



ICWAI

QUESTIONNAIRE 2009



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ICWAI 7th NATIONAL AWARD FOR EXCELLENCE IN COST MANAGEMENT – 2009

(All information and data submitted by the participant shall be kept highly confidential)

Section - I

General Information

A Details of the Company:

1.1 Name of the Company/Organisation:

Address :

..... State : Pin code :

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Telephone Number : Fax Number :

E-mail : Website :

Name & Designation of the CEO of the Company :

Name & Designation of the CFO of the Company :

Mobile/Telephone No : E-mail Id :

Name & Designation of Contact Person :

Mobile/Telephone No : E-mail Id :

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 :

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Name & Designation of the Head of the Unit :

Mobile/Telephone No : E-mail Id :

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

Mobile/Telephone No : E-mail Id :

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

.....



Section-II

Application of Cost Management System in your Organisation/Unit

2.1 Is there a Cost Management Accounting (CMA) department/section? Yes No

2.2 a) Total number of qualified finance professionals engaged

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

2.3 Tick (✓) the Costing Methods/Systems used:

Process/ Job Costing Standard Costing Activity Based Costing

2.4 Answer the following questions:

a) Is Total Cost Management (TCM) a part of your mission? Yes No

b) Do you have industry benchmarks for major activities? Yes No

c) Is the revenue/cost data regularly collected for each cost center? Yes No

d) Do you have well laid down costing principles to allocate/absorb cost of common cost/service centers? Yes No

e) Is the cost/profitability of various products/activities regularly measured and also form part of your regular MIS? Yes No

f) Are the areas of cost reduction & cost control normally identified? Yes No

g) Whether the Cost Accounting Standards issued by ICWAI are being applied? Yes No

h) Is there any improvement in environment or pollution control efforts? Yes No

i) Are techniques like Six Sigma / TQM being applied to achieve Zero defects? Yes No

j) Are your adopting techniques of Enterprise Risk Management? Yes No

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



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2.6 Tick (✓) the areas where Cost Management Techniques are being applied by your organisation/unit:

2.6.1 For Manufacturing Sector Only

- | | | | | |
|--|--------------------------|-----|--------------------------|----|
| (a) - For project management (use of PERT/CPM) | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| (b) - For improvement in operating cycle time | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| (c) - For make or buy decision leading to cost reduction | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| (d) - For improvement in process | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| (e) - For value engineering or reverse engineering
(e.g. material substitution for improving value for money) | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| (f) - For reduction in waste including rejections,
rework, spoilages, defectives etc. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

2.6.2 For Manufacturing Sector and Service Sector (Both)

- | | | | | |
|---|--------------------------|-----|--------------------------|----|
| (g) - For better fund management | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| (h) - For better utilisation of available resources | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| (i) - For better working capital management | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| (j) - For improvement in manpower productivity | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| (k) - For enhancing company/unit's competitiveness | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |



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Section-III Efficiency Parameters

		Unit	2008-09	2007-08	2006-07
3.1	Capacity Utilization*				
	<i>(if more than one product, give details for three principal products/activities of the company/unit, in order of Sales value)</i>				
	Product-1 (Specify the name of the Product)				
a)	Installed Capacity	Pls specify			
b)	Quantity Produced (in-house)	Pls specify			
c)	Capacity Utilization (as % of Installed Capacity)	%			
d)	Net Sales Realization of the Product (net of excise duty & taxes)	Rs/Lakh			
	Product-2 (Specify the name of the Product)				
a)	Installed Capacity	Pls specify			
b)	Quantity Produced (in-house)	Pls specify			
c)	Capacity Utilization (as % of Installed Capacity)	%			
d)	Net Sales Realization of the Product (net of excise duty & taxes)	Rs/Lakh			
	Product-3 (Specify the name of the Product)				
a)	Installed Capacity	Pls specify			
b)	Quantity Produced (in-house)	Pls specify			
c)	Capacity Utilization (as % of Installed Capacity)	%			
d)	Net Sales Realization of the Product (net of excise duty & taxes)	Rs/Lakh			
3.2	Materials* (for maximum of 5 major inputs)				
	Major inputs consumed per unit of output in quantitative terms				
a)	Input-1	Pls specify			
b)	Input-2	Pls specify			
c)	Input-3	Pls specify			
d)	Input-4	Pls specify			
e)	Input-5	Pls specify			
3.3	Manpower				
a)	Manpower including Casual/Contract Labour	Nos.			
b)	Total available mandays (Total Manpower X No.of Working days in the year)	Nos.			
c)	Non -productive Mandays like breakdown, strike,lockout etc	Nos.			
d)	Value Added** per employee (value added** / total manpower)	Rs/Lakh			
f)	Net Sales per employee (net sales/total manpower)	Rs/Lakh			
g)	No. of employees participated in Cost Management training programmes	Nos.			



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		Unit	2008-09	2007-08	2006-07
3.4	<i>Power & Fuel Consumption*</i>				
a)	Power Units Generated	KWH			
b)	Power Units Purchased	KWH			
c)	Total Power Units (a + b)	KWH			
d)	Power consumption per unit of Production	KWH			
e)	Energy consumed per unit of Power generated	Kcal/KWH			
3.5	<i>Working Capital Management</i>				
	<i>For Manufacturing Sector Only</i>				
a)	Average Raw Material Inventory / Material consumed	Days			
b)	Average Stores & Spares Inventory / Stores & Spares consumed	Days			
c)	Average Work-in-Progress Inventory / Cost of Production	Days			
d)	Average Finished Goods Inventory / Cost of Sales	Days			
	<i>For Manufacturing and Service Sector</i>				
e)	Average Sundry Debtors / Total Sales (including excise duty & taxes)	Days			
f)	Average Sundry Creditors / Total Purchases	Days			
	<i>In 3.5 (a),(b),(c),(d),(e) and (f) Average means Opening Balance plus Closing Balance divided by two</i>				
3.6	<i>Ratio Analysis</i>				
a)	Debt (long term debt) / Equity (total shareholders' funds)	%			
b)	Sundry Debtors plus Inventory/Sundry Creditors	%			
c)	Other Current Assets / Other Current Liabilities	%			
d)	Value Added** / Value of Production or Services	%			
e)	Cost of goods or services sold / Net Sales	%			
f)	Gross Margin (PBDIT) / Net Sales	%			
g)	Gross Profit (PBIT) / Average Capital Employed	%			
h)	Net Profit (PAT) / Average Net Worth	%			
3.7	<i>Break up of Cost as a percentage of Total Sales:</i>				
	<i>For Manufacturing Sector Only</i>				
a)	Materials cost	%			
b)	Power & Fuel (energy) cost	%			
	<i>For Manufacturing Sector and Service Sector</i>				
c)	Manpower cost	%			
d)	Other costs (excluding interest cost)	%			
e)	Interest & Financing cost	%			
3.8	<i>Please attach one-page write-up on the areas and methodology of cost reduction.</i>				



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Section-IV

Cost/Financial Information

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

4.1.A	Sources of Funds	Unit	2008-09	2007-08	2006-07
i	Paid-up Share Capital	Rs/Lakh			
ii	Reserves & Surplus	Rs/Lakh			
iii	Long-term Loans	Rs/Lakh			
iv	Deferred Tax Liability	Rs/Lakh			
	Total (i to iv)	Rs/Lakh			
4.1.B	Application of Funds				
v	Net Fixed Assets	Rs/Lakh			
vi	Capital Work-in-progress	Rs/Lakh			
vii	Investments	Rs/Lakh			
viii	(a) Current Assets	Rs/Lakh			
viii	(b) Less: Current Liabilities	Rs/Lakh			
viii	Net Current Assets (a-b)	Rs/Lakh			
ix	Accumulated Losses & other assets	Rs/Lakh			
x	Deferred Tax Asset	Rs/Lakh			
	Total (v to x)	Rs/Lakh			
4.1.C	Capital Employed	Rs/Lakh			
4.1.D	Net Worth	Rs/Lakh			
4.2	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	Other Production / Operation Overheads	Rs/Lakh			
vii	Royalty / Technical Know-how Fee*	Rs/Lakh			
viii	Administrative Overheads	Rs/Lakh			
ix	Depreciation	Rs/Lakh			
A	Cost of Production(total i to ix)	Rs/Lakh			



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x	Increase/Decrease in Finished Goods Inventory*	Rs/Lakh			
xi	Selling & Distribution Overheads	Rs/Lakh			
xii	Interest & other Financing Charges	Rs/Lakh			
B	Cost of Sales (Total A+ x to xii)	Rs/Lakh			
C	Net Sales Realization (net of excise duty & taxes)	Rs/Lakh			
D	Operating Margin (C-B)	Rs/Lakh			
xiii	Add: Export Benefits/Incentives, if any	Rs/Lakh			
xiv	Add: Other Incomes	Rs/Lakh			
E	Total Pre-Tax Profit(D+xiii+xiv)	Rs/Lakh			
xv	Less: Taxes (after all adjustments)	Rs/Lakh			
F	Net Profit/Loss after tax	Rs/Lakh			
4.3	Other Information				
i	Value of Production/Services	Rs/Lakh			
ii	Value Added**	Rs/Lakh			
iii	Foreign Exchange Earned	Rs/Lakh			
iv	Foreign Exchange Spent (in all areas)	Rs/Lakh			

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 :

Enclosure:

1. Annual Reports (2008-09 & 2007-08)
2. Cheque/ D.D. No.....dated.....Rs.
3. One-page write up on areas and methodology of cost reduction (Refer para No.3.8)
4. Others (If any)

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

** "Value Addition" means the difference between the net output value (net sales adjusted for work-in-progress and finished goods stock) and cost of bought out materials and services.



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INSTRUCTIONS

- 1 The Questionnaire is designed to obtain information on cost management practices and performance of the companies or units engaged in the manufacturing or service operations.
- 2 Companies can participate in the Award Scheme either for the company as a whole or for each unit separately or both. Separate application(s) may be submitted, alongwith the requisite fee, for each category of participation. For this purpose, company/unit may either use the Xerox copy or download the Questionnaire from our website www.icwai.org
3. All sections of the Questionnaire should be filled-in with complete details. Company/Unit engaged in rendering services, without any material inputs, need not fill-up the sections or paras marked with asterisks.
4. Entry fee for each participation is Rs.2,500/- payable by cheque at par in New Delhi or demand draft issued in favour of "ICWAI" payable at New Delhi.
5. The Questionnaire should be attached with copies of Annual Reports(Profit and Loss Account and Balance Sheet including all schedules and annexures) for the Company/Unit for the financial years 2008-09 and 2007-08. Any other material/document that can support your candidature for the award may also be enclosed.
6. Evaluation for the award would be based on the parameters (as applicable) covered in Section-II, III and IV of the Questionnaire. Decision of the Award Jury shall be final and no correspondence shall be entertained in this regard.
7. Duly filled-in and signed Questionnaire, alongwith all the attachments and the prescribed fee should be sent to Mr. A. Jena, Deputy Director, The Institute of Cost & Works Accountants of India, Delhi Office: ICWAI Bhavan, 3, Institutional Area, Lodi Road, New Delhi-110003, latest by 31st January, 2010, positively.
8. Any queries relating to the Questionnaire/Cost Management Award 2009 may be addressed to Mr.S.C.Gupta, Additional Director on telephone nos. (O) 011-24641230, 24622156-58, Fax: 011-43583642, Mobile: 09313375254 email: gupta@myicwai.com.