**Yearly**

**ANNUAL OPERATIONAL PERFORMANCE REPORT**

**(AOPR)**

**Mill-wise data/financial information is required to be furnished as per the following Tables**:

|  |  |
| --- | --- |
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1. Separate details in respect of all the mills are required to be furnished for the companies having more than one mill.
2. Amount to be indicated as Rs. in Lakhs.
3. The figures furnished in the following tables must reconcile with the figures appearing in the audited annual accounts. Please furnish the copy of audited annual accounts and the cost audit report for the period under reference.
4. Separate schedules/notes of accounts (wherever applicable) are required to be furnished for each category of expenses listed in the under mentioned tables.
5. The current reporting period is meant for accounting year 2013-14

**General Information:**

**Table 1**

|  |  |
| --- | --- |
| **Name of the Company/Unit/Mill** |  |
| **Location/Address** |  |
| **Year of data/information** |  |

**Table 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **STATEMENT OF PROFIT AND LOSS** | | | |
| **Profit and Loss statement for the year ended 31st March, 2014** | | | |
| **Particulars** | **Note No** | **Figures as at the end of current reporting period** | **Figures as at the end of previous reporting period** |
| I. Revenue from operations |  |  |  |
| II. Other Income |  |  |  |
| **III. Total Revenue (I +II):** |  |  |  |
| IV. Expenses: |  |  |  |
| A) Cost of materials consumed - |  |  |  |
| B) Purchase of Stock-in-Trade - |  |  |  |
| C) Changes in inventories of finished goods, work-  in-progress and Stock-in-Trade - |  |  |  |
| D) Employee benefit expense - |  |  |  |
| E) Financial costs - |  |  |  |
| F) Depreciation and amortization expense - |  |  |  |
| G) Other expenses - |  |  |  |
| **Total Expenses:** |  |  |  |
| V. Profit before exceptional and extraordinary  items and tax- | (III- IV) |  |  |
| VI. Exceptional Items - |  |  |  |
| VII. Profit before extraordinary items and tax(V-VI)- |  |  |  |
| VIII. Extraordinary Items - |  |  |  |
| IX. **Profit before tax (VII - VIII) -** |  |  |  |
| X. Tax expense: |  |  |  |
| (1) Current tax- |  |  |  |
| (2) Deferred tax- |  |  |  |
| XI. Profit(Loss) from the perid from continuing  Operations - | (VII-VIII) |  |  |
| XII. Profit/(Loss) from discontinuing operations - |  |  |  |
| XIII. Tax expense of discounting operations - |  |  |  |
| XIV. Profit/(Loss) from Discontinuing operations  (XII - XIII) - |  |  |  |
| **XV. Profit/(Loss) for the period (XI + XIV) -** |  |  |  |
| XVI. Earning per equity share: |  |  |  |
| (1) Basic |  |  |  |
| (2) Diluted |  |  |  |

**Table-3**

**Balance Sheet**

|  |  |  |
| --- | --- | --- |
| **Particulars** | **Figures as at the end of current reporting period** | **Figures as at the end of previous reporting period** |
| **I. EQUITY AND LIABILITIES** |  |  |
|  |  |  |
| **(1) Shareholder's Funds:** |  |  |
| (a) Share Capital - |  |  |
| (b) Reserves and Surplus - |  |  |
| (c) Money received against share warrants - |  |  |
| **(2) Share application money pending**  **Allotment:** |  |  |
|  |  |  |
| **(3) Non-Current Liabilities:** |  |  |
| (a) Long-term borrowings |  |  |
| (b) Deferred tax liabilities (Net) |  |  |
| (c) Other Long term liabilities |  |  |
| (d) Long term provisions |  |  |
|  |  |  |
| **(4) Current Liabilities:** |  |  |
| (a) Short-term borrowings |  |  |
| (b) Trade payables |  |  |
| (c) Other current liabilities |  |  |
| (d) Short-term provisions |  |  |
| **Total** |  |  |
| **II.Assets** |  |  |
| **(1) Non-current assets :** |  |  |
| *(a) Fixed assets* |  |  |
| (i) Tangible assets |  |  |
| (ii) Intangible assets |  |  |
| (iii) Capital work-in-progress |  |  |
| (iv) Intangible assets under development |  |  |
| (b) Non-current investments |  |  |
| (c) Deferred tax assets (net) |  |  |
| (d) Long term loans and advances |  |  |
| (e) Other non-current assets |  |  |
|  |  |  |
| **(2) Current assets** |  |  |
| (b) Inventories |  |  |
| (c) Trade receivables |  |  |
| (d) Cash and cash equivalents |  |  |
| (e) Short-term loans and advances |  |  |
| (f) Other current assets |  |  |
| **Total** |  |  |

**Details of Revenue from Operations:**

**Table 4**

|  |  |  |
| --- | --- | --- |
| **Particulars** | **Figures as at the end of current reporting period** | **Figures as at the end of previous reporting period** |
| **Revenue from Operations** |  |  |
| Sale of Products |  |  |
| * B-Twill : Type “A” & Type “B” |  |  |
| * A-Twill - |  |  |
| * Hessian - |  |  |
| * (Others-Please Specify) - |  |  |
| * Total Sales\* - |  |  |
| **Total Revenue from Operations** |  |  |
| **Other Income** |  |  |
| Other Operating Revenues |  |  |
| * Export Benefits - |  |  |
| * Trading of products - |  |  |
| * Sale of Scrap - |  |  |
| * Insurance & Other Claims - |  |  |
| * Dividend Income - |  |  |
| * Interest - |  |  |
| * Gain on Sale of Assets/Investments - |  |  |
| * FOREX Gains - |  |  |
| * Other Incomes (Please Specify) - |  |  |
| **Total Other Income** |  |  |

* Please attach separate schedule in respect of each of the above incomes
* The above figures must reconcile with the audited annual accounts and the respective cost audit reports.

**Quantitative Data (In MT):**

**Table 5**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Particulars** | **B-Twill** | | **A-Twill** | **Hessian** | **Others (Please specify)** |
| Installed Capacity | Type A | Type B |  |  |  |
| Actual Production |  |  |  |  |  |
| Actual Sales |  |  |  |  |  |
| -Domestic |  |  |  |  |  |
| -Exports |  |  |  |  |  |
| Stock Transfers |  |  |  |  |  |

* The above figures must reconcile with the corresponding figures appearing in the audited annual accounts and the cost audit report.
* Please add additional columns in the above table to specify other products

**Material & Consumables:**

**Table 6**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.** | **Particulars** | **Unit** | **Quantity** | **Rate** | **Value** |
| A | Jute for warp |  |  |  |  |
| B | Jute for weft |  |  |  |  |
| C | Jute for Sewing Twine |  |  |  |  |
|  | **Total Jute Consumed** |  |  |  |  |
| D | Batching Oil(JBO/RBO) |  |  |  |  |
| E | Starch |  |  |  |  |
| F | Others (Pls. Specify) |  |  |  |  |
|  | **Total Material Consumed** |  |  |  |  |

* Total material consumed must reconcile with the figures appearing in the following tables.

**Please provide the details of material consumed separately for Jute for Warp, Weft & Sewing Twine (Overall):**

**Table 7**

**For : Warp/Weft/Sewing Twine (Quantity in MT)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Material Consumed** | TD1 | TD2 | TD3 | TD4 | TD5 | TD6 | TD7 | TD8 | Others | JBO | Starch | Others | **Total** |
| Opening Stock |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Add Purchases |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Less Closing Stock |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Quantity of Material Consumed |  |  |  |  |  |  |  |  |  |  |  |  |  |

* Please add columns if required

**Details of material consumed separately for Jute for Warp, Weft & Sewing Twine:**

**Table 8**

**For : Warp/Weft/Sewing Twine(Value Rs in Lakhs)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Material Consumed** | TD1 | TD2 | TD3 | TD4 | TD5 | TD6 | TD7 | TD8 | Others | JBO | Starch | Others | Total |
| Opening Stock |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Add Purchases |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Less Closing Stock |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Value of Material Consumed |  |  |  |  |  |  |  |  |  |  |  |  |  |

* Please add columns if required

**Details of workers:**

**Table 9**

|  |  |
| --- | --- |
| **Type of Workers** | **Average Number of workers employed during the Year** |
| Permanent |  |
| Special Badli |  |
| Badli |  |
| New Entrants (2002 Basis) |  |
| New Entrants (2010 Basis) |  |
| Others |  |

**Mandays details:**

**Table 10**

|  |  |
| --- | --- |
| Total Mandays Available |  |
| Total Mandays Utilised |  |
| Mandays per Ton of Production (Based on Total Production of Jute Goods) |  |

**Other Details:**

**Table 11**

|  |  |
| --- | --- |
| No. of Shifts Run |  |
| No. of days mills remained closed |  |
| No. of days worked |  |

**Manpower Deployment:**

**Table 12**

| Sl.  No. | Particulars | Average No. of Employees | Average Working Days for each | Avg.Salary/ Wage Rate for each (Amt in Rs.) | Total Salary/Wages (Rs. in Lakhs) |
| --- | --- | --- | --- | --- | --- |
| 1 | Managerial Employees |  |  |  |  |
| 2 | Supervisory Employees |  |  |  |  |
| 3 | Office Staff |  |  |  |  |
| 4 | Clerks |  |  |  |  |
| 5 | Factory/ Mill Workers/Labours |  |  |  |  |
| 6 | Watch & Ward Employees |  |  |  |  |
| 7 | Sweeper/Malis |  |  |  |  |
|  | **Total** |  |  |  |  |

Total Salary/Wages must reconcile with the figures of employee benefit expenses in the audited annual accounts for the year.

**Wage Structure:**

**Table 13**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Particulars** | **Pre 2002 Basis** | | | **2002 Basis** | **2010 Basis** | **Others** |
|  | **Permanent** | **SplBadli** | **Badli** | **New Entrant** | **New Entrant** |  |
| Average Wage Per Month |  |  |  |  |  |  |
| Basic |  |  |  |  |  |  |
| DA |  |  |  |  |  |  |
| HRA |  |  |  |  |  |  |
| PF |  |  |  |  |  |  |
| Festival Holidays |  |  |  |  |  |  |
| Statutory Leave |  |  |  |  |  |  |
| Gratuity |  |  |  |  |  |  |
| EDLI |  |  |  |  |  |  |
| Night Shift Allowance |  |  |  |  |  |  |
| Bonus |  |  |  |  |  |  |
| Others (Pl. Specify) |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |

* Others include trainees, retired persons re-employed and consultants
* Please furnish the details of DA rates and DA points applicable to different category of employees.

**Power & Utilities:**

**Table 14**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.** | **Particulars** | **Unit** | **Quantity** | **Rate** | **Value** |
| A | Power Purchased |  |  |  |  |
| B | Power Generated |  |  |  |  |
|  | Total Power Cost |  |  |  |  |

* Please attach calculation sheets in respect of power rate indicated above.
* Rates indicated in the above table must reconcile with the rates appearing in the audited annual accounts for the year, cost audit report and the Annexure to the Director's Report.

**Manufacturing & Other Expenses:**

**Table 15**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.** | **Particulars** | **Figures as at the end of current reporting period** | **Figures as at the end of previous reporting period** |
| A | Stores and Spares |  |  |
| B | Repairs & Maintenance |  |  |
| C | Depreciation & Amortisation |  |  |
| D | Factory Overheads |  |  |
| E | Administrative Overheads |  |  |
| F | Interest |  |  |
| G | Others (If any) |  |  |

* Please attach separate schedules in respect of above major category of expenses
* Copy of Asset Register for the year must be attached for the purpose of reconciling the depreciation amount.
* The above figures must reconcile with the audited annual accounts and the respective cost audit reports.

**Please furnish the following additional details in respect of all type of loans for the year -**

**Table 16**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Nature/ Type of**  **Loan** | **Source of Loan** | **Duration of Loan** | **Interest Rate (%)** | **Opening Balance (Rs. in Lakhs)** | **Addition to Loan during the year** | **Repayment of Loan during the year** | **Closing Balance (Rs. in Lakhs)** | **Interest Paid during the year**  **(Rs. in Lakhs)** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Total |  |  |  |  |  |  |  |  |

* Please provide supporting documents comprises sanction letter of bank and copy of agreement in respect of inter-corporate loans.
* Total of Opening Balance of Loan (Col 6), Closing Balance of Loan (Col 9) and Total Interest paid during the year (Col 10) of the above table must reconcile with the figures appearing in audited annual accounts for the corresponding year.

**Packing Expenses:**

**Table 17**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.** | **Particulars** | **Unit** | **Quantity** | **Rate** | **Value** |
| A | Pack Sheet |  |  |  |  |
| B | Buckles |  |  |  |  |
| C | Hoop pcs |  |  |  |  |
| D | Pins |  |  |  |  |
| E | Others (Please Specify) |  |  |  |  |
|  | Total Packing |  |  |  |  |

* Please attach separate schedule in respect of each of the above expenses
* The above figures must reconcile with the audited annual accounts and the respective cost audit reports.

**Selling, Distribution & Marketing Expenses:**

**Table 18**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.** | **Particulars** | **Figures as at the end of current reporting period** | **Figures as at the end of previous reporting period** |
| **A** | **Advertisement** |  |  |
| **B** | **Branding Charges** |  |  |
| **C** | **Discount Allowed** |  |  |
| **D** | **Bad Debts & Provision thereon** |  |  |
| **E** | **Freight Outwards** |  |  |
| **F** | **Delivery Charges** |  |  |
| **G** | **Sales Promotion** |  |  |
| **H** | **Exhibition Expenses** |  |  |
| **I** | **Export Promotion Expenses** |  |  |
| **J** | **Commission** |  |  |
| **K** | **Others (Pls. Specify)** |  |  |

* Please attach separate schedule in respect of each of the above expenses
* The above figures must reconcile with the audited annual accounts and the respective cost audit reports.

**Signature of the Competent Authority : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name in Block Letter : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Mill Company :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**& Address**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_