



# APEDA ANNUAL ACCOUNTS 2011-12





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## Separate Audit Report of the Comptroller & Auditor General of India on the Accounts of Agricultural and Processed Food Products Export Development Authority for the year ended 31 March 2012.

1. We have audited the attached Balance Sheet of Agricultural and Processed Food Products Export Development Authority (APEDA) as at 31 March 2012 and the Income and Expenditure Account/ Receipt and Payment Account for the year ended on that date under Section 19(2) of the Comptroller & Auditor General's (Duties, Powers & Conditions of Service) Act, 1971 read with Section 18(2) of the Agricultural and Processed Food Products Export Development Authority Act, 1985. These financial statements are the responsibility of the APEDA's management. Our responsibility is to express an opinion on these financial statements based on our audit.
2. This Separate Audit Report contains the comments of the Comptroller & Auditor General of India (CAG) on the accounting treatment only with regard to classification, conformity with the best accounting practices, accounting standards and disclosure norms, etc. Audit observations on financial transactions with regard to compliance with the Law, Rules & Regulations (Propriety and Regularity) and efficiency-cum-performance aspects, etc., if any, are reported through Inspection Reports/CAG's Audit Reports separately.
3. We have conducted our audit in accordance with auditing standards generally accepted in India. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements. An audit includes examining, on a test basis, evidences supporting the amounts and disclosure in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by the management, as well as evaluating the overall presentation of financial statements. We believe that our audit provides a reasonable basis for our opinion.
4. Based on our audit, we report that:
  - (i) We have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purpose of our audit.
  - (ii) The Balance Sheet and Income & Expenditure Account/Receipt & Payment Account dealt with by this report have been drawn up in the format prescribed by the Ministry of Finance.
  - (iii) In our opinion, proper books of accounts and other relevant records have been maintained by the Agricultural and Processed Food Products Export Development Authority as required under Section 18(2) of the APEDA Act, 1985 in so far as it appears from our examination of such books.
  - (iv) We further report that:

### Comments on Accounts

#### A. Balance Sheet

- (i) Corpus/Capital Fund and Liabilities

Current Liabilities & Provisions (Schedule -4) - ₹ 1655.59 lakh

This includes provision for Gratuity and leave encashment of ₹ 276.31 lakh and ₹ 188.80 lakh, respectively, which is not based on actuarial valuation required as per the Accounting Standard-15 and common format of accounts approved by the Government of India. In the absence of actuarial valuation the Audit is unable to comment upon the adequacy of these provisions. This issue was also raised during the year 2010-11; however, the APEDA did not take any corrective action.

(ii) Fixed Assets (Schedule 5) ₹ 1129.22 lakh

This includes an amount of ₹ 250.55 lakh towards amount paid for acquisition of Guwahati Office building. As the agreement for handing over of possession and sale of building floor was signed on 27 April 2012, i.e. in the financial year 2012-13, the amount paid for the above office building should have been shown in the accounts as Advance. This has resulted in overstatement of Fixed Assets (Net Block) by ₹ 225.49 lakh and understatement of advance by ₹ 250.54 lakh. Consequently, depreciation for the year was overstated by ₹ 25.05 lakh and 'Excess of Income over Expenditure' understated to the same extent.

This includes an amount of ₹ 50 lakh on account of renovation work for which Ministry approved the Grant-in-aid in 2009-10. The work has not been started as the space was not handed over by DGS&D. The APEDA has shown this amount as work-in-progress. This has resulted in overstatement of Fixed Assets as well as Current Liabilities to the extent of ₹ 50 lakh. This issue was also raised during the year 2010-11; however, the APEDA did not take any corrective action.

(iii) Current Assets/Loan Advances etc. (Schedule 7) ₹ 17.67 lakh

This includes an amount of ₹ 15.86 lakh paid to Chief Controller of Accounts, Department of Commerce for purchase of computers. As the computers were delivered and installed in June 2011, these should have been capitalized and shown as Fixed Assets instead of showing the amount under Sundry Debtors. This has resulted in overstatement of Sundry Debtors by ₹ 15.86 lakh, understatement of Fixed Assets (Net Block) by ₹ 6.34 lakh and consequent overstatement of 'Excess of Income over Expenditure' by ₹ 9.52 lakh due to non-charging of depreciation on computers.

## **B. Grants-in-aid**

During the period 2011-12. the APEDA received total grants-in-aid of ₹ 157.99 crore (Plan ₹ 156.99 crore and Non-Plan ₹ 1.00 crore) from Central Government, The APEDA utilized the entire grants during the year.

## **D. Management Letter**

Deficiencies, which have not been included in the Separate Audit Report, have been brought to the notice of the Secretary of APED A through a management letter issued separately for remedial/corrective action.

(v) Subject to our observations in the preceding paragraphs, we report that the Balance Sheet and Income & Expenditure Account/Receipt & Payment Account dealt with by this report are in agreement with the books of accounts.

(vi) In our opinion and to the best of our information and according to the explanations given to us, the said financial statements read together with the Accounting Policies and Notes on Accounts, and subject to the significant matters stated above and other matters mentioned in **Annexure** to this Separate Audit Report, give a true and fair view in conformity with accounting principles generally accepted in India;

a. In so far as it relates to the Balance Sheet, of the state of affairs of the Agricultural and Processed Food Products Export Development Authority as at 31 March 2012; and

b. In so far as it relates to Income & Expenditure Account of the surplus for the year ended on that date.



(Ila Singh)

Principal Director of Commercial Audit  
& Ex-officio Member, Audit Board-I,  
New Delhi

Place: New Delhi

Date : 7 November, 2012

## **Annexure to Audit Report**

### **1. Adequacy of Internal Audit System :**

a. The Internal Audit Report by the Chartered Accountant appointed by the APEDA for the current year was not having any major observations and detailed analysis of the transactions of the APE-DA. Also, the report was not specific about the scope of work, days taken for audit and number of officials who had completed the work. The report was not dated also. Hence, internal audit needs to be strengthened.

b. PAO, Ministry of Commerce and Industry also conducted internal audit upto the year 2002-03.

### **2. Adequacy of Internal Control System**

Internal Control System is adequate.

### **3. System of Physical verification of Fixed Assets**

The physical verification of fixed assets and library was not done by the APEDA during the year 2011-12.

### **4. Regularity in payment of statutory dues**

According to the Income Tax Act, 1961 the amount of Tax Deducted at Source (TDS) shall be paid to the credit of the Central Government on or before the due date specified i.e. 7(h) of next month. However, on verification of TDS challans and records it was noticed that there was delay in depositing the amount of TDS to the credit of the Central Government and also in filing the returns. Thus the Authority is not regular in payment of the statutory dues.

## **BALANCE SHEET**

### **AS AT MARCH 31, 2012**

(Amount in Rs.)

PARTICULARS	SCHEDULE	CURRENT YEAR	PREVIOUS YEAR
<b>CORPUS/ CAPITAL FUND AND LIABILITIES</b>			
CORPUS / CAPITAL FUND	1	763,239,769	606,338,725
RESERVES AND SURPLUS	2	50,977,596	52,965,267
EARMARKED/ ENDOWMENT FUNDS	3	162,105,051	159,012,279
CURRENT LIABILITIES AND PROVISIONS	4	165,558,507	167,974,095
<b>TOTAL: Rs</b>		<b>1,141,880,923</b>	<b>986,290,366</b>
<b>ASSETS</b>			
FIXED ASSETS	5	112,922,202	98,013,443
INVESTMENTS- FROM EARMARKED/ ENDOWMENT FUNDS	6	-	-
CURRENT ASSETS, LOANS ADVANCES ETC.	7	1,028,958,721	888,276,923
<b>TOTAL: Rs</b>		<b>1,141,880,923</b>	<b>986,290,366</b>
SIGNIFICANT ACCOUNTING POLICIES	17		
CONTINGENT LIABILITIES AND NOTES ON ACCOUNTS	18		

Sd/-  
**UPENDRA K. VATS**  
Dy. General Manager

Sd/-  
**A.S. Rawat**  
General Manager

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED MARCH 31, 2012

(Amount in Rs.)

PARTICULARS	SCHEDULE	CURRENT YEAR	PREVIOUS YEAR
<b>INCOME</b>			
Grants/ Subsidies	8	1,579,900,000	1,520,000,000
Fees/ Subscriptions	9	94,235,007	89,519,969
Income from Royalty, Publication etc.	10	2,270	35,018
Interest Earned	11	58,557,436	36,992,001
Other Income	12	96,576,627	124,448,525
<b>TOTAL: Rs</b> (A)		<b>1,829,271,339</b>	<b>1,770,995,513</b>
<b>EXPENDITURE</b>			
Establishment expenses	13	67,128,765	59,355,721
Other Administrative Expenses etc.	14	24,740,328	26,001,233
Expenditure on Grants, Subsidies etc.	15	1,569,871,743	1,500,320,423
Financial Charges	16	63,111	71,725
Depreciation :			
For the Year		10,566,349	9,221,112
Prior Period			
<b>TOTAL: Rs</b> (B)		<b>1,672,370,296</b>	<b>1,594,970,214</b>
Balance being excess of Income over Expenditure ( A - B)		156,901,044	176,025,299
Transfer to Special Reserve		-	-
Transfer to/ from General Reserve		-	-
<b>BALANCE BEING SURPLUS/ (DEFICIT) CARRIED TO RESERVE &amp; SURPLUS</b>		<b>156,901,044</b>	<b>176,025,299</b>

Sd/-  
**UPENDRA K. VATS**  
Dy. General Manager

Sd/-  
**A.S. Rawat**  
General Manager



## SCHEDULES FORMING PART OF BALANCE SHEET AS AT MARCH 31, 2012

(Amount in Rs.)

### SCHEDULE 1 - CORPUS/ CAPITAL FUND :

PARTICULARS	CURRENT YEAR		PREVIOUS YEAR	
Balance as at the beginning of the year	606338725		216,982,811	
Add/ (Deduct): Balance of net income/ (expenditure) transferred from the Income and Expenditure Account	156,901,044		-	
Add Capital expenditure written off now capitalised	-	763,239,769	-	216,982,811
		-		-
Transferred from General Reserve	-		389,355,914	389,355,914
<b>BALANCE AT AT THE YEAR END</b>		<b>763,239,769</b>		<b>606,338,725</b>

(Amount in Rs.)

### SCHEDULE 2 - RESERVES AND SURPLUS :

PARTICULARS	CURRENT YEAR		PREVIOUS YEAR	
1. Capital Reserve :				
As per last Account	19,876,720		22,085,244	
Additions during the year	-		-	
Less: Deductions during the year	1,987,672		2,208,524	
		17,889,048		19,876,720
2. Special Reserves :				
As per last Account	33,088,548		33,088,547	
Additions during the year	-		-	
Less: Deductions during the year	-		-	
		33,088,548		33,088,547
3. General Reserve :				
As per last Account	-		213,330,613	
Additions during the year	-		176,025,301	
Less: Deductions during the year	-		-	
Transferred to Capital Fund	-		389,355,914	
<b>TOTAL: Rs</b>		<b>50,977,596</b>		<b>52,965,267</b>

Sd/-  
**UPENDRA K. VATS**  
Dy. General Manager

Sd/-  
**A.S. Rawat**  
General Manager



# SCHEDULES FORMING PART OF BALANCE SHEET AS AT MARCH 31, 2012

(Amount in Rs.)

SCHEDULE 3 - EAR-MARKED/ ENDOWMENT FUNDS	FUND-WISE BREAK-UP													
	North eastern Regional fund	MOA	TIDP Training Prog.	ASIDE	GRANT MAI FAIR	GRANT MAI TRACE-BILITY	TEFS	GRANT MAI MOC	UNCTAD PROJECT	GRANT MAI ORGANIC LOGO PROMOTION	GRANT MAI MANGO PROMOTION MOC	RECEIV-ABLE NPOP EVENT OR-ORGANIC	Current Year	Previous Year
a. Opening balance of the funds	164,633,845	2,108,596	175,286	5,290,597	(4,996,618)	(5,692,106)	192,480	1,865,000	1,508,350	(4,904,591)	(1,184,575)	16,015	159,012,279	228,062,388
b. Additions to the funds:														
i. Grants/ Donations	-	-	-	-	-	-	-	-	-	-	1,645,381	920,000	2,565,381	7,956,625
ii. Income from investments made from funds	14,730,487	-	-	-	-	-	-	-	-	-	-	-	14,730,487	6,205,777
iii. Other additions	189,629	-	-	-	-	-	-	-	-	-	-	-	189,629	14,494
<b>TOTAL (a + b)</b>	<b>179,553,961</b>	<b>2,108,596</b>	<b>175,286</b>	<b>5,290,597</b>	<b>(4,996,618)</b>	<b>(5,692,106)</b>	<b>192,480</b>	<b>1,865,000</b>	<b>1,508,350</b>	<b>(4,904,591)</b>	<b>460,806</b>	<b>936,015</b>	<b>176,497,776</b>	<b>242,239,284</b>
c. Utilisation/ Expenditure towards objectives of funds														
i. Capital Expenditure :														
- Fixed Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-
- Grants released for projects	9,776,755	-	-	-	-	942,241	-	-	1,508,350	-	1,353,806	810,912	14,392,064	83,226,340
<b>Total</b>	<b>9,776,755</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>942,241</b>	<b>-</b>	<b>-</b>	<b>1,508,350</b>	<b>-</b>	<b>1,353,806</b>	<b>810,912</b>	<b>14,392,064</b>	<b>83,226,340</b>
ii. Revenue Expenditure :														
- Salaries, Wages and allowances etc.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
- Rent	-	-	-	-	-	-	-	-	-	-	-	-	-	-
- Other Administrative expenses	661	-	-	-	-	-	-	-	-	-	-	-	661	665
<b>Total</b>	<b>661</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>661</b>	<b>665</b>
<b>TOTAL (c)</b>	<b>9,777,416</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>942,241</b>	<b>-</b>	<b>-</b>	<b>1,508,350</b>	<b>-</b>	<b>1,353,806</b>	<b>810,912</b>	<b>14,392,725</b>	<b>83,227,005</b>
<b>NET BALANCE AS AT THE YEAR END (a + b - c)</b>	<b>169,776,545</b>	<b>2,108,596</b>	<b>175,286</b>	<b>5,290,597</b>	<b>(4,996,618)</b>	<b>(6,634,347)</b>	<b>192,480</b>	<b>1,865,000</b>	<b>-</b>	<b>(4,904,591)</b>	<b>(893,000)</b>	<b>125,103</b>	<b>162,105,051</b>	<b>159,012,279</b>

Sd/-  
**UPENDRA K. VATS**  
Dy. General Manager

Sd/-  
**A.S. Rawat**  
General Manager

## SCHEDULES FORMING PART OF BALANCE SHEET AS AT MARCH 31, 2012

(Amount in Rs.)

### SCHEDULE 4 - CURRENT LIABILITIES AND PROVISIONS:

PARTICULARS	CURRENT YEAR		PREVIOUS YEAR	
<b>A. CURRENT LIABILITIES</b>				
1. Acceptances	-	-	-	-
2. Claims Payable	-		97,143,000	
		-		97,143,000
3. Statutory Liabilities:				
a. Overdue	-		-	
b. Others	1,614,247		1,160,894	
		1,614,247		1,160,894
4. Other current liabilities	-	117,094,754	-	27,117,318
<b>TOTAL: Rs</b>	<b>( A )</b>	<b>118,709,001</b>		<b>125,421,212</b>
<b>B. PROVISIONS</b>				
1. For Taxation (FBT)		-		-
2. Gratuity		27,631,180		24,191,264
3. Accumulated leave Encashment		18,880,016		15,861,619
4. Others ( incl Electricity Charges Payable)		-		2,500,000
5. Others ( Audit Fee Payable)		338,310		-
<b>TOTAL: Rs</b>	<b>( B )</b>	<b>46,849,506</b>		<b>42,552,883</b>
<b>TOTAL: Rs</b>	<b>( A + B )</b>	<b>165,558,507</b>		<b>167,974,095</b>

Sd/-  
**UPENDRA K. VATS**  
Dy. General Manager

Sd/-  
**A.S. Rawat**  
General Manager

# SCHEDULES FORMING PART OF BALANCE SHEET AS AT MARCH 31, 2012

## SCHEDULE 5 - FIXED ASSETS

(Amount in Rs.)

PARTICULARS	GROSS BLOCK				DEPRECIATION				NET BLOCK		
	Cost/valuation as at beginning of the year	Addition more than 180 days	Addition less than 180 days	De-duction during the year-end	Cost / valuation at the year-end	Depreciation up to 31.03.10	Addition during the year	On deduction/adjustment during the year	Total up to the year-end	As at the Current year-end	As at the Previous year end
<b>BUILDINGS:</b>											
a. On freehold land	-	-	-	-	-	-	-	-	-	-	-
b. On leasehold land	227,756,040	906,522	-	-	228,662,562	139,720,060	8,894,250	-	148,614,310	80,048,252	88,035,980
c. Ownership Flats/ premises	2,902,481	-	-	-	2,902,481	1,860,135	104,235	-	1,964,370	938,111	1,042,346
d. Guwahati Office Building	25,054,587	-	-	-	25,054,587	-	2,505,459	-	2,505,459	22,549,128	-
PLANT MACHINERY & EQUIPMENTS	1,568,200	-	-	-	1,568,200	1,394,783	26,013	-	1,420,796	147,404	173,417
VEHICLES	2,381,656	-	-	-	2,381,656	1,678,752	105,436	-	1,784,188	597,468	702,904
FURNITURE & FIXTURES	1,542,500	-	920,713	-	2,463,213	942,415	106,044	-	1,048,459	1,414,754	600,085
OFFICE EQUIPMENT	7,337,005	178,565	147,746	-	7,663,316	5,610,554	296,833	-	5,907,387	1,755,929	1,726,451
COMPUTER PERIPHERALS	13,169,084	-	254,646	-	13,423,730	12,436,824	515,750	-	12,952,574	471,156	732,260
APEDA BUILDING JIVAN TARA -WIP	5,000,000	-	-	-	5,000,000	-	-	-	-	5,000,000	5,000,000
TOTAL OF CURRENT YEAR	261,656,966	26,139,674	1,323,105	-	289,119,745	163,643,523	12,554,020	-	176,197,542	112,922,202	98,013,443
PREVIOUS YEAR	260,725,197	584,719	347,050	-	256,656,966	152,213,889	11,429,636	-	163,643,525	98,013,443	108,511,308

Sd/-  
**UPENDRA K. VATS**  
Dy. General Manager

Sd/-  
**A.S. Rawat**  
General Manager

## SCHEDULES FORMING PART OF BALANCE SHEET AS AT MARCH 31, 2012

(Amount in Rs.)

### SCHEDULE 6 - INVESTMENTS FROM EARMARKED/ENDOWMENT FUNDS

PARTICULARS	CURRENT YEAR		PREVIOUS YEAR	
TOTAL: Rs		-		-

### SCHEDULE 7 - CURRENT ASSETS, LOANS, ADVANCES

PARTICULARS	CURRENT YEAR		PREVIOUS YEAR	
A. CURRENT ASSETS				
1. Sundry Debtors (Details are in grouping 6)		1,766,544		1,639,999
2. Cash balances in hand (including cheques/ drafts etc) (Details are in grouping 1)		67,023		39,707
3. Bank balances				
a. With Scheduled banks: (Details are in grouping 7)				
- On current accounts	163,422,885		19,003,273	
- On Deposit Accounts (including margin money)	740,975,885		783,849,748	
- On Saving accounts	78,065,262		53,590,384	
		982,464,032		856,443,405
		984,297,599		858,123,111

Sd/-  
**UPENDRA K. VATS**  
Dy. General Manager

Sd/-  
**A.S. Rawat**  
General Manager

## SCHEDULES FORMING PART OF BALANCE SHEET AS AT MARCH 31, 2012

(Amount in Rs.)

<b>B. LOANS, ADVANCES AND OTHER ASSETS</b>				
1. Loans:				
a. Staff (Details are in grouping 2)	3,369,753		2,710,793	
b. Other Entities engaged in activities/ objectives similar to that of the Entity	-		-	
c. Other ( Specify)	-		-	
		3,369,753		2,710,793
2. Advances and other amounts recoverables in cash or in kind or for value to be received:				
a. On capital account	-		-	
b. Receivables (Details are in grouping 3)	4,779,282		4,720,074	
c. Security Deposits (Details are in grouping 4)	778,311		778,311	
		5,557,593		5,498,385
3. Income Accrued:				
a. On investments from Earmarked/ Endowment Fund	9,928,993		4,091,484	
b. On investments - others	22,955,757		15,512,588	
c. On investments in FD's of BDF & WDF	2,849,027		2,340,563	
		35,733,777		21,944,635
4. Claims Receivable against Funds (Details are in grouping 5)	-		-	-
<b>TOTAL: Rs (B)</b>		<b>44,661,122</b>		<b>30,153,813</b>
<b>TOTAL: Rs (A + B)</b>		<b>1,028,958,721</b>		<b>888,276,924</b>

Sd/-  
**UPENDRA K. VATS**  
Dy. General Manager

Sd/-  
**A.S. Rawat**  
General Manager

**SCHEDULES FORMING PART OF INCOME AND  
EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED MARCH 31, 2012**

(Amount in Rs.)

**SCHEDULE 8 - GRANTS/ SUBSIDIES  
(Irrevocable grants and subsidies received)**

PARTICULARS	CURRENT YEAR		PREVIOUS YEAR	
1. Central Government				
Planned expenditure	1,569,900,000		1,500,000,000	
Non planned expenditure	10,000,000		20,000,000	
		1,579,900,000		1,520,000,000
2. State Government (s)		-		-
3. Government Agencies		-		-
4. Insitutions/ Welfare Bodies		-		-
5. International Organisations		-		-
6. Others ( Special Floriculture Fund)	-	-	-	-
<b>TOTAL: Rs</b>		<b>1,579,900,000</b>		<b>1,520,000,000</b>

**SCHEDULE 9 - FEES / SUBSCRIPTIONS**

PARTICULARS	CURRENT YEAR		PREVIOUS YEAR	
1. Registration Fees		12,645,035		9,673,916
2. Annual Fees/ Subscriptions		-		-
3. Seminar/ Program Fees		-		-
4. Consultancy Fees		-		-
5. BDF Processing fees		81,589,972		79,846,053
<b>TOTAL: Rs</b>		<b>94,235,007</b>		<b>89,519,969</b>

Note: Accounting Policies towards each item to be disclosed

Sd/-  
**UPENDRA K. VATS**  
Dy. General Manager

Sd/-  
**A.S. Rawat**  
General Manager



**SCHEDULES FORMING PART OF INCOME AND  
EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED MARCH 31, 2012**

**SCHEDULE 10 - INCOME FROM ROYALTY, PUBLICATIONS**

PARTICULARS	CURRENT YEAR		PREVIOUS YEAR	
1. Income from publications	-	2,270	-	35,018
<b>TOTAL: Rs</b>	-	<b>2,270</b>	-	<b>35,018</b>

(Amount in Rs.)

**SCHEDULE 11 - INTEREST EARNED**

PARTICULARS	CURRENT YEAR		PREVIOUS YEAR	
1. On Term Deposits:				
a. With Scheduled Banks	56,062,678		35,770,871	
b. With Non Scheduled Banks	-		-	
c. With institutions	-		-	
d. Others	-		-	
		56,062,678		35,770,871
2. On Savings Accounts:				
a. With Scheduled Banks	2,295,449		1,090,384	
b. With Non Scheduled Banks	-		-	
c. Post Office Savings Accounts	-		-	
d. Others	-		-	
		2,295,449		1,090,384
3. On Loans:				
a. Employees/ Staff	199,309		130,746	
b. Others	-		-	
		199,309		130,746
4. Interest on Debtors and Other Receivables		-		-
<b>TOTAL: Rs</b>		<b>58,557,436</b>		<b>36,992,001</b>
Note: Tax deducted at source to be included				

Sd/-  
**UPENDRA K. VATS**  
Dy. General Manager

Sd/-  
**A.S. Rawat**  
General Manager

**SCHEDULES FORMING PART OF INCOME AND  
EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED MARCH 31, 2012**

**SCHEDULE 12 - OTHER INCOME**

PARTICULARS	CURRENT YEAR		PREVIOUS YEAR	
1. Profit on sale/ disposal of assets:				
a. Owned assets	-		-	
b. Assets acquired out of grants, or received free of cost	-		-	
		-		-
2. Export Incentives realized		-		-
3. Fees for Miscellaneous Services	96,576,627	96,576,627	124,448,525	124,448,525
4. Miscellaneous Income	-	-	-	-
<b>TOTAL: Rs</b>		<b>96,576,627</b>		<b>124,448,525</b>

**SCHEDULE 13 - ESTABLISHMENT EXPENSES**

(Amount in Rs.)

PARTICULARS	CURRENT YEAR		PREVIOUS YEAR	
a. Salaries and wages		24,827,685		22,423,316
b. Allowances and Bonus (Details are in grouping 8)		27,505,186		23,753,871
c. Contribution to Provident Fund		4,147,089		3,537,171
d. Contribution to other fund ( specify)		-		-
e. Staff Welfare Expenses		91,584		314,705
f. Expenses on Employees' Retirement & Terminal Benefits (Details are in grouping 9)		8,823,716		7,165,893
g. Administrative charges		1,733,505		2,160,765
<b>TOTAL: Rs</b>		<b>67,128,765</b>		<b>59,355,721</b>

Sd/-  
**UPENDRA K. VATS**  
Dy. General Manager

Sd/-  
**A.S. Rawat**  
General Manager

**SCHEDULES FORMING PART OF INCOME AND  
EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED MARCH 31, 2012**

**SCHEDULE 14 - OTHER ADMINISTRATIVE EXPENSES**

PARTICULARS	CURRENT YEAR	PREVIOUS YEAR
a. Electricity and Power	3,279,469	3,448,442
b. Insurance	62,401	58,418
c. Repair and Maintenance (Details are in grouping 10)	3,288,248	4,340,807
d. Rent, Rates and Taxes	2,413,678	1,427,925
e. Vehicle Running and Maintenance	2,548,520	1,905,964
f. Postage, Telephone and Communication Charges (Details are in grouping 11)	3,293,174	3,603,926
g. Printing and Stationery	2,336,382	2,470,802
h. Travelling and Conveyance Expenses (Details are in grouping 12)	4,335,384	5,761,048
i. Newspaper Expenses	241,066	277,601
j. Other Office Expenses	39,553	39,046
k. Expenses on Meeting & Fees	2,343,944	2,152,913
l. Auditors Remuneration	-	-
m. Computer Consumables	140,056	12,641
n. Legal & Professional Charges	147,500	59,940
o. Photocopy Charges	147,766	91,077
p. Write off	-	-
q. Annual Subscription Charges	92,741	350,683
r. Liveries (Uniform expenses)	30,446	-
<b>TOTAL: Rs</b>	<b>24,740,328</b>	<b>26,001,233</b>

Sd/-  
**UPENDRA K. VATS**  
Dy. General Manager

Sd/-  
**A.S. Rawat**  
General Manager

**SCHEDULES FORMING PART OF INCOME AND  
EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED MARCH 31, 2012**

(Amount in Rs.)

**SCHEDULE 15 - EXPENDITURE ON GRANTS, SUBSIDIES ETC.**

PARTICULARS	CURRENT YEAR		PREVIOUS YEAR	
Subsidies given to Institutions/ Organisations				
Transport assistance	958,768,741		639,300,000	
Development of Infrastructure	361,284,710		616,020,656	
Market Development	178,171,841		173,155,983	
Quality Control system	71,346,451		71,843,784	
R & D efforts	300,000		-	
Special Floriculture Fund	-		-	
		1,569,871,743		1,500,320,423
<b>TOTAL: Rs</b>		<b>1,569,871,743</b>		<b>1,500,320,423</b>

**SCHEDULE 16 - FINANCIAL CHARGES**

PARTICULARS	CURRENT YEAR		PREVIOUS YEAR	
a. Bank Charges		63,111		71,725
<b>TOTAL: Rs</b>		<b>63,111</b>		<b>71,725</b>

Sd/-  
**UPENDRA K. VATS**  
Dy. General Manager

Sd/-  
**A.S. Rawat**  
General Manager

## RECEIPT AND PAYMENT ACCOUNT FOR THE YEAR ENDED MARCH 31, 2012

(Amount in Rs.)

RECEIPTS	CURRENT YEAR	PREVIOUS YEAR	PAYMENTS	CURRENT YEAR	PREVIOUS YEAR
To Opening Balances b/f			Expenses :		
Cash in hand	39,707	26,408	Establishment expenses	67,128,765	59,355,721
Bank Balances			Administrative expenses	24,740,328	26,001,233
in current accounts	72,593,657	72,812,020			
in deposits accounts	783,849,748	647,133,652	Payments against funds for various projects:		
To Grants Received			Transport assistance	958,768,741	639,300,000
From Government of India			Development of infrastructure	361,284,710	616,020,656
for plan schemes	1,569,900,000	1,520,000,000	Market Development	178,171,841	173,155,983
for non plan expenses	10,000,000	-	Quality Control system	71,346,451	71,843,784
for capital expenditure	-	-	R & D efforts	300,000	-
for NER development fund	-	-	Special Floriculture Fund	-	-
for Specific funds	2,755,010	7,971,119			
From State Government	-	-	Investments and deposits made:		
From other sources (Special Floriculture Fund)	-	-	Out of earmarked/ Endow. Fund	-	-
			Out of own funds	-	-
Interests on Investments from					
Earmarked/ Endow fund	8,892,978	15,488,125	Expenditure on fixed assets & Capital Work-in-progress:		
Own funds	-	-	Purchase of fixed assets	27,462,780	931,769
Interest Received					
Bank deposits	50,406,494	44,508,982	Payments against specific grant/ funds		
Loans and advances etc.	199,309	130,746	Payment for NBD fund	-	-
			Payment for NER fund	-	-
Income			Payment against specific grant	14,392,725	83,227,005
BDF Processing fees	81,589,972	79,846,053	Payment against unutilised grant	-	-
Registration fees	12,645,035	9,673,916	Payment for BDF Fund	-	-
Sale of publications	2,270	35,018			
Receipt from NBD fund	-	-	Finances charges paid ( Interest)		
Miscellaneous receipts	96,576,627	124,448,525	Bank charges	63,111	71,725
Amount Borrowed			Other Payments:		
Unutilised grants	-	-	Advances/ loan to staff	13,809,246	13,436,539
			Payment for outstanding liabilities	6,712,211	5,648,236
Other receipts			Payment to creditors		
Tax refunded	-	-	Other deposit & current assets	185,753	1,230,929
Receipts from staff against loans	13,150,286	13,600,014	Payments against deductions from		
Receipts from debtors	-	-	staff/ other parties		
Receipts from creditors (BDF)	-	-	Fringe Benefit Tax		
Increase in other current liabilities	4,296,623	8,519,055	By Closing Balance		
Sale of assets	-	-	Cash in hand	67,023	39,707
Deposits	-	26,768	Balances with Bank		
Deductions from payments to staff/ other parties	-	2,486,291	in Current accounts	163,422,885	72,593,657
Receipts from exporters/ other	-	-	in Deposit accounts	740,975,885	783,849,748
Govt Bodies for promotional activity			in Saving bank accounts	78,065,262	
<b>TOTAL: Rs</b>	<b>2,706,897,716</b>	<b>2,546,706,692</b>	<b>TOTAL: Rs</b>	<b>2,706,897,716</b>	<b>2,546,706,692</b>

Sd/-  
**UPENDRA K. VATS**  
Dy. General Manager

Sd/-  
**A.S. Rawat**  
General Manager

## **GROUPINGS FORMING PART OF BALANCE SHEET**

### **AS AT MARCH 31, 2012**

(Amount in Rs.)

#### **GROUPING 1 - CASH BALANCES**

PARTICULARS	CURRENT YEAR		PREVIOUS YEAR	
Cash balance in hand				
Chennai office		250		250
Guwahati office		5,347		91
Bhubneshwar		189		189
Delhi		30,922		15,153
Mumbai		13,150		2,705
Bangalore		9,280		11,930
Kolkata		6,458		6,737
Hyderabad		1,427		2,652
<b>TOTAL: Rs</b>		<b>67,023</b>		<b>39,707</b>

#### **GROUPING 2 - ADVANCES TO STAFF**

PARTICULARS	CURRENT YEAR		PREVIOUS YEAR	
Advances to staff - Travelling		156,560		27,935
Advances to staff - House Building		1,081,348		1,424,640
Advances to staff - Motor Vehicle		150,268		198,962
Advances to staff - Computer		62,566		67,586
Advances to staff - Short Term ( Fest & Cert )		94,950		68,400
Advances to staff - Miscellaneous		126,305		274,767
Advances to staff - LTC		50,707		163,796
Advances to staff - Others (TA)		-		-
Advances to staff - Medicals		65,304		25,378
Advances to staff - Foreign exchange		1,581,745		459,329
<b>TOTAL: Rs</b>		<b>3,369,753</b>		<b>2,710,793</b>

Sd/-  
**UPENDRA K. VATS**  
Dy. General Manager

Sd/-  
**A.S. Rawat**  
General Manager



## GROUPINGS FORMING PART OF INCOME AND EXPENDITURE

**AS AT MARCH 31, 2012**

### GROUPING 3 - RECEIVABLES

PARTICULARS	CURRENT YEAR		PREVIOUS YEAR	
Basmati Development Fund		1,337,000		1,337,000
TDS - Deducted from WDF		244,233		244,233
TDS - Deducted from STD		3,158,225		3,098,302
TDS on cancelled contracts		-		-
FBT Refundable		25,949		25,949
Recoverable from MFPI		-		-
Prepaid annual subscription charges		13,875		14,590
<b>TOTAL: Rs</b>		<b>4,779,282</b>		<b>4,720,074</b>

(Amount in Rs)

### GROUPING 4 - SECURITY DEPOSITS

PARTICULARS	CURRENT YEAR		PREVIOUS YEAR	
Telephone		343,430		343,430
Telex		55,900		55,900
DAVP		210,000		210,000
Others - AD of Estates / BMS Division		17,100		17,100
Petrol		51,881		51,881
BPCL		100,000		100,000
<b>TOTAL: Rs</b>		<b>778,311</b>		<b>778,311</b>

### GROUPING 5 - CLAIM RECEIVABLE

PARTICULARS	CURRENT YEAR		PREVIOUS YEAR	
MDA FUND		-		-
<b>TOTAL: Rs</b>		<b>-</b>		<b>-</b>

### GROUPING 6 - SUNDRY DEBTORS

Claim receivable from spice board		-		-
Rakesh malhotra		515		515
Director commerce & Industries department Sikkim		53,000		53,000
Chife controller of Accounts Dept. of commerce		1,586,484		1,586,484
Gulf Connection		16,545		-
M.K. Overseas		15,000		-
Regal Bio Chem. India		5,000		-
Yahoo India		90,000		-
<b>TOTAL: Rs</b>		<b>1,766,544</b>		<b>1,639,999</b>

Sd/-  
**UPENDRA K. VATS**  
Dy. General Manager

Sd/-  
**A.S. Rawat**  
General Manager

## GROUPINGS FORMING PART OF INCOME AND EXPENDITURE AS AT MARCH 31, 2012

### GROUPINGS 7- FORMING PART OF BALANCE SHEET

(Amount in Rs.)

BANK NAME, LOCATION	CURRENT YEAR			PREVIOUS YEAR		
	Current A/c Balance	Fixed deposits	Total Amount	Current A/c Balance	Fixed deposits	Total Amount
Andhra Bank-NBF , Delhi	-	11,088,427	11,088,427	-	10,648,894	10,648,894
Canara Bank Lucknow	(3,133)	-	(3,133)	(3,133)	-	(3,133)
Canara Bank, Bangalore	32,765,603	10,617,137	43,382,740	12,411,287	10,138,445	22,549,732
Canara Bank, Bangalore, 2404	38,049,899	-	38,049,899	64,140	-	64,140
Canara Bank, BDF 2365	11,190,922	338,692,584	349,883,506	6,016,615	244,319,061	250,335,676
Canara Bank, Chennai	900	-	900	900	-	900
Canara Bank, Delhi	(6,610,002)	-	(6,610,002)	(6,712,299)	-	(6,712,299)
Canara Bank, Guwahati	1,833,614	-	1,833,614	454,227	-	454,227
Canara Bank, Hyderabad,	1,153,690	-	1,153,690	413,699	-	413,699
Canara Bank, Hyderabad, NBDF	-	1,524,722	1,524,722	-	1,400,444	1,400,444
Canara Bank, Mumbai	53,963,658	-	53,963,658	46,666,519	-	46,666,519
Canara Bank, Patna	(11,895)	-	(11,895)	(11,895)	-	(11,895)
Canara Bank, Srinagar	13,153	-	13,153	13,153	-	13,153
Indian Bank, Delhi	534,194	21,378,192	21,912,386	(175,092)	21,729,740	21,554,648
State Bank of Travancore, NBDF 1238	-	13,107,605	13,107,605	-	13,107,605	13,107,605
State Bank of Travancore, Bhubneshwar	24,574	-	24,574	24,574	-	24,574
State Bank of Travancore, Delhi	18,510,892	77,793,928	96,304,820	(12,951,590)	250,105,505	237,153,915
State Bank of Travancore, NER	7,524,348	86,748,248	94,272,596	(30,468,385)	133,292,279	102,823,894
State Bank of Travancore, NBR	1,163,495	-	1,163,495	987,422	-	987,422
United Bank of India, Kolkata	995,385	5,118,163	6,113,548	496,094	5,176,114	5,672,208
United Bank of India, Kolkata, NBDF	-	-	-	-	-	-
Union Bank of India-NER	-	65,125,788	65,125,788	-	57,718,467	57,718,467
WDF, Canara bank	-	16,233,682	16,233,682	-	15,113,204	15,113,204
Canara Bank -Fd- Mumbai 6023	-	41,000,000	41,000,000	-	21,000,000	21,000,000
<b>TOTAL: Rs (A)</b>	<b>161,099,297</b>	<b>688,428,476</b>	<b>849,527,773</b>	<b>17,226,234</b>	<b>783,749,758</b>	<b>800,975,992</b>
HDFC BANK	55,000	94,554	149,554	55,000	99,990	154,990
ICICI BANK	2,268,588	-	2,268,588	1,722,039	-	1,722,039
IDBI BANK	78,065,262	52,452,855	130,518,117	53,590,384	-	53,590,384
<b>TOTAL: Rs (B)</b>	<b>80,388,850</b>	<b>52,547,409</b>	<b>132,936,259</b>	<b>55,367,423</b>	<b>99,990</b>	<b>55,467,413</b>
<b>TOTAL: Rs (A + B)</b>	<b>241,488,147</b>	<b>740,975,885</b>	<b>982,464,032</b>	<b>72,593,657</b>	<b>783,849,748</b>	<b>856,443,405</b>

Sd/-  
**UPENDRA K. VATS**  
Dy. General Manager

Sd/-  
**A.S. Rawat**  
General Manager

## GROUPINGS FORMING PART OF INCOME AND EXPENDITURE

AS AT MARCH 31, 2012

(Amount in Rs)

### GROUPING 8 - ALLOWANCES & BONUS

PARTICULARS	CURRENT YEAR	PREVIOUS YEAR
Dearness allowance	10,912,033	8,339,125
Overtime allowance	16,183	46,198
Other allowances	6,690,078	6,277,827
Leave travel allowance	284,614	713,869
L S P C	-	-
Transport allowance	1,761,600	1,737,293
Uniform - Staff	-	-
Medical reimbursement expenses	5,581,819	4,774,921
Honorarium	-	3,000
Bonus	303,904	324,507
Tuition fees reimbursement	1,445,974	1,062,619
Other Administrative Charges	508,981	474,512
<b>TOTAL: Rs</b>	<b>27,505,186</b>	<b>23,753,871</b>

(Amount in Rs.)

### GROUPING 9 - EXPENSES ON EMPLOYEE'S

PARTICULARS	CURRENT YEAR	PREVIOUS YEAR
Gratuity	4,953,119	5,834,136
Compositive Grant	-	-
Leave Encashment	3,870,597	1,331,757
<b>TOTAL: Rs</b>	<b>8,823,716</b>	<b>7,165,893</b>

### GROUPING 10 - REPAIR & MAINTENANCE

PARTICULARS	CURRENT YEAR	PREVIOUS YEAR
Office premises	684,271	1,769,221
Residential premises	22,993	48,181
Office equipment	1,663,430	1,593,253
Staff Car	917,554	930,152
<b>TOTAL: Rs</b>	<b>3,288,248</b>	<b>4,340,807</b>

Sd/-  
**UPENDRA K. VATS**  
 Dy. General Manager

Sd/-  
**A.S. Rawat**  
 General Manager

## **GROUPINGS FORMING PART OF INCOME AND EXPENDITURE**

### **AS AT MARCH 31, 2012**

(Amount in Rs.)

#### **GROUPING 11 - POSTAGE, TELEPHONE & COMMUNICATION CHARGES**

PARTICULARS	CURRENT YEAR		PREVIOUS YEAR	
Office Telephone charges		2,468,485		2,182,530
Residential Telephone charges		269,375		481,515
Internet charges		-		-
Postage & courier		555,314		939,881
<b>TOTAL: Rs</b>		<b>3,293,174</b>		<b>3,603,926</b>

#### **GROUPING 12 - TRAVELLING & CONVEYANCE**

PARTICULARS	CURRENT YEAR		PREVIOUS YEAR	
Travel fare		3,009,234		4,747,581
Transport facility		-		60,488
Conveyance		1,326,150		952,979
<b>TOTAL: Rs</b>		<b>4,335,384</b>		<b>5,761,048</b>

Sd/-  
**UPENDRA K. VATS**  
Dy. General Manager

Sd/-  
**A.S. Rawat**  
General Manager

## **SCHEDULE 17**

### **SIGNIFICANT ACCOUNTING POLICIES**

#### **1) ACCOUNTING CONVENTION**

The financial statements are prepared on the basis of historical cost convention, unless otherwise stated and on the accrual method of accounting.

Revenue recognition

- a) Grants-in-aid received from Ministry of Commerce, Govt. of India are accounted on receipt basis.
- b) Interest on deposits is accounted for on accrual basis.
- c) Registration fees received is treated as revenue income.

#### **2) INVENTORY VALUATION**

APEDA is not engaged in any manufacturing activity and therefore, it doesn't maintain any stock of Stores & Spares.

#### **3) INVESTMENTS**

APEDA has not made any investments during the year. Investment done in Fixed deposits are shown under the head Current Assets.

#### **4) REGROUPING**

Previous year figures are regrouped and re-classified wherever found necessary to conform with Current year figures.

#### **5) FIXED ASSETS**

Fixed assets are stated at cost of acquisition inclusive of inward freight, duties and taxes and incidental and direct expenses related to acquisitions and less depreciation. In respect of projects involving construction, related pre operational expenses (including interest on loans for specific project prior to its completion), from part of the value of the asset capitalized.

Fixed assets acquired out of monetary grants, received from Ministry of Commerce are capitalized at cost of acquisition and the amount of monetary grant received from Ministry of Commerce is reflected as corresponding credit to Capital Reserve.

Fixed Assets under construction has been shown as Capital work-in progress.

#### **6) DEPRECIATION**

Depreciation has been provided on Written down value basis as per rates provided in Income Tax Act 1961.

#### **7) GOVERNMENT GRANTS/ SUBSIDIES**

Government grants of the nature of contribution towards capital cost of setting up projects or for acquisition of capital fixed assets are treated as capital reserves.

Government grants/ Subsidy are accounted on realization basis.

Sd/-  
**UPENDRA K. VATS**  
Dy. General Manager

Sd/-  
**A.S. Rawat**  
General Manager



Government Grants received for specific projects are shown under Earmarked Funds and is utilized under that project only. All assets purchased ( if any ) are not capitalized as it belongs to that Specific project.

#### **8) CORPUS /CAPITAL FUNDS**

The excess amount of Income over expenditure for the current year is transferred to the Corpus/ Capital Fund.

#### **9) FOREIGN CURRENCY TRANSACTIONS**

Transactions denominated in foreign currency are accounted at the exchange rate prevailing at the date of transaction.

Current assets, foreign currency loans and current liabilities are converted at the exchange rate prevailing as at the year end and the resultant gain/ loss is adjusted to the cost of fixed assets, if the foreign currency liability relates to fixed assets, and in other cases is considered to revenue.

#### **10) LEASE**

Lease rentals are expensed with reference to the lease terms.

#### **11) RETIREMENT BENEFITS**

Liability towards gratuity payable on death/ retirement of employees is accrued based on assumption that the whole liability is payable to the employees at the year end.

Provision for accumulated leave encashment benefit to the employees is accrued and computed on the assumption that employees are entitled to receive the benefit as at the year end.

#### **12) RESERVES & SURPLUS**

Funds such as WDF, BDF & NBDF are the amount received from exporters has been shown as Special reserves, which is to be refunded.

Sd/-  
**UPENDRA K. VATS**  
Dy. General Manager

Sd/-  
**A.S. Rawat**  
General Manager



## SCHEDULE 18

### CONTINGENT LIABILITIES AND NOTES ON ACCOUNTS

	Current Year	Previous Year
<b>CONTINGENT LIABILITIES</b>		
Claims against entity not acknowledged as debts- In respect of-	Rs. NIL	Rs. NIL
Bank guarantees given by / on behalf of APEDA	Rs. NIL	Rs. NIL
Letters of Credit opened by bank on behalf of APEDA	Rs. NIL	Rs. NIL
Bills discounted with banks	Rs. NIL	Rs. NIL
Disputed demands in respect of-		
Income Tax	Rs. NIL	Rs. NIL
Sale Tax	Rs. NIL	Rs. NIL
Municipal Tax	Rs. NIL	Rs. NIL
Fringe Benefit Tax	Rs. NIL	Rs. NIL
In respect of-		
Claims from parties for non execution orders, But contested by APEDA	Rs. NIL	Rs. NIL
<b>CAPITAL COMMITMENTS</b>		
Estimated value on contracts remaining to be executed on capital account and not provided for (net of advances)	Rs. NIL	Rs. NIL
<b>LEASE OBLIGATIONS</b>		
Future obligations for Rentals under finance lease arrangements for plant and machinery amount of	Rs. NIL	Rs. NIL

#### **CURRENT ASSETS LOANS AND ADVANCES**

In the opinion of management the current assets, loans and advances have a value on realization in the ordinary course of business, equal to the aggregate amount shown in the Balance Sheet.

#### **TAXATION**

In view of there being no taxable income under Income Tax Act, 1961, no provision for income tax has been considered necessary.

Sd/-  
**UPENDRA K. VATS**  
Dy. General Manager

Sd/-  
**A.S. Rawat**  
General Manager

Current Year      Previous Year

## FOREIGN CURRENCY TRANSACTIONS

Value of Imports calculated on C.I.F. Basis:

Purchase of finished goods	Rs. NIL	Rs. NIL
Raw materials and components (Including in transit)	Rs. NIL	Rs. NIL
Capital goods	Rs. NIL	Rs. NIL
Stores Spares and Consumables	Rs. NIL	Rs. NIL

Expenditure in foreign currency:

Remittances and Interest to Financial Institutions/ Banks in Foreign Currency	Rs. NIL	Rs. NIL
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Other Expenditure:

Promotion Activities	Rs. 6,17,90,646	Rs. 5,27,77,028
Legal and Professional Expenses	Rs. NIL	Rs. NIL
Books and Literature	Rs.3,90,970	Rs.3,16,383
Infrastructure Dev. Capital Project	Rs. NIL	Rs. NIL

Earnings:

Value of Exports on FOB basis	Rs. NIL	Rs. NIL
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Remuneration to Auditors:	Rs.NIL *	Rs.NIL *
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\* NIL - Since excess provisions is already made in previous years

Others:	Rs. NIL	Rs. NIL
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Schedules 1 to 18 are annexed to and form an integral part of the Balance Sheet AS AT MARCH 31, 2012 and the Income and Expenditure account for the year ended on that date.

Sd/-  
**UPENDRA K. VATS**  
Dy. General Manager

Sd/-  
**A.S. Rawat**  
General Manager

**DETAILED NOTE ON NON PLAN EXPENDITURE  
FOR THE YEAR 2011-12 IN COMPARISON TO  
LAST FINANCIAL YEAR (2010-11)**

(Rs. In Lakhs)

Expenditure Head	Expenditure during 2010-11	Expenditure during 2011-2012	% Increase/ Decrease	Reasons for Increase / Decrease
Allowances & Bonus	237.53	275.05	15.80% Increase	Increase is due to implementaion of 6th Pay Commission ans its arrears
Contribution to Provident Fund	35.37	41.47	17.25% Increase	Increase is due to Annual increments and arrear of MACP etc.
Expenses on Employees retirement and terminal benefits	71.65	88.23	23.14% Increase	Increase is due to implementaion of 6th Pay Commission and its arrears and gratuity payment provisioning for one more year
Electricity & Power	34.48	32.79	-4.90% Decrease	Due to Preventive measures taken by APEDA
Repairs & maintenance	43.40	32.88	-24.24% Decrease	Due to the austerity measures implemented by APEDA & Govt.
Rent, Rates & Taxes	14.27	24.13	69.10% Increase	Due to increase in the Annual Rents
Postage, Telephone & communication Charges	36.03	32.93	-8.60% Decrease	Due to austerity measure implemented by APEDA & Govt.
Travelling & Conveyance	57.61	43.35	-24.75% Decrease	Due to austerity measure implemented by APEDA & Govt.
Newspapers, books & periodicals	2.77	2.41	-13.00% Decrease	Due to austerity measure implemented by APEDA & Govt.

Sd/-  
**UPENDRA K. VATS**  
Dy. General Manager

Sd/-  
**A.S. Rawat**  
General Manager

<b>Expenditure Head</b>	<b>Expenditure during 2010-11</b>	<b>Expenditure during 2011-2012</b>	<b>% Increase/ Decrease</b>	<b>Reasons for Increase / Decrease</b>
Expenses on meeting & fees	21.52	23.43	8.88% Increase	Due to Inflationary conditions and increase in visits of various committees at various locations
Computer consumables	0.12	1.40	1066.67% Increase	Due to Computers becoming Old therefore requiring more consumables
Legal and professional charges	0.59	1.47	149.15% Increase	More number of Legal opinion taken during the year
<b>Total</b>	<b>555.34</b>	<b>599.54</b>	<b>7.96%</b>	

Sd/-  
**UPENDRA K. VATS**  
Dy. General Manager

Sd/-  
**A.S. Rawat**  
General Manager