

A. PROFORMA FOR FURNISHING DETAILS FOR AUDIT REPORT ON PUBLIC SECTOR ENTERPRISES FOR THE YEAR ENDED 31 MARCH 2024

A		INTRODUCTION					
1	Name of the Company/Statutory Corporation						
2	(a) Date of incorporation						
	(b) Nature of Business (Manufacturing/Trading/Service)						
	(c) Sector based on objectives (Social sector/ Competitive Environment sector)						
	(d) Specify whether the company was registered under Section 8 of Company's Act 2013.						
	(e) Whether IND AS is applicable If yes, date from which IND AS is applicable.						
3	Name of Administrative Department of Government						
4	Status: Fully/Jointly owned Government Company						
5	If subsidiary, name of the holding Company						
6	Is the Company listed in any Stock Exchange? If yes, please furnish details						
7	Whether financial data is Audited(A) or Provisional(P) Specify	2021-22		2022-23		2023-24	
B		CAPITAL STRUCTURE					
		As on 31.03.2022		As on 31.03.2023		As on 31.03.2024	
1	Authorised capital--- Values in crore						
2	Paid-up capital contributed by:	% of holding	₹ in crore	% of holding	₹ in crore	% of holding	₹ in crore
	(a) State Government excluding Share Capital Advance						
	Share capital advance amount (as included the amount shown in Current Liabilities)						
	(b) Central Government						
	(c) Holding Company						
	(d) Others						
	Total						

[Type here]

C		LOANS						
		Outstanding as on 31.03.2022		Outstanding as on 31.03.2023		Outstanding as on 31.03.2024		
		(₹ in crore)						
1 a	Status of Long-term loans ¹ (Grants/Deposits Received/Short term loans may be excluded.)	Principal	Interest Accrued & due	Principal	Interest Accrued & due	Principal	Interest Accrued & due	
	i)	State Government (Government of Kerala)					*	
	ii)	Central Government					#	
	iii)	Financial Institutions and Others					\$	
Total								
Details of long term loan outstanding - State Government (₹ in crore)								
Sl. No.	Loan detail	Principal Amount of Loan	Date of receipt of loan	Term of loan	Date of maturity	Date of closure	Rate of interest	Principal Loan outstanding as on 31 March 2024.
1								
2								
3								
4								
Total								* The amount should tally with the State government loan outstanding as on 31 March 2024.
Details of long term loan outstanding Central Government (₹ in crore)								
Sl. No.	Loan detail	Principal Amount of Loan	Date of receipt of loan	Term of loan	Date of maturity	Date of closure	Rate of interest	Principal Loan outstanding as on 31 March 2024.
1								
2								
3								
4								
Total								# The amount should tally with the Central government loan outstanding as on 31 March 2024.

¹ Loans having repayment period more than one year

Details of long term loan outstanding Financial Institution and others (₹ in crore)									
Sl. No.	Loan detail	Principal Amount of Loan	Date of receipt of loan	Term of loan	Date of maturity	Date of closure	Rate of interest	Loan outstanding as on 31 March 2024	
1									
2									
3									
4									
5									
Total								\$ The amount should tally with the Financial Institution and others loan outstanding as on 31 March 2024.	
b	Whether the loans availed form Central/State Government are repaid as per schedule. If not, please specify the principal amount as on 31 March 2024 (₹ in crore)								
	State Government								
	Central Government								
	Financial Institutions and others								
Separate annexure may also be given in the above mentioned format in case of voluminous data									
c	Age wise analysis of interest outstanding on long term Government Loans (Rs in crore)		Interest on long term loans outstanding for less than 1 year (a)		Interest on long term loans outstanding for 1 to 3 years (b)		Interest on long term loans outstanding for more than 3 years (c)	Total interest Outstanding on long term loans (d)=(a)+(b)+(c)	
	i) State Government								
	ii) Central Government								
	iii) Financial Institutions and Others								
D.	ASSETS				Amount as on				
					31.03.2022		31.03.2023		31.03.2024
					(₹ in crore)				
	i) Non Current Asset								
	ii) Current Asset								
E	OPERATIONAL PERFORMANCE								
	i) Revenue from Operation								

	ii) Non-Operating Revenue			
F	BUDGETORY SUPPORT			
		During		
		2021-22	2022-23	2023-24
		(₹ in crore)		
	Budgetary support received during the year from the State Government by way of: #			
	Equity capital			
	Loans			
	Subsidy/grant			
(Please give details of Government Orders and nature of subsidy/grant)				
# Amount given here should match with the difference between amount shown for 2021-22, 2022-23 and 2023-24 on pre-page.				
G	GUARANTEES			
		Up to 31 March 2022	Up to 31 March 2023	Up to 31 March 2024
		(₹ in crore)		
1	Guarantees issued by the State Government at the end the year in respect of loans <i>etc.</i> availed by the Company			
	Loans from banks/other financial institutions			
	Loans from Other agencies (please specify)			
	Total			
2	Guarantees used by the Company during 2023-24			
3	Guarantees commitment by the State Government at the end of the year in respect of loans <i>etc.</i> availed by the Company (₹ in crore)			
	Loans from banks/other financial institutions			
	Loans from Other agencies (please specify)			
	Total			
4	(i) Amount of total guarantee commission payable during the year including amounts outstanding			
	(ii) Actual amount paid as guarantee Commission during the year			
	(iii) Balance Guarantee Commission payable at the end of the year			
5	Number of guaranteed loans not repaid during the year 2023-24	(Number of cases)		

H	WAIVER OF DUES			
	Waiver of dues, if any, by the State Government during the year – as under			
		2021-22	2022-23	2023-24
			(₹ in crore)	
	Loan repayments written off			
	Interest			
	Penal interest/others			
	Total			
	Repayment of loans on which moratorium allowed			
I	CONVERSION OF LOANS			
		2021-22	2022-23	2023-24
			(₹ in crore)	
	Conversion, if any, of Government loans into equity			
<i>(Please give Government Order-wise break-up)</i>				
J	Total number of employees in the company as on 31 March 2024 including executives			
K	Details of interest free loans received from GoK during the period 2019-20 to 2023-24 (year-wise) with repayment and outstanding balance each year. <i>(Please give details of Government Orders)</i>			
L	DIVIDEND PAYOUT	During 2021-22	During 2022-23	During 2023-24
	i) Dividend declared (mention the year of accounts for which dividend is declared/paid in brackets) (₹ in crore)			
	ii) Dividend paid			

M	Details of Meeting of the Board of Directors held during 2023-24 (Please furnish details in the given format).					
	Date of meeting	Total Number of Directors in the Board	Number of Women Directors in the Board	Number of Independent Directors	Number of Directors attended	Number of Independent Directors attended
N	Status of Accounts					
	Sl. No.	Particulars			Year	
	1	Year up to which Accounts have been finalised by the PSE				
	2	Year up to which Internal Audit is complete				
	3	Year up to which Statutory Audit is complete				
4	Year up to which C&AG Audit is complete					
O	a.Placement of Audited Financial Statements.					
	Year of accounts	Date of placement of audited financial statement in Annual General Meeting	Date of placement of audited financial statement in State Legislative Assembly			
	b. The year of latest finalised accounts adopted by AGM._____					
P	Whether the Company meets the criteria of Section 135 of Companies Act, 2013 regarding Corporate Social Responsibility during 2023-24.					
	YES		NO			

	<p>If yes, (i) Date of constitution of Corporate Social Responsibility Committee-</p> <p>(ii) Details of meeting held</p> <table border="1"> <thead> <tr> <th>Year of accounts</th> <th>Number of meetings held during the financial year</th> <th>Date of approval of Annual CSR Plan and budget by CSR committee</th> <th>Date of approval of Annual CSR Plan and budget by Board of Directors</th> </tr> </thead> <tbody> <tr> <td>2019-20</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2020-21</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2021-22</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2022-23</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2023-24</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Year of accounts	Number of meetings held during the financial year	Date of approval of Annual CSR Plan and budget by CSR committee	Date of approval of Annual CSR Plan and budget by Board of Directors	2019-20				2020-21				2021-22				2022-23				2023-24			
Year of accounts	Number of meetings held during the financial year	Date of approval of Annual CSR Plan and budget by CSR committee	Date of approval of Annual CSR Plan and budget by Board of Directors																									
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	<p>(ii) Please give the amount spent for Corporate Social Responsibility activities.</p> <table border="1"> <thead> <tr> <th>Year of accounts</th> <th>Amount allocated for CSR activities</th> <th>Amount actually spent</th> <th>Amount carried forward incase of unspend CSR fund</th> </tr> </thead> <tbody> <tr> <td>2019-20</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2020-21</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2021-22</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2022-23</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2023-24</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Item wise- expenditure wise, yearly details of CSR fund expenditure may be provided.</p>				Year of accounts	Amount allocated for CSR activities	Amount actually spent	Amount carried forward incase of unspend CSR fund	2019-20				2020-21				2021-22				2022-23				2023-24			
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2019-20																												
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	<p>(iii) Details of CSR Committee members. Please specify the details of Independent Directors.</p> <p>(iv) Whether the Company has formulated Corporate Social Responsibility Committee and details of Committee Members.</p> <p>(v) Whether the approved CSR Policy has been displayed on the company website.</p> <p>(vi) Whether disclosure is made in Directors' Report in the Annual Report regarding execution of programmes and expenditure incurred under CSR.</p> <p>vii) Please attach the annual report on Corporate Social Responsibility Activities.</p>																											
Q	<p>Please specify whether Whistle Blower Mechanism is applicable to the Company under Sec 177 (9) of Companies Act, 2013.</p> <p>If yes, please state vigil mechanism as required is established.</p>																											
R	PRIVATISATION																											
1	<p>If activities hitherto carried out by the Company have been privatised at the instance of Government, please furnish the details of activities so transferred</p>																											

	and the purchase consideration received for the transfer. Please also give the details of Government Order and actual date of transfer, etc	
2	DISINVESTMENT	
	If the State Government has accepted disinvestment of shares in the Company, please state the present stage along with the number and value of shares disinvested during 2023-24.	
3	BUY BACK OF SHARES BY COMPANY-PROMOTER	
	If the promotional agreement provides for the buy-back of shares from the Company by the co-promoter after the promoted units started commercial production, please furnish the name of the units in which investment was held and the number of shares sold/transferred, the face value of the shares and consideration received during 2023-24.	
S	SICK, DEFUNCT COMPANIES AND COMPANIES UNDER LIQUIDATION/MERGER	
1	In case the Company is sick and has been referred to BIFR or is in the process of being referred to BIFR, the following details may please be furnished.	
	a) Date on which referred to BIFR	
	b) Date of registration of case and case number.	
	c) Present position	
2	Defunct companies	
	In case the Company is defunct	
	a) date from which defunct	
	b) reasons for being defunct	
	c) action taken to revitalise the Company	
3	Liquidation	
	In case the Company is under liquidation	
	a) the date of Govt. Order sanctioning the liquidation	
	b) present position	
4	Merger	
	In case the Company is under merger	
	a) Date of Government sanction for the merger	
	b) Present stage of merger	

B. Details of Expenditure of Employees**(₹ in crore)**

Year	No of Employees	Salary	Other Benefits
2022-23			
2023-24			

Year	No of Employees in contract/deputation/casual basis	Wages/Deputation allowance	Other Benefits
2022-23			
2023-24			

Year	No of Pensioners	Pensionary Benefits	Other Benefits
2022-23			
2023-24			

C. Details of Sales and Value of Production

1	State whether the Company/Statutory Corporation is doing monopoly* business. (Yes/No) <i>*A PSE is classified as monopoly if there is no competition in the geographical area in which it operates.</i>			
2	Sales details of PSEs (₹ in crore)			
	Year	Total value of sales/service	Sales to Government of Kerala/PSEs	Export sales
	2021-22			
	2022-23			
	2023-24			
3	Value of production in PSEs (₹ in crore)			
	Year	Total value of production/manufacturing	Remarks if any	
	2021-22			
	2022-23			
	2023-24			

D. Corporate Governance Details for the period 2023-24		
1	a. Total number of Directors in the Board (as per approval of Government). If any post of Direction is vacant, please provide details including since when the position has been vacant.	
	b. Status of Chairman of the Board (Executive/ Non-executive director)	
	c. Number of Independent Director(s) in Board as per Section 149(6) of Companies Act.	
	d. Whether formal letter was issued for appointing Independent Directors. Whether terms of reference/Code of conduct are specified in the appointment letter?	
	e. Whether Independent Directors made declaration that he/she meets the status of an Independent Directors?	
	f. Number of Independent Directors attended Annual General Board Meeting during 2023-24.	
	g. Number of Independent Directors given training during 2023-24?. Whether details of training were disclosed on the website of PSEs.	
	h. Number of separate meetings conducted among Independent Directors, without the presence on non-independent directors during 2023-24.	
2	Whether post of Key Managerial Personnel was vacant for at least six months? If yes, provide relevant details. <i>(According to Section 2(51) “Key Managerial Personnel”, in relation to a company, means— (i) The Chief Executive Officer or the Managing Director or the Manager; (ii) The Company Secretary; (iii) The Whole-Time Director; (iv) The Chief Financial Officer; (v) Such other officer, not more than one level below the directors who is in whole-time</i>	

	<i>employment, designated as key managerial personnel by the Board; and (vi) Such other officer as may be prescribed)</i>	
3	a. Whether Audit Committee is constituted as per Section 177?	
	b. Status of Chairman of Audit Committee (Executive Director/non-Executive Director)	
	c. Provide the number of Directors in Audit Committee.	
	d. Provide the number of Independent Directors present in the Audit Committee.	
	e. Number of Audit Committee Meetings held during 2023-24 along with date of meeting and quorum present in each of the meeting.	
	f. Whether internal financial control systems and risk management systems were discussed in Audit Committee Meeting?	
	g. Whether Statutory auditor's performance was reviewed in Audit Committee Meeting?	
	h. Whether Internal auditor's performance was reviewed in Audit Committee Meeting?	
	i. Whether financial statements and Auditor's Report are reviewed in Audit Committee Meeting?	
	j. Whether CAG audit findings and management letters were discussed in Audit Committee Meeting?	
	k. Whether discussions were held by Audit Committee with Statutory Auditors before commencement of audit to ascertain the areas of concern?	
4	Whether Nomination and Remuneration Committee was constituted. If yes, a. Number of Non-Executive Directors b. Out of (a) Number of Independent Directors c. Status of Chairman – Executive/ Non-Executive/ Independent. d. Number of meetings held, and number of Directors attended.	

5	Whether there were Woman Directors in Board as per Section 149(1) of Companies Act ? Provide the number of Women Directors.	
6	Where there is vigil mechanism in the PSU, Also state whether there is whistle blower mechanism ?	
7	Whether review of management discussion and analysis of financial and operation results was done by Audit committee ?	
8	Whether review of statements of related party transactions submitted by management was done by Audit committee ?	
9	Whether review of management letters /letters of internal financial control weaknesses by statutory auditors was done by Audit committee ?	
10	Whether review of internal audit reports was done by Audit committee ?	
11	Whether review of appointment, removal and terms of remuneration of chief internal auditor was done by Audit committee ?	
12	Whether review of statements of deviations was done by Audit committee ?	
13	Whether any amount was deposited in Treasury Account and/ or provided any advance/ loan to other PSEs based on the directions of Government of Kerala? If yes, provide details: a. Amount deposited/ advanced b. Means of funding of (a) – retained earnings, borrowed funds etc. c. Nature of deposit/ advance d. Amount outstanding as on 31 March 2024.	
14	Please attach report on Board meetings and Corporate Governance	

E. Internal Audit Framework		
1.	Whether the PSU has internal audit mechanism to ensure the effectiveness of internal controls and risk management?	
2.	Whether Section 138 (1) of the Companies Act, 2014 read with Rule 13 of the (Companies Accounts), 2014, is applicable to the PSU?	
3.	Whether the rules for prescribing the manner and intervals in which the internal audit shall be conducted and reported to the Board have been prescribed by the PSU?	
4.	Whether the internal auditors are Chartered Accountants or Cost Accountants or other professionals or Internal audit wing of the PSU as decided by the Board?	
5.	Whether the internal audit in PSU is conducted on a quarterly, half-yearly or annual basis?	
6.	Whether the internal audit reports of PSU are reported to the Board?	
7.	Whether the internal audit reports of PSU are reported to the Audit Committee?	
8.	Whether the internal audit in State Public Sector Undertaking is effective in providing independent assurance that the risk management, governance and internal control processes are operating?	
Please attach the internal audit report of the PSU for the last two years ending 2023-2024.		

F. Details of amount receivable from Government of Kerala

1.	Amount receivable from Government of Kerala					
	(Rupee in crore)					
	As on 31.03.2022		As on 31.03.2023		As on 31.03.2024	
	Amount	Nature of receivables	Amount	Nature of receivables	Amount	Nature of receivables
1						
2						

G. Details of Contribution to State Exchequer

(₹ in Crore)				
	Contribution to State Exchequer	(FY 2021-22)	(FY 2022-23)	(FY 2023-24)
a	Tax Revenue paid (please specify the item)			
b	Non- Tax Revenue paid (please specify the item)			
c	Dividend paid			
d	Payment of Interest towards Government loan			
e	Payment of Guarantee Commission			
f	Any other items, please specify it			
	Grand Total			

H. Details of Central and State Government Equity received for implementation of projects

(₹ in crore)

Purpose of Equity /Name of the project	Whether Central or State Govt Equity (Central/State)	Equity Amount sanctioned (in crore)	Receipt of Equity			Status of project	Remarks, if any.
			2021-22	2022-23	2023-24		

Note 1: The amount of loan converted to equity for implementation of project may be included

I. Proforma for furnishing details of Central and State Government Loans received for implementation of projects

Purpose of Loan /Name of the project	Whether Central or State Govt Loan (Central/State)	Amount sanctioned (in crore)	Receipt of loans (₹ in crore)			Status of project	Remarks, if any.
			2021-22	2022-23	2023-24		

Note 1. The amount of loans converted to equity may be excluded

2. The amount of working capital loans may be excluded.

J. Proforma for furnishing details for the receipt of Central and State Government grants

Purpose of Grant /Name of the project	Whether Central or State Govt Grant (Central/State)	Nature of Grant (Capital/Revenue)	Year of sanction (financial year)	Amount sanctioned (in crore)	Receipt of Grants (₹ in crore)			Status of project	Remarks, if any.
					2021-22	2022-23	2023-24		

Note: 1. All the columns must be duly filled.

2. All the amount must be represented in terms of **crores**.

3. Please provide the soft copy of Balance Sheet and Profit and Loss accounts for the period 2022-23 and 2023-24. If the accounts are not finalised, please provide the soft copy of provisional accounts for the said period.

4. The data provided must be consistent with the information submitted to the Centre for Management Development, Thiruvananthapuram, for the preparation of their annual review report on State Public Sector Enterprises (PSEs), published by the Bureau of Public Enterprises, Planning and Economic Affairs Department, Government of Kerala, titled "A Review of Public Enterprises in Kerala for 2023-24."

Place:

SIGNATURE

Date:

DESIGNATION

The Proforma duly filled in may please be sent to in

Email ID: reptcomlersa.ker.au@cag.gov.in

reptcomlersa@gmail.com

The Senior Audit Officer
Report AMG II Section, Audit Bhavan,
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