

**BANGLADESH JUTE MILLS CORPORATION**  
**ADAMJEE COURT: MOTIJHEEL: DHAKA.**

**URGENT**

Ref.No.24.04.0000.305.01.001.22/

Dated: 11-12-2022

**Subject: Guideline for Estimated Budget 2023-24 and Revised Budget 2022-23.**

Ministry of Finance Ref: No: 07.01.0000.007.20.026.17-141 Dated 29-11-2022  
Ministry of Jute & Textiles Ref No:

For Regional Coordination Officer (RCO) and all project Head.

From Deputy General Manager (Cost & Budget),

We would like to inform you that the submission date of Budget 2023-24 & Revised Budget 2022-23 has been determined on **10.01.2023**. Therefore please ask them to prepare the following information of the mills under your zone and mills submit it to Cost & Budget department, BJMC by 30th December-2022 positively:-

01	Estimated Budget income statement for 2023-24.
02	Revised Budget income statement for 2022-23.
03	Actual income statement for 2021-22 and income statement July'22-Dec'22 (provisional) (Tk. in lac).
04	Actual Quantity schedule for 2021-22 and July'22-Dec'22.
05	Balance Sheet as at 30-6-2021 & 30-06-2022 and July'22-Dec'22 as per format of monitoring cell & conventional form (With all item wise details Schedules).
06	Grade-wise personnel statement for 2021-22 and July'22-Dec'22 Revised Budget for 2022-23 and estimate for 2023-24.
07	Fund Flow Statement for 2021-22 and July'22-Dec'22.
08	Schedule of (1) Salaries for staff (2) Salaries for officer (3) Repairs and Maint. (4) Fact. overhead (5) Admin. expenses & (6) Selling expenses for actual 2021-22, actual July'22-Dec'22, Revised Budget for 2022-23 & Estimated Budget 2023-24.
09	Quantity of Other Direct Material consumption with value 2021-22 and July'22-Dec'23, Revised Budget 2021-22 & Estimated Budget 2022-23 (Details).
10	Investment on Operating Fixed Assets (Actual 2021-22, Revised Budget 2022-23 and Estimated Budget 2023-24) according to Item & Head-wise classified (Details).

( Contd...P/02 )

(11) National Exchequer  
Name Of The Mills : \_\_\_\_\_

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Sl No.	Type of payment	Actual for 2021-22	Actual July'21-December'22	Revised budget 2022-23	Budget for 2023-24
1	Customs duty on imports				
2	Sales tax on imports				
3	Imports permit fee				
4	Excise duty on sales (VAT)				
5	Sales Tax on Sales				
6	Interest on government loans				
7	Income Tax				
8	Profit Contribution (Dividend)				
9	Export duty (jute cess)				
10	Roads fees				
11	License fee				
12	Development surcharge				
13	Other (please specify below)				
Total :-					

(12) Jute Reconciliation Statement For 2021-22 And July'22-Dec'22 :

Name Of The Mills : \_\_\_\_\_

A. Raw Jute Re-conciliation for the year 2021-22.

Sl. No.	Particulars	Jute		Pro-forma Cost	Total	
		Qty. in M. Ton	Value Tk. In Lac	Value Tk. In Lac	Qty. in M. Ton	Value Tk. In Lac
1	Opg. stock on 01-07-2021					
2	Purchase (2021-22)					
3	Inter mill purchase (2021-22)					
4	Inter mill sales (2021-22)					
5	Net purchase (2+3-4)					
6	Total (1+5)					
7	Less consumption (2021-22)					
8	Inventory Shortage					
9	Inventory Excess					
10	Closing Stock on 30-06-2022 (6-7-8+9)					

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Name Of The Mills : .....

**B. Raw Jute Re-Conciliation For The Period From 1<sup>st</sup>, July'22 To Dec'22**

Sl. No.	Particulars	Jute		Pro-forma Cost	Total	
		Qty. in M. Ton	Value Tk. In Lac	Value Tk. In Lac	Qty. in M. Ton	Value Tk. In Lac
1	Opg. Stock on 01-07-2022					
2	Purchase (July'22-Dec'22)					
3	Inter mill purchase (2021-22)					
4	Inter mill sales (2021-22)					
5	Net purchase (2+3-4)					
6	Total (1+5)					
7	Less consumption (July'22-Dec'22)					
8	Inventory Shortage					
9	Inventory Excess					
10	Closing stock on 31-12-2022 (6-7-8+9)					

(13) Looms Installed :

Hessian	Sacking	C.B.C.	Yarn	Others	Total
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(14) Looms In Operation (2021-22) :

Hessian	Sacking	C.B.C.	Yarn	Others	Total
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(15) Looms In Operation (July'22-December-22) :

Hessian	Sacking	C.B.C.	Yarn	Others	Total
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(16) Jute To Jute Wastage Calculation 2021-22 And July'22-December'22.

(17) Overall Wastage Calculation 2021-22 And July'22-December'22.

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*[Signature]*

(18) Reconciliation Of Manpower Position:

Worker: As per government circular, Ministry of Textiles & Jute ref.no. 24.00.0000.118. 18.057.20.104, dt. 30 June-2020 production activities (26 mills of BJMC) had been declared shut down on 01.07.2020 and all workers were terminated with golden handshaked.

(30-06-2021 TO 30-06-2022)

Staff

Strength as on 30-06-2021 excluding casual	Separation 2021-22	Less transfer to other mill/ Head office 2021-22	Add transfer from other mill/head office 2021-22	Fresh appointment 2021-22	Reinstatement of dismissal person 2021-22	Actual strength excluding Adhoc/ casual As on 30-06-2022
1	2	3	4	5	6	(1-2-3+4+5+6) = 7

(30-06-2022 TO 31-12-2022)

Staff

Strength as on 30-06-2022 excluding casual	Separation July'22 to December-2022	Less transfer to other mill/head office July'22 to December-2022	Add transfer from other mill/head office July'22 to December-2022	Fresh appointment July'22 to December-2022	Reinstatement of dismissal person July'22 to December-2022	Actual strength excluding Adhoc/ casual As on 31-12-2022
1	2	3	4	5	6	(1-2-3+4+5+6) = 7

(30-06-2021 TO 30-06-2022)

Officer

Strength as on 30-06-2021	Separation 2021-22	Less transfer to other mill/head office 2021-22	Add transfer from other mill/head office 2021-22	Fresh appointment 2021-22	Reinstatement of dismissal person 2021-22	Actual strength As on 30-06-2022
1	2	3	4	5	6	(1-2-3+4+5+6) = 7

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(30-06-2022 TO 31-12-2022)

Officer

Strength as on 30-06-2022	Separation July'22 to December-2022	Less transfer to other mill/head office July'22 to December '2022	Add transfer from other mill/head office July'22 to December-2022	Fresh appointment July'22 to December-2022	Reinstatement of dismissal person July'22 to December-2022	Actual strength As on 31-12-2022
1	2	3	4	5	6	(1-2-3+4+5+6) = 7

*Amal Kumar*  
*6/12/2022*  
(Md. Abdul Maleque)  
General Manager (A & F)  
Bangladesh Jute Mills Corporation

**For information and necessary action (E-mail)**

1. Project Head -(All Mills)
2. RCO, Chittagong/Khulna.

C.C:

1. P.S. to Chairman, BJMC, Dhaka (E-mail).
2. P.S. to Director (Finance/Marketing/Production & Jute/Planning)(E-mail)