

Particulars	For the year ended^	
	December 31, 2017	1 For the year ended December 31, 2016
Rent	409.58	390.34
Rates and taxes	42.41	40.32
Travelling and conveyance	815.92	828.02
Electricity charges	236.91	213.71
Communication expenses	271.53	293.03
Repairs and maintenance	451.53	380.13
Printing and stationery	40.74	36.01
Auditors remuneration	33.65	39.03
Legal and professional fees	270.58	174.03
Advertisement and business promotion	304.44	287.59
Bank and other charges	13.76	9.95
Directors' sitting fees	2.49	1.98
Insurance charges	51.88	52.91
Debts and advances written off	13.89	16.00
Provision for doubtful accounts (net of write back)	29.26	(27.55)
Staff recruitment expenses	213.73	187.69
Service charges	326.17	222.12
Miscellaneous expenses	261.56	195.38
3,790.03		3,340.69