

**A. PROFORMA FOR FURNISHING DETAILS FOR AUDIT REPORT ON PUBLIC SECTOR UNDERTAKINGS FOR THE YEAR
ENDED 31 MARCH 2023**

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)			
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			
B		CAPITAL STRUCTURE		
		As on 31.03.2021	As on 31.03.2022	As on 31.03.2023
		(Rupee in crore)		
1	Authorised capital			
2	(a) Paid-up capital excluding share capital advance			
	(b) Share capital Advance			
	(c) Share capital (if shown in Current Liabilities)			
	Total			

	Contributed by:								
	(a) State Government excluding Share Capital Advance								
	Share capital advance amount								
	(b) Central Government								
	(c) Holding Company								
	(d) Others								
	Total								
C	LOANS								
		Outstanding as on 31.03.2021		Outstanding as on 31.03.2022		Outstanding as on 31.03.2023			
		(Rupee in crore)							
1 a	Status of Long-term loans¹ (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									
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 2023.	
1									
2									
3									
4									
Total								* The amount should tally with the State government loan outstanding as on 31 March 2023.	

¹ Loans having repayment period more than one year

Details of long term loan outstanding Central Government														
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 2023.						
1														
2														
3														
4														
5														
Total								# The amount should tally with the Central government loan outstanding as on 31 March 2023.						
Details of long term loan outstanding financial institution and others														
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 2023						
1														
2														
3														
4														
5														
Total								\$ The amount should tally with the financial institution and others loan outstanding as on 31 March 2023.						
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 2023 <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 50%;">State Government</td> <td></td> </tr> <tr> <td>Central Government</td> <td></td> </tr> <tr> <td>Financial Institutions and others</td> <td></td> </tr> </table>								State Government		Central Government		Financial Institutions and others	
State Government														
Central Government														
Financial Institutions and others														
c	Age wise analysis of interest outstanding on long term Government Loans		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		
		31.03.2021	31.03.2022	31.03.2023
		(Rupee in crore)		
	i) Non Current Asset			
	ii) Current Asset			
E	OPERATIONAL PERFORMANCE			
	i) Revenue from Operation			
	ii) Non-Operating Revenue			
F	BUDGETORY SUPPORT			
		During		
		2020-21	2021-22	2022-23
		(Rupee in crore)		
	Budgetary support received during the year from the State Government by way of : #			
	Equity capital			
	Loans			
	Subsidy/grant			
<i>(Please give details of Government Orders and nature of subsidy/grant)</i>				
# Amount given here should match with the difference between amount shown for 2020-21, 2021-22 and 2022-23 on pre-page.				
G	GUARANTEES			
		Up to 31 March 2021	Up to 31 March 2022	Up to 31 March 2023
		(Rupee 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 upto by the Company during 2022-23			
3	Guarantees commitment by the State Government at the end of 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			
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 2022-23			(Number of cases)
H	WAIVER OF DUES			
	Waiver of dues, if any, by the State Government during the year – as under			
		2020-21	2021-22	2022-23
			(Rupee in crore)	
	Loan repayments written off			
	Interest			
	Penal interest/others			
	Total			
	Repayment of loans on which moratorium allowed			
I	CONVERSION OF LOANS			
		2020-21	2021-22	2022-23
			(Rupee 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 2023 including executives			
K	Details of interest free loans received from GoK during the period 2018-19 to 2022-23 (year-wise) with repayment and outstanding balance each year. <i>(Please give details of Government Orders)</i>			

L	DIVIDEND PAYOUT	2020-21	2021-22	2022-23			
	i) Dividend declared						
	ii) Dividend paid						
M	Details of Meeting of the Board of Directors held during 2022-23 (Please furnish details in the given format).						
		Date of meeting	Total Number of Directors in the Board	Number of Women Director in the Board	Number of Independent Directors	Number of Directors attended	Number of Independent Directors attended
N	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._____						
O	Whether the Company meets the criteria of Section 135 of Companies Act, 2013 regarding Corporate Social Responsibility during 2022-23.						
					YES	NO	

If yes, (i) Date of constitution of Corporate Social Responsibility Committee-

(ii) Details of meeting held

Year accounts of	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
2016-17			
2017-18			
2018-19			
2019-20			
2020-21			
2021-22			
2022-23			

(ii) Please give the amount spend for Corporate Social Responsibility activities.

Year accounts of	Amount allocated for CSR activities	Amount actually spent	Amount carried forward incase of unspend CSR fund
2016-17			
2017-18			
2018-19			
2019-20			
2020-21			
2021-22			
2022-23			

Item wise- expenditure wise, yearly details of CSR fund expenditure may be provided.

(iii) Details of CSR Committee members. Please specify the details of Independent Directors.

(iv) Whether the Company has formulated Corporate Social Responsibility Committee and details of Committee Members.

(v) Whether the approved CSR Policy has been displayed on the company website.

(vi) Whether disclosure is made in Directors' Report in the Annual Report regarding execution of programmes and expenditure incurred under CSR.

vii) Please attach the annual report on Corporate Social Responsibility Activities.

P	Please specify whether Whistle Blower Mechanism is applicable to the Company under Sec 177 (9) of Companies Act, 2013. If yes, please state vigil mechanism as required is established.	
Q	PRIVATISATION	
1	If activities hitherto carried out by the Company have been privatised at the instance of Government, please furnish the details of activities so transferred 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 2022-23.	
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 2022-23.	
R	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
2021-22			
2022-23			

Year	No of Employees in contract/deputation/casual basis	Wages/Deputation allowance	Other Benefits
2021-22			
2022-23			

Year	No of Pensioners	Pensionary Benefits	Other Benefits
2021-22			
2022-23			

C. Details of Sales and Value of Production

1	State whether the Company/Statutory Corporation is doing monopoly* business. (Yes/No) <i>*A PSU is classified as monopoly if there is no competition in the geographical area in which it operates.</i>			
2	Sales details of PSUs (Rupee in crore)			
	Year	Total value of sales/service	Sales to Government of Kerala/PSUs	Export sales
	2020-21			
	2021-22			
	2022-23			
3	Value of production in PSUs (Rupee in crore)			
	Year	Total value of production	Remarks if any	
	2020-21			
	2021-22			
	2022-23			

D. Corporate Governance Details for the period 2022-23		
1	a. Total number of Directors in the Board (as per approval of Government). If any post of Director 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 Director attended Annual General Board Meeting during 2022-23.	
	g. Number of Independent Directors given training during 2022-23?. Whether details of training were disclosed on the website of PSUs.	
	h. Number of separate meetings conducted among Independent Directors, without the presence on non-independent directors during 2022-23.	
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</i>	

	<i>other officer, not more than one level below the directors who is in whole-time 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 Meeting held during, 2022-23 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 were reviewed in Audit Committee Meeting?	
	h. Whether Internal auditor's performance were reviewed in Audit Committee Meeting?	
	i. Whether financial statements and Auditor's Report are reviewed in Audit Committee Meeting?	
	j. Whether CAG audit finding, and management letters were discussed in Audit Committee Meeting?	
	k. Whether discussions were held by Audit Committee Meeting 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 Director c. Status of Chairman – Executive/ Non-Executive/	

	Independent. d. Number of meetings held, and number of Directors attended.	
5	Whether there is Woman Director in Board as per Section 149(1) of Companies Act. Provide the number of Women Directors.	
6	Whether any amount deposited in Treasury Account and/ or provided any advance/ loan to other PSUs 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 2023.	
7	Please attach report on Board meeting and Corporate Governance	

F. Details of amount receivable from Government of Kerala

1.	Amount receivable from Government of Kerala					
	As on 31.03.2021		As on 31.03.2022		As on 31.03.2023	
	Amount	Nature of receivables	Amount	Nature of receivables	Amount	Nature of receivables
1.						
2.						
3.						
4.						
5.						
6.						
7.						
Total						

G. Details of Contribution to State Exchequer

(₹ in Crore)				
	Contribution to State Exchequer	(FY 2020-21)	(FY 2021-22)	(FY 2022-23)
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			

- 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 finalised accounts for the period 2021-22 and 2022-23. If the accounts are not finalised, please provide the soft copy of provisional accounts for the said period.

Place:

SIGNATURE

Date:

DESIGNATION

The Proforma duly filled in may please be sent to:

**The Senior Audit Officer
Report AMG II Section, Audit Bhavan,
Office of the Principal Accountant General (Audit II)
Kerala, Thiruvananthapuram – 695 001
Phone no. 0471-2786712, 2786713.**

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