9th NATIONAL AWARD FOR EXCELLENCE IN COST MANAGEMENT – 2011

(Please read instructions before filling up the questionnaire)

Section - I

General Information

A Details of the Company

1.1 Name of the Company/Organisation:.....

CIN (Corporate Identification Number) of the Company/organisation:.....

Address:.....

.....State:.....Pin code: [ ][ ][ ][ ][ ][ ]

Website:.....

Telephone Number:.....Fax Number : .....

Name & Designation of the CEO of the Company:.....

Name & Designation of the CFO of the Company:.....

Mobile/Telephone No:.....E-mail : .....

Name & Designation of Contact Person:.....

Mobile/Telephone No:..... E-mail : .....

1.2 Tick [✓] the appropriate box:

(a) [ ] Public Sector [ ] Private Sector

(b) [ ] Manufacturing [ ] Services

1.3 Major Products/Activities/Service Products of the Company:.....

.....

B Details of the Unit

(Applicable if the participation is for a unit)

1.4 Name of the Unit:.....

Address of the Unit:.....

.....State:.....Pin code: [ ][ ][ ][ ][ ][ ]

Name & Designation of the Head of the Unit:.....

Mobile/Telephone No:..... Email Id.....

Name & Designation of the Head of Finance of the Unit:.....

Mobile/Telephone No:..... Email Id.....

1.5 Major Products/Activities/Service Products of the Unit:.....

.....

Section-II

Application of Cost Management System in your Organisation/Unit

2.1 a) Total number of qualified Cost/Finance professionals (CMA, CA, MBA-Finance) engaged. ☐

b) Number of qualified Cost Accountants engaged [out of (a) above] ☐

c) Qualification of CFO ☐

2.2 Tick [✓] the Costing Methods/Systems used:

☐ Process/Job Project ☐ Standard Costing ☐ Activity Based Costing

☐ Others (Please Specify).....

2.3 Answer the following questions

i)	Do you have well laid down costing principles and procedures to allocate/absorb cost of common cost/service centers?	☐ Yes	☐ No
ii)	Is the cost data periodically collected for each cost center?	☐ Yes	☐ No
iii)	Is the cost/profitability of various products/activities regularly measured and also form part of your regular MIS?	☐ Yes	☐ No
iv)	Are the areas of cost reduction & cost control normally identified?	☐ Yes	☐ No
v)	Are the relevant Cost Accounting Standards issued by ICAI being followed?	☐ Yes	☐ No
vi)	Are Generally Accepted Cost Accounting Principles (GACAP) issued by ICAI being followed?	☐ Yes	☐ No
vii)	Is Total Cost Management (TCM) a part of your organisation's mission ?	☐ Yes	☐ No
viii)	Do you have industry benchmarks for major activities?	☐ Yes	☐ No
ix)	Do you follow Quality Management Programme and National/ International standards of quality assurance ?	☐ Yes	☐ No
x)	Do you have a system of budgeting & variance analysis on periodical basis?	☐ Yes	☐ No
xi)	Do you have a system for identification of slow and non-moving inventory items?	☐ Yes	☐ No
xii)	Do you have a system for preventive and predictive maintenance of assets/machines ?	☐ Yes	☐ No
xiii)	Do you conduct cost awareness programmes for the employees?	☐ Yes	☐ No
xiv)	Is competitive bidding process for major purchases or works contracts being used?	☐ Yes	☐ No
xv)	Whether company has adopted Lean Manufacturing and Target Costing?	☐ Yes	☐ No

xvi) Do you have a Cost Management department/ section? ☐ Yes ☐ No

xvii) Do you have a Risk Management policy? ☐ Yes ☐ No

xviii) Do you have a CSR policy/plan laid down? ☐ Yes ☐ No

2.4 (i) Whether the Company is covered under Cost Accounting Records Rules under Section 209 (1)(d) of the Companies Act, 1956? ☐ Yes ☐ No

(ii) Whether company is covered under Cost Audit Report Rules under Section 233 B of the Companies Act, 1956? ☐ Yes ☐ No

(iii) If the answer to question 2.4 (ii) is in affirmative, then give the major suggestions made by the Cost Auditor, if any (Please use separate Sheet, if required).....
.....
.....

(iv) Please specify number of meetings of Audit Committee held during the year and the number of meetings attended by the Cost Auditor. ☐ Held ☐ Attended

(v) List Key Performance Indicators (KPI) relating to Cost Management being followed and give target and actuals.

KPI	**2010-11 (Target)**	**2010-11 (Actual)**	**2009-10 (Actual)**	**2008-09 (Actual)**
Pl. specify				
Pl. specify				
Pl. specify				

2.5 Give the periodicity of Cost Review Meetings:

	Periodicity *(Weekly/Monthly/Quarterly/Yearly)*
(a) Operational Level	
(b) CFO Level	
(c) CEO Level	
(d) Board Level	

2.6 List Cost Management Techniques which are being applied by your organisation/unit:

(i) .....

(ii) .....

(iii) .....

(iv) .....

(v) .....

Section-III
Efficiency Parameters

	Parameters	Unit	2010-11	2009-10	2008-09
3.1	**Capacity Utilization***				
	(In case of more than one product, give details for three principal products/activities of the company/unit, in order of Sales value. However, where productwise Capacity is not available, details of capacity as given in Annual Report may be furnished)				
A	***Product-1 (Specify the name of the Product.....)***				
i	Total Installed Capacity (in-house)	Pl. specify			
ii	Normal/Normative Capacity (in-house)	Pl. specify			
iii	Total Production Quantity (in-house)	Pl. specify			
iv	Capacity Utilisation	%			
v	Net Sales Realisation of the Product (Net of excise duty & taxes)	Rs./Lakh			
B	***Product-2 (Specify the name of the Product.....)***				
i	Total Installed Capacity (in-house)	Pl. specify			
ii	Normal/Normative Capacity (in-house)	Pl. specify			
iii	Total Production Quantity (in-house)	Pl.			
iv	Capacity Utilisation	%			
v	Net Sales Realisation of the Product (Net of excise duty & taxes)	Rs./Lakh			
C	***Product-3 (Specify the name of the Product.....)***				
i	Total Installed Capacity (in-house)	Pl. specify			
ii	Normal/Normative Capacity (in-house)	Pl. specify			
iii	Total Production Quantity (in-house)	Pl. specify			
iv	Capacity Utilisation	%			
v	Net Sales Realisation of the Product (Net of excise duty & taxes)	Rs./Lakh			
D	***Give reasons for under-utilisation of capacity seperately for all the products, if any, e.g. Machine break-down, preventive maintenance, layout, shortage of spares, input shortage, reduction in demand etc.***				

* Not to be filled-up by Companies/Units rendering services, having no material.

	Parameters	Unit	2010-11	2009-10	2008-09
3.2	**Input -Output Analysis* (for maximum of 3 major inputs)**				
	Give details of three major inputs in order of cost of purchase. (Excluding, input outsourced with 100% replacement guarantee resulting in a static input output ratio)				
A	**Input 1 (Name the Input.....)**				
i	Standard/industry norms of input-output (yield %), if any	Pls specify			
ii	Quantity consumed per unit of output	Pls specify			
iii	Cost of Input 1 consumed	Rs/Lakh			
B	**Input 2 (Name the Input.....)**				
i	Standard/industry norms of input-output (yield %), if any	Pls specify			
ii	Quantity consumed per unit of output	Pls specify			
iii	Cost of Input 2 consumed	Rs/Lakh			
C	**Input 3 (Name the Input.....)**				
i	Standard/industry norms of input-output (yield %), if any	Pls specify			
ii	Quantity consumed per unit of output	Pls specify			
iii	Cost of Input 3 consumed	Rs/Lakh			
3.3	**Manpower**				
i	Total Manpower Excluding Casual/Contract Labour	Nos.			
ii	Casual/Contract Labour	Nos.			
iii	Number of actual working days worked in a year	Days			
iv	Number of mandays utilised in Cost Management training programmes	Nos.			
v	Total Training cost to Total Employee Cost	%			
3.4	**Power & Fuel Consumption***				
	In case of multi products, give power consumption per unit of producion for those three products for which information furnished in para 3.1				
i	Power Generated	KWH			
ii	Power Purchased	KWH			
iii	Total Power Units (i + ii)	KWH			
iv	A (i) Power consumption per unit of Production: Product- 1	KWH			
	(ii) Standard/industry norms, if any : Product -1	KWH			

* Not to be filled-up by Companies/Units rendering services, having no material.

	Parameters	Unit	2010-11	2009-10	2008-09
v.	B (i) Power consumption per unit of Production: Product- 2	KWH			
	(ii) Standard/industry norms, if any : Product -2	KWH			
vi.	C (i) Power consumption per unit of Production: Product- 3	KWH			
	(ii) Standard/industry norms, if any : Product -3	KWH			
vii	Energy consumed per unit of Power Generated	Kcal/KWH			
	Note:- In case there is any captive power generation in para 3.4(i), evaluation for Para 3.4.vii will not be done if energy consumption is not given in terms of Kilocalories or is left blank .				
3.5	**Analysis of Loss of Production ***				
i	Routine Plant Maintenance	Hours/Qty			
ii	Unforeseen Breakdown	Hours/Qty			
iii	Shortage of Raw Materials	Hours/Qty			
iv	Shortage of Labour	Hours/Qty			
v	Power Failure	Hours/Qty			
vi	Strikes & Lock-outs	Hours/Qty			
vii	Any other reason (Please specify)	Hours/Qty			
	Note:-Evaluation for Para 3.5 will not be done in case NIL information or left blank.				
3.6	**Working Capital Management**				
	For Manufacturing Sector Only				
i	Average Raw Material Inventory / Material Consumed	Days			
ii	Average Stores & Spares Inventory / Stores & Spares consumed	Days			
iii	Average Work-in-Progress Inventory / Cost of Production	Days			
iv	Average Finished Goods Inventory / Cost of Sales	Days			
	For Manufacturing and Service Sector (both)				
v	Average Sundry Debtors / Total Sales	Days			
vi	Average Sundry Creditors / Total Purchases	Days			
vii	Weighted Average cost of borrowings	%			
viii	Steps taken to optimise the rate of borrowings				
	Note: In para 3.6 use average of Opening and Closing Balance				

* Not to be filled-up by Companies/Units rendering services, having no material.

Section-IV
Cost/Financial Information

(as per audited annual accounts of the organisation/unit)

	Particulars	Unit	2010-11	2009-10	2008-09
4.1	**Cost Information**				
i	Material Consumed (after stock adjustments)*	Rs/Lakh			
ii	Wages & Salaries	Rs/Lakh			
iii	Power & Fuel*	Rs/Lakh			
iv	Repairs & Maintenance	Rs/Lakh			
v	Stores, Spares & Consumables	Rs/Lakh			
vi	Royalty / Technical Know-how Fee	Rs/Lakh			
vii	Research and Development Expenses	Rs/Lakh			
viii	Quality Control Expenses	Rs/Lakh			
ix	Production Overheads	Rs/Lakh			
x	Administrative Overheads	Rs/Lakh			
xi	Depreciation/Amortization	Rs/Lakh			
A	**Cost of Production (total i to xi)**	Rs/Lakh			
xii	Increase/Decrease in Finished Goods Inventory*	Rs/Lakh			
xiii	General Administration/Corporate Expenses	Rs/Lakh			
xiv	Selling & Distribution Overheads	Rs/Lakh			
xv	Interest & other Financing Charges	Rs/Lakh			
B	**Cost of Sales (Total A+ xii to xv)**	Rs/Lakh			
C	**Net Sales Realization (net of excise duty & taxes)**	Rs/Lakh			
D	**Abnormal and Non-recurring cost**	Rs/Lakh			
E	**Expenditure on CSR**	Rs/Lakh			
4.2	Please attach one-page write-up on the best Cost Management practices being followed to sustain and succeed in the competitive environment.				

Certified that the information furnished above is correct to the best of my knowledge & belief.

Signature of the Authorised Officer

Name: .....

Designation:.....

Telephone/Mobile No. .....

Enclosures:

1 Annual Reports (2010-11 & 2009-10)

2 Write-up for Para 4.2

3 Cheque/D.D. No.:..... dated..... Rs. .....

4 Others (If any).....

* Not to be filled-up by Companies/Units rendering services, having no material.

GUIDELINES FOR FILLING-UP THE QUESTIONNAIRE

1. The Questionnaire is designed to obtain information on Cost Management Practices and to assess performance of the companies or units engaged in the manufacturing or service operations.

2. Companies are welcome to participate in the Award Scheme either for the company as a whole or for each unit separately. Separate application(s) for each unit may be submitted, alongwith the requisite fee for each category of participation. Units may use the Xerox copy or download the Questionnaire from institute's website-**www.icwai.org**

3. All sections of the Questionnaire should be filled-in with complete details. Please answer all the questions as all Questions carry weightage. In case any question is not applicabe to your company/unit please indicate as to why it is not applicable. Company/Unit engaged in rendering services, without any material inputs, need not fill-up the sections or paras marked with asterisks.

4. Please use extra sheets for write-up as required in para 4.2 and for answering detailed questions. Please mention the question number in additional sheets.

5. Entry fee for each participation is Rs.2,500/- payable by Cheque/Demand Draft payable at par at New Delhi, favouring "ICWAI".

6. The copies of Annual Reports (Profit and Loss Account and Balance Sheet including all schedules and annexures) for the Company/ Unit, as the case may be, for the financial years 2010-11 and 2009-10 should be enclosed with the Questionnaire. Any other material/document that supports your candidature for the award may also be enclosed.

7. Decision of the Award Jury shall be final and binding. No correspondence, whatsoever, shall be entertained in this regard.

8. Forms may be filled online at www.icwai.org/award and printout or duly filled-in and signed Questionnaire, alongwith all the enclosures and the prescribed fee should be sent to Mr. T.R.Abrol, Asst. Director, The Institute of Cost Accountants of India, Delhi Office: CMA Bhavan, 3, Institutional Area, Lodhi Road, New Delhi-110003, latest by **31st March, 2012**, positively.

9. All information and data submitted by the participant(s) shall be kept strictly confidential and shall only be used for the purpose of evaluation of the award and not for any other purpose.

10. Any queries relating to the Questionnaire/Cost Management Award 2011 may kindly be addressed to **Mr.S.C.Gupta**, Director. He can be contacted on telephone nos. (o) 011-24641230,24622156-58, Fax: 011-43583642, Mobile: 09313375254 email: gupta@icwai.org.