

BILL FORWARDING LETTER-CUM-CHECK SLIP

From: Dy. Executive Engineer,

To: The Executive Engineer,

I submit herewith the bill with the relevant enclosures duly filled in the under mentioned check slip for favour of pre-Audit and arranging payment.

1. Name of the work :
2. Name of the Agency :
3. Estimate No: date and amount :
4. Agt. No./Date and amount :
5. Working/Workdone/CR approved for ₹ :
6. Total bill amount/Present bill amount ₹ :
7. Quantity of Rice/amount of NMR ₹ :
8. Dates of Check measurement by :
- a. Dy. Exe. Engineer P.No: & M.B. No: :
- b. Whether check measurement of EE got done on the works exceeding Rs. 5.00 lakh (P.No: and MB No:)
- 9a) Required certificate recorded (Page No: & MB No:) and signed by Dy.EE :
- b) Deductions proposed at P.No: & MB No. :
- c) DEE signed at the end of abstract P.No and MB No: :
- 10a) Whether acceptance of measurements signed by contractor/Agency. :
- b) In case of final bill whether release & discharge certificate signed by Contractor/Agency. :
11. Enclosures:
 - i. MB Number: :
 - ii. CC & Other forms in duplicate. :

SCHEDULE OF BILL
CERTIFICATE OF DEDUCTION OF TAX FROM WORKS CONTRACTORS.

1. Name and Address of Contractor :
2. APGST R.C.No: :
3. Agreement No. & Date :
4. Bill No. & Date :
5. Total amount paid through this bill :
6. Amount of Sales tax deducted ₹ :

(₹.....)

Executive Engineer,

SCHEDULE OF BILL
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(₹.....)

Executive Engineer,

Lumpsum Contract

RUNNING ACCOUNT BILL

(To be used for "Intermediate payment" to Contractors on Lumpsum Contracts)

Cash Book Voucher No:.....Date.....Schedule Docket No.....

Name of Contractor.....

Name of Work

Serial Number of this Bill.....

No. and date of previous bill for this work.....

Reference of Agreement.....

Date of commencement of work.....

I. ACCOUNTS OF WORK

1	Value of Items actually measured clause 62(a) and (b) of the preliminary specification of the MDSS forming part of the contracts the details of which are given in the attached statement.	
2	Value of measured up additions or alterations executed up to date as "un authorized extras" the details of which are given in the attached statements.	
3	Approximate value of work done upto date excluding the items specified in 1 and 1 above	
4	Deduct amount to be withheld at 7 1/2 percent on ₹ Total	
5	Balance i.e., upto date in immediate payments (Items 1, 2, 3 & 4.....)	
6	Deduct intermediate payments already made as shown in entry K, of the las Running Account Bill.	
7	Intermediation payment now to be made (Item 5 - 6)	
8	Total Payment down to be made as detailed below:	
	(a) By Recovery of amounts creditable to the works.	
	(b) By recovery of amounts are details to other work or heads of account.	

**MOVEMENT SLIP TO ACCOMPANY THE BILL OF THE
CONTRACTORS AND THE SUPPLIERS.**

- 1 Name of the Division
 - a) Name of the Work
 - b) Name of the Contractor.
- 2 Date of measurement by the Executive Subordinate
- 3 Date of check measurement by the Executive Engineer, or by the Sub-Divisional Officer,
- 4 Date of receipt of the bill in the sub-Divisional Office
- 5 Date of transmission of the bill to the Pay and Accounts Office
- 6 Date of return of the bill by the Pay & Accounts Officer to the Divisional Officer with objections if any
- 7 Date of retransmission of the bill to Pay and Accounts Officer after Attending to the objection
- 8 Date of payment of the bill by the Pay and Accounts Officer
- 9 Reasons for delay at any stage quoting the items No. referred to Above.

Section Officer,

Sub-Divisional Officer,

Executive Engineer,

SCRUTINY SLIP TO ACCOMPANY THE CONTRACTORS OR THE FIRMS BILL.

Bill No.....of 20
 for the work ofStock.....

- 1 All Calculations have been checked arithmetically.
- 2 The expenditure is covered by estimate No.....
 of 2020Communicate to the Pay and Accounts
 Officer with No.....Date.....

OR

Intimation of the liability being incurred without intimation has been communicated to the
 Pay and Accounts Office in No.....Dated.....

- 3 The rates quantities are in accordance with the Agreement/Purchase Order No.....
 Date.....Except the following:

Item No.	Particulars	Rate/Quantity	Justification for the Proposed rate quantity

- 4 The contractor has signed in the M.Book and in the bill accepting the detailed measurements.
- 5 The bill has been checked with the contractor's ledger
- 6 The recoveries due have been effected in full/have not been effected in full due to the following
 reasons.
 (i).....
 (ii).....
- 7 Sales Tax excise or Other duties packing and forwarding charge i.e, claimed in the bill are
 admissible under the contract/purchase order.
- 8 Other remarks if any.....

DIVISIONAL ACCOUNTS OFFICER
 (WORKS)

DIVISIONAL OFFICER
 NAME OF THE DIVISION.

(SPACE FOR THE PAY AND ACCOUNTS OFFICE)

The above have been verified. All other prescribed checks have been applied.

Superintendent.

Pay and Accounts Officer.

CERTIFICATE.

- 1 Certified that the work is carried out according to drawing and specifications.
- 2 Certified that the work has been carried out satisfactorily as per agreement bond.
- 3 Certified that the work is in progress.
- 4 Certified that the payment has not been paid previously.
- 5 Certified that there are recoveries to be effected from the bill such as seigniorage charges and turnover.
- 6 Certified that the Contractor has procured and utilized the cement as per theoretical requirement and submitted
- 7 Certified that the no objection raised by Quality Control authorities is pending.
- 8 Certified that the M.S.A. Accounts outstanding against this work.

Section Officer,

Deputy Executive Engineer,

Executive Engineer,

Name of the Work :

C.C.No :

Name of the Grant :

Estimated Cost :

Sl. No:	Description of Item	Quantity	Rate	Amount	Previous Measurements.		Since Last Measurements.	
					P.No:	Quantity	Quantity	Amount.