

# **Allen Laboratories Limited**

35, A.P.C. ROAD, KOLKATA – 700 009

AUDIT REPORT & STATEMENT OF ACCOUNTS  
FOR THE YEAR/PERIOD ENDED...**31st March, 2004**

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## **A. K. BISWAS & CO.**

CHARTERED ACCOUNTANTS  
**4, COLLEGE STREET,  
KOLKATA-700 012**

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# Allen Laboratories Limited

## NOTICE


Notice is hereby given that the 22<sup>nd</sup> Annual General Meeting of the Share Holders of ALLEN LABORATORIES LIMITED, will be held on 29<sup>th</sup> September, 2004 at 3-00 P.M. at its Corporate Office at Allen Centre, Allen Estate, Krishnapur Road, Kolkata-700 102, to transact the following businesses.

### ORDINARY BUSINESS :

1. To receive, consider and adopt the Audited Profit & Loss Account of the Company for the year ended 31<sup>st</sup> March, 2004, and the Balance Sheet as at that date together with the report of the Directors and Auditors thereon.
2. To appoint Director in place of Mr. M.K. Sarkar, who retires by rotation and being eligible offers himself for re-appointment.
3. To appoint a Director in place of Mr. S.S. Sarkar, who retires by rotation and being eligible offers himself for re-appointment.
4. To appoint a Director in place of Dr. (Ms) Sulakshmi Sarkar, who retires by rotation and being eligible offers herself for re-appointment.
5. To appoint Auditors and to fix their remuneration.

Date: Kolkata  
The 25<sup>th</sup> August, 2004

By the order of the Board

  
(Dr. G.P. SARKAR)  
Chairman & Managing Director

- Note:
1. A member entitled to attend and vote at the meeting is entitled to appoint a proxy to attend and vote in his stead and the proxy need not be a member of the Company.
  2. Register of Members of the Company remains closed from 26<sup>th</sup> September to 29<sup>th</sup> September 04, both days inclusive.

**BOARD OF DIRECTORS**

1. DR. G.P. SARKAR, Chairman & M.D.
2. DR. (MRS) MALATI SARKAR
3. MR. M.K. SARKAR
4. MR. S.S. SARKAR
5. DR. (MISS) MAYA SARKAR
6. DR. (MISS) SULKASHMI SARKAR

**COMPANY SECRETARY**

MR. D.N. CHAKRABORTY

**BANKERS**

1. State Bank of India
2. ABN-AMRO Bank.
3. Bank of India
4. Corporation Bank
5. HDFC Bank Ltd.

**REGISTERED OFFICE**

ArnikaPlus Apartment  
35, A.P.C Road,  
Kolkata-700 009.

**CORPORATE OFFICE**

ALLEN CENTRE,  
Allen Estate, Krishnapur Road,  
Kolkata-700 102.

**LABORATORIES**

1. ALLEN HOUSE  
224/H, Manicktala Main Road,  
Kolkata-700 054.
2. ALLEN HOMOEOPATHY BHAVAN  
Allen Estate, R.G.M. 260,  
Krishnapur Road,  
Kolkata-700 102.
3. ALLEN AYUR BHAVAN  
Allen Estate, R.G.M. 260,  
Krishnapur Road,  
Kolkata-700 102.

**AUDITOR**

M/s. A.K. BISWAS & CO.,  
CHARTERED ACCOUNTANTS  
4, College Street,  
Kolkata-700 012.

**INTERNAL AUDITOR**

M/S. H.S. BHATTACHARYYA & CO.  
CHARTERED ACCOUNTANTS  
"KAMALALAYA CENTRE"  
156A, Lenin Sarani,  
3<sup>rd</sup> Floor, Room No. 316  
Kolkata-700 013.

## **DIRECTORS' REPORT TO THE MEMBERS**

Your Directors have pleasure in presenting the 22<sup>nd</sup> Annual Report with the Audited Accounts for the year ended 31<sup>st</sup> March, 2004.

Financial Results	Rs. In lacs	
	Year ended March 31, 2004	Year ended March 31, 2003
Profit before Depreciation & Tax	79.50	75.18
Less: Depreciation	30.84	33.61
<b>Profit before Tax</b>	<b>48.66</b>	<b>41.57</b>
<b>Profit after Tax</b>	<b>26.90</b>	<b>22.99</b>

The gross Turnover for the year is Rs. 761.36 Lac includes Rs. 0.22 Lac from Export Sale as against Rs. 651.72 in the last year. The directors are hopeful to improve its results in the coming year.

### **Dividend**

In order to strengthen the reserve and surplus fund of the company the Board of Directors do not recommend for payment of Dividend for the year 2003-04.

### **Ayurvedic Division : ( Unit-III )**

Your Directors are pleased to inform that your company has taken initiative to diversify its business in the field of Ayurvedic Medicines (Indian system of Medicines) for which a new Ayurvedic Division (Unit-III) at Allen Ayur Bhavan, Krishnapur has been set up in 1999 for Ayurvedic Capsule category only. In 2001 other Oral Liquid, Lotion, Powder, Cream and Ointment Categories have been approved by the Director of Drugs Control. In compliance of Schedule 'T' of Drugs & Cosmetics Act & Rules G.M.P. Certificate is to be obtained within 31.12.2004.

### **Proposed R & D Division**

Your Directors are pleased to inform you that your Company is interested to form a new R & D Division at Allen Ayur Bhavan, on 3<sup>rd</sup> floor, Krishnapur Road, Kolkata-700 102. Our Subsidiary Calcutta Drug Testing Institute Pvt. Ltd., may be merged with your company subject to compliance of law.

### **Human Resource Development**

Your company fully recognises employees as its main asset in an industry driven by highly skilled and motivated professionals.

### **Directors**

Mr. M.K. Sarkar, Mr. S.S. Sarkar and Dr. (Ms) Sulakshmi Sarkar, retires by rotation in the forthcoming Annual General Meeting, and being eligible offers themselves for re-appointment. The Board recommended for their re-appointment.

### **Auditors**

M/s. A.K. Biswas & Co., Chartered Accountants, Auditors of the Company will retire at the forthcoming Annual General Meeting and being eligible, offer them for re-appointment. The Board recommended for their re-appointment.

### **Audit Committee**

In terms of Sec-292A of the Companies Act, one Audit Committee was constituted by the Board in their meeting dated 05.10.2001 with the following Directors:-

1. Dr. G.P. Sarkar, Chairman & M.D.
2. Mr. M.K. Sarkar, Director.
3. Mr. S.S. Sarkar, Director.

The Audit Committee met and enquired and found that there were no items for the moment for consideration by the Audit Committee.

### **Particulars of Employees**

The particulars of the employees as required U/S 217(2A) of the Companies Act 1956, does not arise in the case of this Company as there is no such employee.

### **Conservation of Energy**

Saving in power consumption has been attained substantially as a part of energy conservation.

### **Foreign Exchange Earning - Nil**

**Foreign Exchange Outgo** – Rs. 89,244.00

### **Directors' Responsibility Statement:**

Pursuant to sub-section (2AA) of Section 217 of the Companies Act, 1956, the Board of Directors of the Company hereby state and confirm that:

- i) in the preparation of the Annual Accounts, the applicable accounting standards had been followed;

- ii) the directors had selected such accounting policies and applied them consistently and made judgements and estimates that are reasonable and prudent so as to give a true and fair view of the state of affairs of the Company at the end of the financial year and of the profit of the Company for the year;
- iii) the directors had taken proper and sufficient care for the maintenance of adequate accounting records in accordance with the provision of the Companies Act, 1956 for safeguarding the assets of the Company and for preventing and detecting fraud and other irregularities.
- iv) the directors have prepared the accounts for the financial year ended 31<sup>st</sup> March, 2004 on a going concern basis.

#### **Auditor's Report on Gratuity**

Necessary explanation has been given in item No. 11(g) of the Notes on the Accounts (Schedule-V) in this regard.

#### **Acknowledgement**

The Directors wish to thank the Company's Bankers and all the business associates for their continued support. The Directors also wish to place on record their appreciation for the services rendered by the Officers, Staffs and Workers of the Company at all levels.

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For and On behalf of the Board

Kolkata  
the 26<sup>th</sup> August, 2004

  
(DR. G.P. SARKAR)  
Chairman & M.D.

**A.K. BISWAS & CO.**Chartered Accountants  
Biswas B. Com., F.C.A.4, College Street  
Kolkata - 700 012  
Phone: Off: 2241 6314  
Resi.: 2571 4307, 2353 7549**AUDITORS' REPORT****TO THE MEMBERS OF ALLEN LABORATORIES LIMITED.**

We have audited the attached Balance Sheet of Allen Laboratories Limited as at 31<sup>st</sup> March, 2004 and also the Profit and Loss Account of the Company for the year ended on that date, annexed thereto. These financial statements are the responsibility of the Company's management. Our responsibility is to express an opinion on these financial statements based on our audit.

1. We conducted our audit in accordance with auditing standards generally accepted in India. Those Standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimate made by management as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.
2. As required by the Companies (Auditor's Report) Order, 2003 issued by the Central Government of India, in terms of sub-section (4A) of section 227 of the Companies Act, 1956 in our opinion and on the basis of such checks of the books and records as we considered appropriate and according to the information and explanations given to us during the course of the audit, we enclose in the Annexure, a statement on the matters specified in Paragraphs 4 and 5 of the said Order.
3. Further to our comments in the Annexure referred to above, we report that:
  - i) we have obtained all the information and explanations, which the best of our knowledge and belief were necessary for the purposes of our audit.
  - ii) in our opinion, proper books of account as required by law have been kept by the Company so far as appears from our examination of those books;
  - iii) the Balance Sheet, Profit and Loss Account dealt with by this report are in agreement with the books of accounts;
  - iv) in our opinion, the Balance Sheet, Profit and Loss Account dealt with by this report comply with the accounting standards referred to in sub-section (3C) of section 211 of the Companies Act, 1956 to the extent applicable;
  - v) on the basis of written representations received from the Directors of the Company as on 31<sup>st</sup> March, 2004 and taken on record by the Board of Directors, we report that none of the directors is disqualified as on 31<sup>st</sup> March 2004 from being appointed a Director in terms of clause (g) of sub-section (1) of section 274 of the Companies Act, 1956; and

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**A.K. BISWAS & CO.**

Chartered Accountants  
A.K. Biswas B. Com., F.C.A.

4, College Street  
Kolkata - 700 012  
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Resi.: 2571 4307, 2353 7549



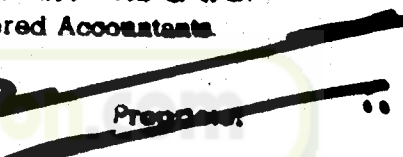
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vi) in our opinion and to the best of our information and according to the explanations given to us, the said accounts give the information required by the Companies Act, 1956 in the manner so required and give a true and fair view in conformity with the accounting principles generally accepted in India:

- a) in the case of the Balance Sheet of the state of affairs of the Company as at 31<sup>st</sup> March, 2004;
- b) in the case of the Profit and Loss Account of the profit for the year ended on that date.

Dated. the 26<sup>th</sup> August, 2004

M/s. A. K. BISWAS & CO.  
Chartered Accountants

Report  Prepared.  

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**A.K. BISWAS & CO.**Chartered Accountants  
A.K. Biswas B. Com., F.C.A.4, College Street  
Kolkata - 700 012  
Phone: Off: 2241 6344  
Resi.: 2571 4307, 2353 7549**ANNEXURE TO THE AUDITORS' REPORT****Re: Allen Laboratories Limited**

Referred to in Paragraph 2 of our report of even date:

1. (a) The Company has maintained proper records showing full particulars including quantitative details and situation of fixed assets.
- (b) As explained to us the fixed assets have been physically verified by the management during the year in a phased periodical manner, which in our opinion is reasonable, having regard to the size of the Company and nature of its assets. No material discrepancies were noticed on such physical verification.
- (c) The Company has disposed off its office premises situated at Nasik during the year with all things attached thereto or standing thereon, which is not a substantial part of the total Fixed Assets and the going concern status of the Company is not affected.
2. (a) As explained to us, inventory of Raw Materials, stores, work-in-process and finished goods held in possession of the Company have been physically verified by the management at regular intervals during the year. The existence of stocks lying with third parties as at 31<sup>st</sup> March 2004 has been confirmed based on confirmation or stock statements received from such third parties. In our opinion frequency of physical verification is reasonable.
- (b) In our opinion and according to the information and explanations given to us, the procedures of physical verification of inventories followed by the management are reasonable and adequate in relation to the size of the company and the nature of its business.
- (c) The company has maintained proper records of inventories as explained to us, there were no material discrepancies noticed on physical verification of inventories as compared to the book records.
3. The Company has not taken/granted any loans secured or unsecured from/to companies, firms or other parties listed in the register maintained under Section 301 of the Companies Act, 1956 and, therefore the clauses b,c and d of para (iii) of the Companies (Auditors Report) Order 2003 are not applicable.
4. In our opinion and according to the information and explanations given to us, the internal control procedures for purchase of inventory, fixed assets and for sale of goods are adequate and commensurate with size of the Company and present nature of its business. During the course of audit we have not observed any continuing failure to correct major weaknesses in internal controls.
5. a) In our opinion and according to the information and explanations given to us, the transactions made in pursuance of contracts or arrangements, that needed to be entered into in the register maintained under Section 301 of the Companies Act, 1956 have been so entered.

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