



# KSFE

**THE KERALA STATE FINANCIAL ENTERPRISES LIMITED**  
(A Government of Kerala Undertaking)  
Bhadra, Museum Road, BB, No.510, Thrissur - 680 020 Kerala, India  
Ph: +91 487 2332255, Fax: +91 487 2336232, [www.ksfe.com](http://www.ksfe.com)

07.06.2022

**CIRCULAR NO. 44/2022 (FA)**

Sub:- **Profit and Loss account and balance sheet in respect of chit business for the year ended 31.03.2022-reg.**

As you would be aware that as per provisions of Section 24 of Chit Funds Act 1982, Profit and Loss account and Balance Sheet in respect of chit business has to be filed before the Chitty Registrar every year, in the prescribed format along with the required fee. Accordingly, all branches are hereby directed to file same in respect of chitty business for the year ended 31.03.2022 before the Chitty Registrar on or before 30.06.2022 without fail.

The prescribed format I Part I&II are appended herewith appropriate directions (mentioned under 'Notes') regarding preparation of the same.

**For The Kerala State Financial Enterprises Limited**

**SUBRAMANIAN.V.P.**  
**MANAGING DIRECTOR**

Copy to:

1. All AGMs-
2. All SDT Officers
3. All I.A.D Teams
4. All Department Heads in HO
5. P.A to M.D
6. Liaison Officer, RO TVM
7. Circular File

You are directed to follow up and ensure that the same is filed on time by all branches under your jurisdiction

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**THE SCHEDULE**  
(See Section 24)  
**PART I - Form of Balance Sheet**

Liabilities		Rs.	Assets		Rs
1	CHITTY SECURITY DEPOSIT IN TRUST		1	CASH ON HAND	**
2	AGENCY DEPOSIT		2	BALANCE WITH BANKS	***
3	PRICHE DUPPU		3	UNPAID & ADVANCE SUBSCRIPTION	
4	PRIZE MONEY PAYABLE		4	TREASURY SAVINGS BANK (GENERAL)	
5	PRIZED BUT UNPAID UNDER CFA 1982		5	FOREMAN INVESTMENT IN CHIT (SUBSTITUED TICKETS)	
6	REMOVED SUBSCRIBER'S CONTRIBUTION		6	FIXED DEPOSIT WITH TREASURY	
7	RSC UNDER CFA 1982		7	CSD IN TREASURY MATURED BUT NOT RELEASED	
8	COLLECTION RECEIVED IN ADVANCE (CHITTY)		8	CHITTY SECURITY DEPOSIT IN THE NAME OF ASSISTANT REGISTRAR	
9	ADVANCE SUBSCRIPTION UNDER CFA 1982		9	NEW CHITTY LOAN (including NPA)	
10	NON-PRIZED COLLECTION		10	PASSBOOK LOAN (CHITTY LOAN)	
11	AMOUNT PAYABLE TO SUBSCRIBERS IN TERMINATED CHITTIES		11	INTEREST ACCRUED ON SB WITH TREASURY (GEN)	
12	AUCTION VEETHAPALISA		12	INTEREST ACCRUED ON FD WITH TREASURY	
13	CHITTY SECURITY MATURED BUT NOT CLAIMED		13	INTEREST ACCRUED ON CSD IN THE NAME OF ASST REGISTRAR	
14	INTEREST ACCRUED ON CSDT		14	INTEREST ACCRUED ON NEW CHITTY LOAN	
15	INTEREST PAYABLE ON AGENCY SECURITY DEPOSIT		15	INTEREST ACCRUED ON PASSBOOK LOAN (CHITTY LOAN)	
16	AGENCY COMMISSION PAYABLE (CHITTY)		16	NPDS	
17	CHITTY LIABILITY WAIVER WRITE OFF SUSPENSE		17	ARREARS DUE FROM PRIZED SUBSCRIBERS	
18	DOOR COLLECTION SUSPENSE			a) Secured	
19	CHITTY SUSPENSE ACCOUNT		18	b)unsecured	
				a) Secured	
				b)unsecured	
20	OUTSTANDING LIABILITIES FOR EXPENSES	*			
21	GENERAL SUSPENSE	*	19	SHARE AMOUNT DUE FROM PRIZED SUBSCRIBERS	
22	DEPRECIATION RESERVE	*		a) Secured	
23	UNDISBURSED SALARY	*		b)unsecured	
24	UNPRESENTED CHEQUES	*	20	STAMP AND STAMP PAPER ON HAND	*
25	VALUATION PAYABLE	*	21	FURNITURE AND FIXTURES	*
			22	OFFICE EQUIPMENTS	*

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		23	ELECTRICAL FITTINGS	*
		24	DATA PROCESSING EQUIPMENTS	*
		25	BICYCLE	*
		26	SOFTWARE	*
		27	PREPAID EXPENSES	*
		28	ELECTRICITY DEPOSIT	*
		29	GAS CONNECTION DEPOSIT	*
		30	TELEPHONE DEPOSIT	*
			COURT DECREE DEPOSIT (if it pertains to chitty)	
			DEPOSIT WITH CONSUMER REDRESSAL FORUM (if it pertains to chitty)	
			Loss transferred from Profit & Loss Account	
	Profit transferred from Profit & Loss Account			
	ROC		ROC	
	TOTAL		TOTAL	

**NOTES:**

- 1 All unmarked items (items pertaining exclusively to chit business i.e items 1 to 19 on Liabilities side and items 3 to 16 on Asset side)-Full amount as appearing in branch CTB to be taken.
- 2 Items with \* mark (i.e item 20 to 25 on Liability side and items 20 to 30 on Asset side)- 58% of the total figure appearing in branch CTB to be taken.
- 3 Item marked with \*\* (i.e item no 1 on Asset side)80% of total figure appearing in branch CTB to be taken.
- 4 Item marked with \*\*\* (i.e item no 2 on Asset side) 80% of the total of all bank balances appearing in branch CTB to be taken.
- 5 Total prized default at branch has to shown against item no 17 on the asset side
- 6 Total default in terminated chitties at branches has to be shown against item no 18 on the asset side.
- 7 From Prize Amount Paid (code 5050). Prized collection (code 5021) has to be subtracted. From the amount so arrived, total of item no 17&18 on asset side has to be subtracted and shown against item no 19 on asset side.
- 8 Balancing figure (for tallying the balance sheet) has to be put on asset side or liability, as the case may be under ROC.

**PART II**  
**Form of Profit and Loss Account**

Expenditure		Rs.	Income		Rs
1	INTEREST ON CSD IN TRUST		1	FOREMAN COMMISSION	
2	INTEREST ON AGENTS SECURITY DEPOSIT		2	INTEREST ON FD WITH TREASURY	
3	REGISTRATION AND FILING FEE		3	INTEREST ON CSD IN THE NAME OF ASST. REGISTRAR	
4	CANVASSING EXPENSES		4	DIVIDEND INCOME ON STATUTORY CHITTY TICK	
5	AGENTS COMMISSION		5	INTEREST ON ADVANCE PAYMENTS	
6	FESTIVAL ALLOWANCE TO AGENTS		6	DEFAULT INTEREST (CHITTY)	
7	DOOR COLLECTION COMMISSION TO AGENTS		7	PROFIT ON CHITTY TICKETS SUBTD. BY COM.	
8	CHITTY LIABILITY WAIVER WRITE OFF		8	WRITING FEE	
9	SALARIES AND ALLOWANCES		9	INTEREST ON NEW CHITTY LOAN	
10	FESTIVAL ALLOWANCE TO RETIRED EMPLOYEES	*	10	INTEREST ON CHITTY LOAN (PASS BOOK LOAN)	
11	CONTRIBUTION TO EPF	*	11	DOCUMENTATION CHARGES ON CHITTY LOAN	
12	OFFICE RENT	*	12	REGISTRATION CHARGES (NCL)	
13	RATES AND TAXES	*	13	INTEREST ON SB ACCOUNT	*
14	SERVICE TAX	*	14	OTHER INTEREST RECEIPTS	*
15	INSURANCE	*	15	PROPERTY VALUATION FEE	*
16	ELECTRICITY & WATER CHARGES	*	16	GOLD SECURITY SERVICE CHARGES	*
17	LEGAL & PROFESSIONAL CHARGES	*	17	PRIZE INTIMATION & SURETY CONFIRMATION CHARGES	*
18	POSTAGE & TELEGRAMS	*	18	PROFIT ON SALE OF ASSETS	*
19	DEPRECIATION ON FIXED ASSETS	*	19	RIGHT TO INFORMATION FEE	*
20	REPAIRS & MAINTENANCE (BUILDING)	*	20	MISCELLANEOUS INCOME	*
21	REPAIRS & MAINTENANCE (OTHERS)	*	21	PRIOR PERIOD INCOME	*
22	REPAIRS & MAINTENANCE (DATA PRO EQPTS)	*			
23	PRINTING & STATIONERY	*			
24	ADVERTISEMENT EXPENSES	*			
25	CONTRIBUTION TO LWF	*			
26	STAFF WELFARE EXPENSES	*			
27	SCHOLARSHIP	*			
28	CULTURAL & RECREATIONAL ACTIVITIES	*			
29	TELEPHONE CHARGES	*			
30	FREIGHT CHARGES	*			
31	TRAVEL EXPENSES	*			
32	OFFICE REFRESHMENT/CANTEEN EXPENSES TO STAFF	*			
33	HOSPITALITY EXPENSES	*			
				To Loss transferred to Balance Sheet	

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34	OFFICE EXPENSES	*			
35	BOOKS & PERIODICALS	*			
36	OFFICE MAINTENANCE EXPENSES	*			
37	GENERATOR WORKING EXPENSES	*			
38	MISCELLANEOUS EXPENSES	*			
39	FESTIVAL CELEBRATION EXPENSES	*			
40	BANK CHARGES	*			
41	SALES PROMOTION PUBLICITY	*			
42	INAUGURATION EXPENSES	*			
43	BAD DEBITS	*			
44	PRIOR PERIOD EXPENSE	*			
45	OTHER INTEREST PAYMENTS	*			
46	LOSS ON SALE OF ASSETS	*			
47	LOSS OF ASSET BY THEFT/FIRE	*			
48	HO/RO OVERHEADS	**			
	<i>To Profit transferred to balance sheet</i>				
	TOTAL			TOTAL	

NOTES:

- 1 All unmarked items (items pertaining exclusively to chit business i.e items 1 to 7 on expenditure side and items 1 to 13 on income side)-Full amount as appearing in branch CTB to be taken.
- 2 Items with \* mark (i.e item 9 to 47 on expenditure side and items 14 to 21 on income side)- 58% of the total figure appearing in branch CTB to be taken.
- 3 Item marked with \*\*\* (i.e. item no 48 on expenditure side) as shown below:  
 \_\_\_\_\_ No of permanent staff at branch (including PTS)\*2483284400  
 7912  
 proportionate RO/HO expenses=