incurred up to the reach in the factory shall have to be added. Such as, in the case of local products excise duties, all kinds of transportation fare and charges, transportation insurance, loading and unloading expenses, etc. In case of imported products, import duties, supplementary duties, port charges, inland transportation charges, transportation insurance and other expenses related to the import shall have to be recorded separately and be added with the material costs. Separate books of accounts shall have to be maintained mentioning the quantity and cost of the import of materials from the controlling company situated abroad and from the third party supplier.
- (b) Where any materials produced by the company in its own factory is used as direct materials in the production of edible oil and vegetable ghee, proper accounts of such produced materials shall have to be maintained so that production cost of such each produced materials can easily be ascertained.
- (c) There must be reconciliation of quantity and cost of usage of materials recorded in the cost record with the quantity and cost recorded in the production record.



- (d) Reconciliation of quantity and cost of the use of direct materials and packing materials with the quantity and cost of such materials shown in the form must be made. Any loss or increase due to actual verification of the materials shall have to be clearly mentioned in the cost records.
- (e) Proper records of purchase or supply contract executed with local and foreign suppliers (including the controlling companies) mentioning the quantity and supply cost of different materials shall have to be maintained. The main terms of each contract, specially quantity of purchase, quality, price, delivery schedule, discount due to transportation loss and price payment terms (with cash discount ) etc. shall have to be mentioned in the records.
- (f) In case of any abnormal loss of materials during transit or in storage or for any other reason whatsoever, records shall have to be maintained separately mentioning the stage of such losses and the reasons for such losses

**2. The manner of ascertaining production cost by using standard cost:—**If any company, ascertains the production cost of its product on any basis, such as standard cost, other than the actual quantity and cost of materials used in the production of edible oil and vegetable ghee, the detail statements of such methods adopted by the company shall have to be mentioned in the cost records and this method shall have to be used consistently. In this case, at the end of the financial year and at least every three month, the overall reconciliation of the materials shall have to be made explaining the reason of variations between the quantity and cost of materials and the quantity and cost of the materials actual used in production.

**3. The manner of maintaining accounts of store materials to be used in production.—**

- (a) Adequate records shall have to be maintained mentioning the quantity and cost of receipts, uses and residues of each store material (such as chemicals, consumable stores, spare parts, operating, supplies, etc.) used in production of edible oil and vegetable ghee. In ascertaining the cost of store materials, all kinds of incurred expenses of such materials up to reach in the mill shall have to be included.

- (b) In case of operating and supplies of low-cost consumable store goods and spare parts used in the production of edible oil and vegetable ghee, the company may maintain records classifying them into main items , if it so desires, in lieu of maintaining separate records.

**4. The manner of maintaining accounts of wastage, spoilage and defunct losses etc. of store materials to be used in production.**—Proper records shall have to be maintained mentioning the quantity and cost of losses for operation, supply, wastages, spoilage and defunct of direct materials, consumable store materials, spare parts, equipment etc. to be used in production whether in transit, storage or anywhere.

**5. Maintaining information relating to wages and salary-allowances, etc.**—(1) In each financial year, detail records relating to the attendance, wages and salary-allowances of all classes of employees engaged in the company shall have to be maintained regarding the following matters, namely:—

- (a) wages for the direct labour in production;
- (b) wages for the indirect labour in production;
- (c) wages for overtime labour;
- (d) salary of administrative employees;
- (e) salary of the employees engaged in sale and marketing of the products;
- (f) salary of the employees engaged in other service, if any (nature of service shall have to be mentioned);
- (g) any kind of retirement benefits provided to the employees, such as pension, provident fund, gratuity and other benefits;
- (h) detail explanation of salaries and wages that may be paid for idle time and the period when the factory remain closed and measures taken for adjustment thereof; and
- (i) total wages and salaries [clause (a) to (h)].

(2) Accounts shall have to be maintained relating to salaries and allowances paid to the Chief Executive and directors of the company.

(3) Accounts shall have to be maintained relating to total workers days entitled and actual operational days in each financial year.

(4) Accounts shall have to be maintained relating to average number of workers employed in each financial year.

(5) Accounts shall have to be maintained relating to direct labour cost per unit of produced edible oil and vegetable ghee or materials.

(6) Accounts of wages and salary-allowances of production period or season and off production period or off season shall have to be maintained separately. The paid wages and salaries to the employees engaged in more than one cost center or division shall have to be apportioned on an equitable basis to the relating cost centers and divisions and the allocation basis of such wages and salaries shall have to be applied consistently.

(7) The statements shall have to be recorded relating to the promotional programme to inspire the labour and employees of the company, if any, and the effect of taking such steps in increasing in production and influencing production cost.

**6. The manner of maintaining accounts of expenses, etc. of service department.**—Detail records of the expenses incurred by each and every service department or cost centre (such as research centre, laboratory, transport, quality control, etc.) shall have to be maintained. Where the service of such service department is used for the production of any other product of the company other than edible oil and vegetable ghee, the detail description of the basis on which, in both cases, the expenses of service department is apportioned shall have to be recorded and such basis of apportionment shall have to be applied consistently.

**7. The manner of maintaining accounts relating to water, electricity, steam, transport etc. utilities or services.**—Detail accounts shall have to be maintained relating to the quantity, price per unit and total costs of used or consumed (purchased or produced) water, electricity, steam, transport, etc. utilities or services by different production departments, service oriented departments and cost centres of the company engaged in the production of edible oil and vegetable ghee, so that the company can easily provide the proper information and data to the cost auditor on his demand.

**8. The manner of maintaining accounts of repair and maintenance.**—Adequate records of expenses incurred for repair and maintenance of building and machinery in different departments of the companies engaged in production of edible oil and vegetable ghee and the established factory in cost centers shall have to be maintained. The basis of apportionment of the cost for repair and

maintenance to different production departments, service departments and cost centers including detail statements of cost in various sectors shall have to be mentioned. In case where benefit accrued from any repair and maintenance can be enjoyed for more than one year, then the cost of such sector shall have to be recorded as capital expenses properly.

**9. The manner of maintaining accounts of depreciation of machinery.**— Proper records shall have to be maintained including the cost and other information with detail description of depreciable fixed assets of the company. In this record, inter alia, the cost of each item of assets (including installation charges, if any), the date of its collection, the date of installation, rate of depreciation, the amount of depreciation in the respective financial year along with the accumulated depreciation and the details location of each asset shall be included. The detail statements of the basis on which depreciation is calculated and apportioned to the various production departments and cost centers shall have to be recorded.

**10. Accounts relating to insurance cost.**— Proper records of the insurance premium paid for all kinds of assets relating to interest including fixed assets of the company shall have to be maintained. The method of apportionment of cost on this sector in different costs centers shall have to be mentioned.

**11. Royalty or technology transfer fees.**— In case of production of edible oil and vegetable ghee, detail records shall have to be maintained of the royalty or technology transfer fees paid to each associate organizations or technology suppliers on the basis of agreement on technical issues. The concerned production departments which are enjoying the benefit of the transfer of the technology shall have to maintain detail records mentioning the basis of charging expenses of this sector.

**12. Accounts relating to abnormal expenses.**— In any financial year, if the production is interrupted due to any kinds of abnormal causes (such as strike, lock out, significant breakage of the machinery, huge deficiency of electricity, serious accidents, etc.), the statements shall have to be maintained mentioning the consequence of such interruption in production.

**13. Maintaining accounts relating to other expenses.**— Adequate records shall have to be maintained of other overhead expenses incurred other than those expenses stated in clauses 5 to 12. These expenses shall have to be classified according to their effective relation analyzing these expenses, such as factory overhead, administrative overhead and marketing overhead. If the company produces any product(s) other than edible oil and vegetable ghee, the basis of apportionment (including explanation of reasons) of the common overhead expenses in the both cases shall have to be mentioned in detail in the record.

14. **Expenses on quality control.**—If in course of production of edible oil and vegetable ghee, it is felt necessary to inspect the quality of edible oil and vegetable ghee or its effectiveness regularly or by-turn by the quality control division with the standard set by the Government or the standard set for the industry, proper records of such expenses shall have to be maintained and apportioned to the respective production department or cost center.

15. **Maintaining accounts relating to bye-products.**—Where the company engaged in production of edible oil and vegetable ghee, produces different types of products from the same process, the concern production cost shall have to be also apportioned to various produced products on reasonable basis and cost allocation followed method shall have to be applied consistently.

16. **Maintaining accounts relating to finished products and products under process.**—The method which has been followed for assessment of the cost of finished products and products under process shall have to be mentioned in the cost records so that the cost components which have been used for ascertaining the cost of the products can be determined.

17. **Maintaining proper and detail accounts of packing expenses.**—Proper and detail accounts shall have to be maintained of the price of packing materials used and other ancillary materials thereto and other expenses incurred for packing edible oil and vegetable ghee.

18. **Maintaining accounts relating to incentives and expenses on exports.**—Accounts in respect of any financial incentives if earned from the Government for exporting edible oil and vegetable ghee to abroad shall have to be maintained. Similarly, proper records shall also have to be maintained of all expenses incurred for such export so that the cost of exported materials can be ascertained properly

19. **Statements of accounts of production cost and cost of products sold.**—Cost of statements shall have to be prepared separately for each factory of a company in each financial year mentioning the actual production cost and production cost of products sold.

20. **Maintaining records of permanent and temporary assets by local verification.**—In every year, accounts shall have to be maintained properly by local verification in respect of all permanent and temporary assets of the company, such as direct materials, process materials, packing materials, consumable store goods, spare parts, chemical products, fuels, stock of finished products, stock products under process and permanent assets.

**21. Inter-company transactions of the companies engaged in production and processing of edible oil and vegetables ghee.**—If materials, produced goods or services are supplied by the companies interrelated in ownership, such as by the holding company to the subsidiary company or vice versa or by one subsidiary company to another subsidiary company of the same holding company than detail records of the memorandum of understanding or agreement on the following matters shall have to be maintained, namely:—

- (a) relating to purchase and sale of direct materials and processed materials;
- (b) relating to utilization of the capacity of factory;
- (c) relating to supply of utilities;
- (d) relating to administrative, technical and managerial services; and
- (e) relating to any other consultancy services.

**22. Maintenance of numerical records.**—Numerical information regarding the duration of production time, the duration of actual mill operating time for production, the duration and reasons of closing the mill for any reason, the quantity of by products, etc. shall have to be maintained in each financial year. The amount of capital (net fixed assets and current capital) used in production of every type of edible oil and vegetable ghee and other products in the mill shall have to be recorded separately. In the record, the fresh capital injection but against which production has not been yet started in the respective financial year shall have to be specified. The replacement and addition of fixed assets shall have to also be included in the record.

**23. Reconciliation of cost and financial accounts.**—Where the company does not follow the integrated accounting system, in that case costs records shall have to be reconciled with the financial accounts at the end of the financial year and at least quarterly basis to ensure accuracy of the accounts. The reconciliation of such both accounts shall have to be made in such a manner so that the profit and loss of the related products can be correctly ascertained and profit and loss of such products can be reconciled with the overall profit and loss of the company.

**24. Manners of maintaining cost accounting.**—All accounts relating to cost accounting shall have to be maintained in the manner prescribed in this Schedule and in the form enclosed herewith.

**Form 'A'**  
(See Clause 24)

**General information of the company**

1. Name of the company:
2. Registered address:
3. Location of the factory:  
(factory and its products produced/ capacity separately in the case of more than one factory)
4. Capacity of the installed machinery in the factory:

Sl. No.	Particulars	Current financial year			Previous financial year		
		Daily working hours/shift machine hours	Total working days/ machine hours	Total production (M. Ton)	Daily working hours/ shift machine hours	Total working days/ machine hours	Total production (M. Ton)
(a)	Edible oil:						
(b)	Vegetables:						
(c)	Margarine:						
(d)	Bakery goods:						
(e)	Others, if any (with description)						

5. Information about actual production in the factory:

Sl. No.	Particulars	Current financial year			Previous financial year		
		Daily working hours/shift machine hours	Total working days/ machine hours	Total production (M. Ton)	Daily working hours/ shift machine hours	Total working days/ machine hours	Total production (M. Ton)
(a)	Edible oil:						
(b)	Vegetables:						
(c)	Margarine:						
(d)	Bakery items/goods:						
(e)	Others, if any (with description)						

6. If the factory remain close or produces less in proportion to production capacity; its reason.
7. Research and development programme (if any), its description.

**Form 'B'**

(See Clause 24)

**Edible oil/vegetables ghee production and sales statements**

Financial year: .....

Sl. No.	Particulars	Current financial year		Previous financial year	
		Total cost (Tk.)	Cost per ton (Tk.)	Total cost (Tk.)	Cost per ton (Tk.)
1.	Direct materials:				
	(a) Crude edible oil:				
	(b) Chemical:				
2.	Direct wages:				
3.	Variable factory overhead costs:				
	(a) Cost of steam use:				
	(1) Used in neutralizer and other process:				
	(2) Used in deodorizer process;				
	(b) Cost of hydrogen use:				
	(1) By gas segregation process:				
	(2) By electrolysis process:				
	(c) Cost of water use:				
	(d) Cost of electricity use:				
	(1) Purchased:				
	(2) Own generation:				
	(e) Use of consumable store goods:				
	(f) Repair and maintenance:				
	(g) Other overhead expenses ( its description)				
4.	Total variable expenses before packaging:				
5.	Cost of packaging:				
6.	Cost of cooling:				
7.	Total variable expenses before adjustment of stock:				



Sl. No.	Particulars	Current financial year		Previous financial year	
		Total cost (Tk.)	Cost per ton (Tk.)	Total cost (Tk.)	Cost per ton (Tk.)
8.	Adjustment of incomplete stock: (a) Opening incomplete stock: (1) At the packing stage: (2) At the freezing/cooling stage: (b) Closing incomplete stock: (1) At the packing stage: (2) At the cooling stage:				
9.	Total variable expenses of cooled and packed edible oil/vegetable ghee				
10.	Fixed overhead cost: (a) Depreciation: (b) Insurance: (c) Other fixed cost: Total fixed cost:				
11.	Total cost of the products produced:				
12.	Adjustment of finished goods: (a) Opening stock: (b) Closing stock:				
13.	Net production cost of goods sold:				
14.	Sales income: (a) Total sales: (b) Commission and discount: (c) VAT: (d) Net income on sales:				

**Notes:**

1. Statement shall have to be prepared for each type of individual products (vegetable ghee, edible oil, margarine, bakery goods, etc.) separately.
2. Value added tax/excise duty shall have to shown separately.
3. Statements of accounts of the quantity and cost of any kind of abnormal loss shall have to be prepared separately mentioning reason.
4. General overhead cost shall have to be allocated on the logical basis in the produced products.



- 
- Notes:**
1. Separate cost statement shall have to be prepared for each individual products, such as edible oil, vegetable ghee, margarine, bakery goods separately.
  2. The base of determining the process deficiency of every kind of oil mixture shall have to be mentioned clearly in the cost record.
  3. Comparative ratio of actual quantity of oil loss shall have to be shown with standard loss.
  4. Separate statement shall have to be prepared mentioning the quantity and cost of abnormal loss in oil application and production and explaining its reason.

**FORM-‘D’**

(See clause 24)

**Cost statement of the use of chemicals in production**

Financial year:.....

Sl. No.	Particulars	Current financial year					Previous financial year				
		Quantity (M.ton)	Rate (Tk.)	Total cost (Tk.)	Per ton		Quantity (M.ton)	Rate (Tk.)	Total cost (Tk.)	Per ton	
					Cost (Tk.)	Quantity				Cost (Tk.)	Quantity
1	2	3	4	5	6	7	8	9	10	11	12
1.	Bleaching soil:										
2.	Capable of radiation carson:										
3.	Nickel catalyst:										
4.	Caustic soda:										
5.	Citric acid:										
6.	Phosphoric acid:										
7.	Anti oxide:										
8.	Normal salt:										
9.	Fragrance of ghee:										
10.	Filter aids:										
11.	Vitamins A and D;										
12.	Others (if any), its description:										
13.	Total chemicals:										
14.	Less useable waste chemicals:										
	a) Bleaching soil used:										
	b) Nickel catalyst used:										
	c) Others (if any), its description:										
15.	Net cost of chemicals use:										

- Notes:**
1. Separate cost statement shall have to be prepared for each individual products, such as edible oil, vegetable ghee, margarine, bakery goods separately.
  2. The slandered application ratio and the reason for variance from standard shall be indicated.
  3. If any abnormal loss, separate statement shall have to be prepared mentioning the quantity and cost of such loss.

**FORM-‘E’**

(See Clause 24)

**Statement of the cost of steam generated and used and its allocation**

Financial year:.....

First part

Sl. No.	Particulars	Unit	Current financial year	Previous financial year	Difference
1.	Pattern of steam boiler used:				
2.					
3.	Number of working days:				
4.	Installed capacity in ton:				
5.	Capacity utilized (in ton):				
	<u>Production:</u>				
	(a) High pressure steam:				
	(b) Medium pressure steam:				
	(c) Low pressure steam:				
6.	(d) Less: Transportation loss:				
	(e) Total:				
	Capacity used in percentage:				

**FORM-‘E’**

(See Clause 24)

**Statement of the cost of steam generated and used and its allocation**

Financial year:.....

2<sup>nd</sup> part

Sl. No.	Particulars	Current financial year			Previous financial year		
		Quantity	Price per unit (Tk.)	Value (Tk.)	Quantity	Price per unit (Tk.)	Value (Tk.)
1.	Water:						
2.	Fuel:						
	(a) Electricity:						
	(b) Coal:						
	(c) Furnaces oil:						
	(d) Fire wood:						
	(e) Gas:						
	(f) Other energy (if any, its description):						
3.	Store materials:						
4.	Salaries and wages:						
5.	Repair and maintenance:						
6.	Other direct expenses (boiler inspection fees, etc.):						
7.	Insurance cost:						
8.	Depreciation cost:						
9.	Total costs of air produced:						
10.	Less: Outside sale (if any):						
11.	Production cost of steam used:						

Sl. No.	Particulars	Current financial year			Previous financial year		
		Quantity	Price per unit (Tk.)	Value (Tk.)	Quantity	Price per unit (Tk.)	Value (Tk.)
12.	Add: Cost of steam purchased:						
13.	Total cost of steam used:						
	(a) Fixed:						
	(b) Variable:						
14.	Costs allocation:						
	(a) Edible oil:						
	(b) Vegetable ghee:						
	(c) bakery (butter products ):						
	(d) In bakery (fat products to be used):						
	(e) Others (description):						
	(1) Staff colony						
	(2) Office building						
	(3) Power house, etc:						

**FROM- 'F'**

(See Clause 24)

**Statement of electricity produced and purchased and its use allocation.**

Financial year:.....

**First part**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Current financial year</b>	<b>Previous financial year</b>	<b>Difference</b>
1.	Installed power (capacity) (kilowatt):			
2.	Quantity of production (kilowatt):			
3.	Quantity of electricity purchased (kilowatt):.			
4.	Total quantity of production and purchase (kilowatt):			
5.	Use in power house (with other loss) (kilowatt):			
6.	Net electricity use (kilowatt):			
7.	Rate of power use and wastage in proportion to available total power (percentage):			
8.	The rate of the quantity of power Produced in proportion to capacity (percentage):			



2<sup>nd</sup> part

Sl. No.	Particulars	Current financial year			Previous financial year		
		Quantity	Rate	Value	Quantity	Rate	Value
1.	Cost of steam:						
2.	Store materials:						
3.	Salaries and wages:						
4.	Other direct expanses:						
5.	Repair and maintenance:						
6.	Depreciation cost:						
7.	Tax and duty ( if any) :						
8.	Total cost:						
9.	Less: air etc. used in process :						
10.	Cost of electricity produced :						
11.	Less: Electricity sold:						
12.	Add : Electricity purchased:						
13.	Net costs of electricity used.:						
	a) Fixed:						
	b) Variable:						
14.	<b>Cost of allocation:</b> (a) Edible oil: (b) Vegetable ghee: (c) Margarine (butter products): (d) In bakery ( fat product to be used): (e) Other (if any) (1) Staff colony: (2) Office building, etc.:						

**FROM- 'G'**

(See Clause 24)

**Cost statement of container production**

Financial year:.....

First part

Sl. No.	Particulars	Current financial year	Previous financial year
1.	Actual working days:		
2.	Annual capacity of container production: (size wise container) (a) 1 kg/1 liter: (b) 2 kg/2 liter: (c) 3 kg/3 liter: (d) 4 kg/4 liter: (e) 5 kg/5 liter: (f) 6 kg/6 liter: (g) 7 kg/7 liter: <b>Production:</b> (a) High pressure steam: (b) Medium pressure steam: (c) Low pressure steam: (d) Less: Transportation loss: (e) Total : Percentage of capacity utilized:		
3.	Actual production of container: (a) (b)		
	(c)		

**FROM- 'G'**

(See Clause 24)

**Statement of cost of container production**

Financial year:.....

**2<sup>nd</sup> part**

Sl. No	Particulars	Current financial year			Previous financial year		
		Quantity	Rate	Total cost	Quantity	Rate	Total cost
4.	<b>Costs of container production:</b> (a) Materials cost: (b) Chemical cost: (c) Consumable store materials: (d) Direct wages: (e) Label/ printing: (f) Cost of electricity and fuel: (g) Cost of air: (h) Repair and maintenance cost: (i) Depreciation cost: (j) Insurance cost: (k) Other overhead (if any): Sub total:						
	(l) Adjustment of incomplete stock: (1) Opening stock: (ii) Closing stock: (m) Costs of container production: (n) Adjustment of finished goods: (1) Opening stock: (2) Closing stock: (o) Costs of container used:						

- Notes:** (1) Separate statement for each type of container shall have to be made.  
 (2) Value added tax/excise duty paid on container production shall have to be shown separately.

**FORM - 'H'**

(See Clause 24)

**Cost statement of air cooling**

Financial year:.....

Sl. No.	Particulars	Current financial year			Previous financial year		
1.	<b>Capacity:</b> (a) Actual working days: (b) Cooling capacity (in ton): (c) Actual utilization of capacity (in ton):						
2.	<b>Costs of cooling:</b> (a) Chemicals: (b) Consumable store materials: (c) Electricity and power materials: (d) Direct wages: (e) Repair and maintenance: (f) Depreciation cost: (g) Insurance cost: (h) Other overhead cost:						
	Total cooling cost:						

**Note:-** (1) If standard cost process is used, cost variation shall have to be shown.

(2) The statements of quantity and cost shall have to be recorded mentioning the cause of loss If any abnormal loss is occurred.







**Annexure**  
[see rule 8(1)]  
**Cost Audit Report**

I/We ..... being appointed under section 220(1) of the Companies Act, 1994 (Act No. XVIII of 1994) as Auditor (hereinafter called as "Cost Auditor") of.....Ltd. (hereinafter called as "company") have examined the cost accounting books and other relevant papers maintained by the company for the year ended on.....and subject to comments on enclosed annexure do hereby report that—

- (a) I/We have/have not obtained all the information and explanation which to the best of my/our knowledge and belief are necessary-for completion of this audit;
- (b) section 181(1)(d) of the Companies Act, 1994 and prescribed cost accounting records have/have not been kept by the company;
- (c) adequate information on returns, statement, etc. for the purpose of my/our cost audit have/have not been received from the branch or part not visited by me/us;
- (d) information as prescribed by relevant rules are/are not available from the cost accounting records maintained by the company and exhibit/do not exhibit a true and fair view of the cost of production/distribution/marketing/transportation/processing/manufacturing/milling/mining or extraction of minerals of the Company; and
- (e) the enclosed statement of production and statement of stock products are/are not in agreement with the books of accounts of the company.

Name and signature of the person or firm  
Cost Auditor

Place : .....

Dated : .....

**N.B.** The annexure enclosed are integral part of this report.

**Note :** Delete the word(s) not applicable.



---

**Annexure to the Cost Audit Report****1. General :**

- (1) Name of the company and address of the registered office:
- (2) Date of registration of the company:
- (3) Status of the company (private/public):
- (4) A brief description of function of the company:
- (5) Address of the factory:  
(if the company has more than one factory, address of each factory are to be given)
- (6) Date of commencement of commercial production of the factory:
- (7) Location where accounts are maintained:
- (8) If there is any foreign technical collaboration, a copy of the collaboration agreement shall have to be attached. If not possible, a brief note indicating the following information is to be furnished—
  - (a) Name and address of the foreign collaborator;
  - (b) Principal terms of agreement;
  - (c) Amount of royalty/technical fee payable and the basis of calculating the same;
  - (d) Whether technical collaborator has contributed to the share capital of the company, If so, the paid up value of shares so held.
  - (e) If the company is engaged in other activities except the manufacture of the products under audit, a brief note on the nature of such activities.

**2. Cost accounting system.**

There shall have to given a description of the cost accounting system existing in the company, and whether these are consistent with reference to generally accepted accounting principles and particularly with special reference to the concerned cost accounting record order and whether the system being

followed is adequate to determine correctly the cost of production. The description of the system shall cover, inter alia, the procedure for accounting of materials, labour, depreciation and overhead cost and their allocation and absorption to products; treatments of by-products, joint products, scraps, etc. Persistent deficiencies, if any, existing in the company (though pointed out earlier but not rectified) are required to be specified.

### **3. Financial position.**

Information as mentioned below are required to be shown for the year under audit including the immediate previous year :

- (1) Capital invested:
- (2) Net assets:
- (3) Current assets:
- (4) Total assets:
- (5) Intangible assets:
- (6) Current liabilities:
- (7) Long-term liabilities:
- (8) Profit before taxes and interests :
  - (a) for the company as a whole;
  - (b) for the products under reference;
- (9) The following, other incomes are to be specified :
  - (a) interest received on investments outside the business;
  - (b) capital income; and
  - (c) any other income of abnormal, casual or non-recurring in nature.
- (10) Net sales :
  - (a) for the company as a whole.
  - (b) for the product under reference.
- (11) The following ratios are to be shown:
  - (a) Liquidity ratios:
    - (1) current ratio:
    - (2) acid test ratio:

- (b) Activity ratios:
- (3) receivables turn-over ratio;
  - (4) payables turn-over ratio;
  - (5) inventories turn-over ratio.

**Note:** In calculating above ratios, the average of beginning and ending balances of receivables, payables, and inventories are to be taken.

- (c) Profitability ratios:
- (6) the ratio of income before interests and taxes on net sales;
  - (7) the ratio of income before taxes on net sales;
  - (8) the ratio of income after taxes on net sales;
  - (9) the ratio of income before interests and taxes on invested capital;
  - (10) the ratio of income before taxes on net assets;
  - (11) the ratio of income after tax per share;
  - (12) the ratio of dividend distributions;
  - (13) the ratio of market price to earnings:

- (d) Solvency ratios:
- (14) the ratio of total assets and long-term loans;
  - (15) the ratio of loans and capital;
  - (16) times interest earned;
  - (17) book value per share.

**Note :** At the end of this paragraph, a brief note about the financial position, specially with reference to financial liquidity, financial activity, profitability, debt repayment ability and financial solvency of the company are required to be given.

#### **4. Production :**

The following information is to be given for each type of product under reference and for each factory, namely :—

- (1) production capacity according to license;
- (2) installed capacity of machinery;

- (3) utilized capacity and actual production;
- (4) the ratio of capacity utilization with installed capacity, a brief note is required to be given explaining the reasons as such if the actual capacity utilization is less than the installed capacity;
- (5) if the installed capacity increases/decreases take place during the year under audit or within immediate two years prior to the year under audit, the matter shall have to be specified.

**5. Process of manufacture :**

A brief description regarding the process of manufacture shall be given specifying the following matters, namely :-

- (1) Installed factory layout;
- (2) The process of materials operations-from raw materials to transfer of finished goods to the store room;
- (3) The location of machinery:
  - (a) Reasonability of established cost centers;
  - (b) materials usage and determination of production ratio; and
  - (c) location of machinery in ascertaining adequacy of principles of maintenance of machinery.

**6. Materials (raw materials) :**

- (1) The cost and quantity of principal materials (raw materials) used in production are to be shown. If the cost of transport is significant, cost of the same shall have to also be shown. In the case of principal imported raw materials, F.O.B. value, ship transport freight, insurance, import and other duties, internal transport and other related expenses are required to be shown. In case where both indigenous and imported materials are consumed, the percentage used of the same may be indicated for each item.
- (2) A comparison of actual usage of raw materials in relation to output with standard usage of materials during the year under audit and of the immediate previous year is to be shown. A short explanation shall have to be given on this subject.

- (3) The quantity and cost of direct raw materials which have not been used in production and remains unused and obsolete for a period of one year or more shall have to be mentioned. The proportion of such unused and obsolete materials at the end of year with a comparison of total finished goods shall have to be shown.
- (4) A brief note on the method of accounting followed for recording the quantities and cost of receipts, uses and residues of all materials directly used in production shall have to be given.

#### **7. Power and fuel :**

Quantity, rate per unit and total cost of each major form of power used in production, such as coal, furnace oil, natural gas, electricity, etc. shall have to be shown separately. The actual physical consumption per unit of production shall be compared with standard or theoretical norms, if any, and with preceding year's actual consumption.

#### **8. Wages and salaries :**

- (1) Wages and salaries paid for all categories of employees, during the year under audit and the immediate previous year shall have to be shown separately in respect of each of the following, namely :—
  - (a) wages for the direct labour in production;
  - (b) wages for the indirect labour in production;
  - (c) salary of administrative employee;
  - (d) salary of the employee engaged in sale and marketing of the products;
  - (e) salary of the employee engaged in other jobs, if any (nature of work shall have to be mentioned);
  - (f) total wages and salaries [clause (a) to (e)]
- (2) Salaries, allowances paid to the Chief Executive and directors of the company.
- (3) Total available workers' days and actual operational working days for the year under audit.
- (4) Average number of workers employed during the year under audit.
- (5) Direct labour cost per unit of the products produced.  
(if more than one type of products, information in respect of each products shall have to be given).

- (6) The variations in above sub-clause (5), and the previous two year's direct labour costs, if any, a brief explanation shall have to be given.
- (7) Comments shall have to be given on the incentive scheme of the workers/ employees of the company, if any, with particular reference to its contributions towards increasing productivity and its effect on cost of production.

**9. Stores and spare parts :**

- (1) Comments shall have to be given on the stores accounting system existing in the company.
- (2) Expenditure on account of stores, etc. per unit of products produced.
- (3) The quantity and value of stores which have not been used in production for a period of two years or more and remains unused and obsolete shall have to be mentioned. At the end of the year, proportion of such unused and obsolete stores and spares the related stock of stores and spare parts shall have to be shown.

**10. Depreciation :**

- (1) A description of the method of depreciation being followed in the company shall have to be given.
- (2) A description of the basis of allocation of depreciation expenses/costs to different departments shall have to be given.
- (3) A description of the basis of allocation of depreciation expenses/costs to production shall have to be given.

**11. Overhead cost :**

- (1) A comparative statement of allocation of overhead costs of the company/factory during the year under audit and immediate previous year on the following heads shall have to be shown, namely : —
  - (a) factory overhead;
  - (b) administrative overhead;
  - (c) selling and distribution overhead;
  - (d) interest expense on loan (including debenture).

- (2) Reasons for any significant variations in the expenditure incurred against any items included in the overheads shall have to be mentioned.
- (3) Comments on the basis of allocation of overhead in the cost centers and on the basis of overhead cost to products adopted by the company shall have to be given.

**12. Payments of royalty/technical aid expenditure :**

The total amount of royalty/technical aid fees payable for the year under audit and the amount of expenditure per unit of production on this item of expense shall have to be given.

**13. Abnormal and uncontrolled expenses :**

If there are any abnormal features affecting production during the year under audit (e.g. strike, lock-outs, major break-down in the plant, substantial power deficiency, serious accidents, etc.) they shall have to be, wherever practicable, briefly mentioned indicating their effect on the cost of production.

**14. Research and development expenses.****15. Human resources development expenses.****16. Other clauses :**

If there are any special expenses which have been directly allocated to products under reference, the total amount of such expense and incidence on products of such expense shall also have to be described.

**17. Production cost :**

Comparative figures of the production cost per unit of different categories of products in the audit year and the production cost of the immediate previous year shall have to be given. Comments shall have to be given on significant difference.

**18. Sales :**

- (1) The received net sales income shall have to be shown mentioning the quantity and cost per unit of sale of the each type of products produced.
- (2) If the product under reference is exported, quantity of export, net received income per unit, the name of countries to which exported indicating the profit or loss incurred in export shall have to be given.

**19. Auditor's observations and comments :**

The Cost Auditor may give comments on the following necessary points, namely :—

- (1) Equitability of allocation of overhead costs and common costs;
- (2) Ascertaining the quantity of idle machinery and materials;
- (3) Methods of identification of waste materials and their analysis, ascertaining quantity and abandonment system (including re-cycling or re-use);
- (4) Effectiveness of the method of maintaining accounts of deportation, spoiled materials, wastages, etc. materials;
- (5) Matters apparently wrong in principle or unjustifiable;
- (6) Negligence or inefficiency in using of company's funds;
- (7) Matters that could have been controlled, but have not been controlled resulting increase of the production cost;
- (8) Description of any peculiar features, if any in the contracts or agreements, relating to sales, purchases, etc.
- (9) Adequacy of the following systems:
  - (a) budgetary control system;
  - (b) credit control;
  - (c) internal checking;
  - (d) internal audit;
  - (e) production development; and
- (10) Recommendations for improvements in performance, if any, by way of—
  - (a) reshuffling of machineries, etc.;
  - (b) best utilization of installed capacity of the machineries;
  - (c) concentration on areas offering scope for cost reduction, increased productivity, decrease of anti-production activities, etc.

By order of the President

**Shubhashish Bose**  
Senior Secretary.