

Chapter 16. (MANUAL : 15)

***DETAILS IN RESPECT OF INFORMATION, AVAILABLE TO
OR HELD BY THE ORGANISATION, REDUCED IN AN
ELECTRONIC FORM :***

1. SALES PARTICULARS IN QUANTITY AND IN AMOUNT:
 - a. Sale of Arrack;
 - b. Sale of Denatured Spirit;
 - c. Sale of Rectified Spirit.

2. DETAILS OF TAXES AND DUTIES COLLECTED FROM SALE:
 - a. Excise Duty for the State Government;
 - b. Sales Tax for the State Government;
 - c. Income Tax from the sale for the Central Government.
 - d. TDS and TCS collected.
 - e. Income Tax collected from salary of employees.
 - f. Corporate Tax.

3. PURCHASE OF MATERIALS:
 - a. Rectified Spirit;
 - b. Aluminium Caps.

4. PAY BILL.

5. STORES ACCOUNTING.

6. LICENSED VENDORS ACCOUNTING.

7. BOTTLES AND CRATES ACCOUNTING.

8. DAILY & MONTHLY PRODUCTION AND SALES REPORTS.

9. FINANCIAL STATEMENTS including Provisional Profit & Loss Account.

10. EMPLOYEES' PROVIDENT FUND PARTICULARS.