

GOVERNMENT OF RAJASTHAN
Finance Department
(Expenditure III Division)



PUBLIC WORKS FINANCIAL
&
ACCOUNTS RULES

Effective from 1.7.1999
Amended upto 01.01.2025

IV Edition

[इस पुस्तक को अद्यतन करने में पूर्ण सावधानी रखी गयी है, फिर भी किसी भी प्रकार की गलती ध्यान में आने पर वित्त (जीएण्डटी) विभाग को सूचित करें ताकि अगले संस्करण में सुधार किया जा सके।]

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GOVERNMENT OF RAJASTHAN

.....Department

CASH BOOK

(Referred to in Rules 99, 100, 104, 117, 118, 128, 158 and 686)

1. The Cash Book contains two money columns headed (1) "Cash" and (2) "Bank or Treasury", on the payment side to distinguish between payments made by cheques from those made out of the cash in chest. When, however, a cheque is drawn to replenish the chest, its number and amount should be entered on the payment side in the "Bank or Treasury", Columns Nos. 10 and 11 and the amount only on the receipt side as "Cash from Treasury" in the single Cash column No.4. The amount of a cancelled cheque should be shown by a special write-back entry as a "minus" figure on the payment side in the "Bank or Treasury" column. A counter-reference should be given in the Cash Book, against the original to the second entry of the cheque. The issue of a new cheque, in lieu of a time-expired or lost cheque, should be entered on the date of issue in red ink in the Cash Book, but not in the column for payment, a counter reference being given, in either case, against the original entry in the Cash Book.
2. Every entry must be concise. The date, the number of voucher and the name of the work, and such a brief narration, as will indicate unmistakably the nature of the transaction, must be entered against each item. The amount debitible or creditable to each separate work, head of account or contractor or other person, should be entered separately and the amounts to be posted by the divisional office into the Abstract Book or Schedules of account, under each prescribed head of account, should be distinctly brought out opposite the entries in columns 5 and 12 headed "Classification of Receipts" and "Classification on Charges". No receipt or payment, other than of "Cash" as defined in Rule 78 of P.W.F.& A.R. should be entered in the Cash Book. A deduction, made at the time of payment, creditable to a work or head of account other than that to which the payment itself is debitible, should, however, be entered on the Receipt Side of the Cash Book.
3. Transactions must be entered in the Cash Book as soon as they occur and strictly in the order of occurrence. If, however, owing to the absence of the Disbursing Officer on tour, a cheque issued by him, whilst in camp, is entered in the Cash Book maintained at his headquarter on a subsequent date, the actual date of issue of the cheque should be noted in the Cash Book, as the denominator of a fraction, the numerator of which, will be the date on which the transaction is incorporated in the book. A similar procedure should be observed when the double transaction relating to the realisation of

miscellaneous cash receipts by a subordinate and their payments directly into Treasury is incorporated in the Cash Book of the superior Disbursing Officer on receipt of the receipted challan of the treasury from the subordinate, as prescribed in Rule 105 of the P.W.F. & A.R.

4. It is a serious irregularity to draw Cheques and deposit them in the cash chest at the close of the year for purpose of showing the full amount of Grant as utilised or to keep the Cash Book open after the 31st of March and make disbursements in April entering them in the Cash Book as having been made in March.
5. Acknowledgements of payments should, as far as possible, be taken at the time of payment and on one of the printed forms prescribed for the purpose. They should be numbered consecutively in a separate series for each month and the serial number of each voucher should be entered in the Cash Book as soon as the payment transaction is entered in it.
6. When an imprest is first given, the fact should be noted in red ink in the Cash Book of the Disbursing Officer giving it, in the column "To whom paid", but the amount should not be entered as an actual payment, as it will still form a portion of the Cash Book balance of the Disbursing Officer making the advance. If, however, a cheque is drawn, its amount must be shown on both sides of the Cash Book, vide Note 1. Any subsequent increases or decreases in the amount should be noted, similarly the increases on the payments side and the decrease on the receipt side.
7. In posting transactions from Imprest Accounts, the recouping Disbursing Officer should enter in his Cash Book, only the total for each work or head of account, as brought out in the Abstract, which should be prepared in his own office, on the reverse of the Imprest Account.
8. All payments must be debited at once to the work or service, on account of which they are made. Money advanced to a subordinate for disbursement to labourers, etc., at a distance, should be noted in the Cash Book in red ink as a temporary advance, in the manner followed when regular imprests are first made; and when the subordinate returns the duly certified acquittance rolls/muster rolls, etc., with the unpaid wages, if any, the amounts actually paid should be debited to the works or services concerned, the amount unpaid being returned into the cash balance. A similar procedure, should be observed when the Disbursing Officer removes cash from his chest and takes it with him on tour for disbursement.
9. When an advance on transfer is made to a Government servant from the cash in the hands of the Disbursing Officer pending recoupment, when the bill is encashed subsequently, the amount, thus advanced, should not be entered as a final transaction in the Cash Book but recorded as a temporary advance so that the amount may continue to form part of cash balance, for which the Disbursing Officer is responsible.
10. The procedure for dealing with time-expired, cancelled and lost cheques is prescribed in P.W.F. & A.R. Rules 99 and 100.
11. The cash balance at the end of the month should be detailed thus in a note at foot of the Cash Book.

Public Works Financial & Accounts Rules Part-III

	Rs.	P.
Cash in chest		
Imprest with.....		
Temporary advance with.....		
Total cash balance as above		

(Rupees.....)

12. If the Disbursing Officer draws on more than one District or Sub-Treasury, or the Bank, the total amount of cheques, drawn during the month on each (excluding the amount of cancelled cheques), should be recorded in another note at foot of the Cash Book.
13. Cash Books should have their pages machine-numbered. As far as possible, no lines should be left blank, but if any space on a page of the Cash Book has to be left blank owing to the whole of the other page of the same folio being written up completely, a diagonal line should be drawn to cancel the blank space, so that it may not be possible to make any subsequent entries therein. Interpolation of entries should be avoided, as far as possible, but when it becomes necessary to make any entries between two ruled lines or to make any additions to, or interpolations between, entries already made, such additions should invariably be attested by the dated initials of the Disbursing Officer.

CASH BOOK

(Referred to in Rules 99, 100, 104, 117, 118, 128, 158 and 686)

.....Division

Cash Book of.....for the month of.....

RECEIPT SIDE

Date of Receipt	No. of Voucher or Receipt	From whom received	Amount (Cash)	Classification of Receipt
1	2	3	4	5
			Rs. P.	

PAYMENT SIDE

Date of Payment	No. of Voucher	To whom paid etc.	Payments			Classification of charges
			Cash	Bank or Treasury		
				Cheque No. (with No. of Cheque Book)	Amount	
6	7	8	9	10	11	12
			Rs. P.		Rs. P.	

GOVERNMENT OF RAJASTHAN
Department

Division.....

.....Sub-Division

REGISTER OF CHEQUES RECEIVED AND ADJUSTED
(Referred to in Rule 102)

Notes to be printed on the fly-leaf

1. Cheques of private individuals, received in payments of Government dues should initially be entered in this Register in accordance with the instructions in Rule 102.
2. This Register is to be treated as a subsidiary Cash Book and for this reason, the pages of the register should be machine-numbered.
3. Only daily totals of receipts and remittances should be entered in the Cash Book.

S. No.	Date of Receipt	From whom received	Name of the Bank	Cheque No. and Date	Amount	On what account to be credited	Date of despatch to the Bank	Date of adjustments	Divisional Officer's Initials	Remarks
1	2	3	4(a)	4(b)	5	6	7	8	9	10
					Rs. P.					

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

.....Sub-Division

SUBSIDIARY REVENUE CASH BOOK

(Referred to in Rule 103)

Receipt		Name	Bill No.	Water Charges	Meter Rent	Penalty	Temporary Connection Charges	Reconnection Charges	Other Items	Total	Remarks (Page No. of main Cash Book where entered in lump)
No.	Date										
1	2	3	4	5	6	7	8	9	10	11	12
				Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	

Cashier

Bill Clerk

Executive Engineer

GOVERNMENT OF RAJASTHAN
.....Department

Division.....

Sub-Division.....

IMPREST CASH ACCOUNT
(Referred to in Rules 117, 127, 128 and 130)

(This form should be printed in two foils and bound in book form)

Notes to be printed on the fly-leaf

1. Government servants entrusted with fixed imprests or temporary advances should maintain and render accounts of their disbursements therefrom in this form.
2. The round sum with which an Imprest Cash Account is opened should be entered at once in red ink in column 5, "Total". The date and manner of the remittance, and, if recouped by cheque, the cheque and cheque book number should also be entered, column 3 being utilised for the latter purpose. The disbursements from this imprest should be entered daily as they are made clearly and in full detail; and from time to time as the imprest-holder finds it necessary, as also a few days before the due date for the monthly closing of the Cash Book of the disbursing officer, from whom the imprest is held, the accounts should be closed and balanced, the right-hand half page being cut of and sent to the disbursing officer, and the counterfoil retained by the imprest-holder. The account should be supported by a voucher in proper form, for each payment, numbered and attached to the account so as to correspond with the order of the entries in column 2, "Voucher No.". The sums received, from time to time, in recoupment of the imprest should be entered in column 5 in red ink in the same way at the fixed amount with which the account was first opened.
3. The account should contain no entries of receipts other than the opening entry of the fixed imprest and the subsequent recoups of expenditure nor any entries of expenditure other than those paid directly by the imprest-holder himself from the amount of his imprest.
4. Money received by imprest-holders on behalf of Government is not to be mixed up with their imprest cash, or brought into the Imprest Cash Book, but should be disposed of in the manner prescribed in Rule 101 of P.W.F. & A.R.

5. To facilitate the abstracting of charges by the recouping disbursing officer, the imprest-holder must invariably enter in column 3, along with other particulars of payment, the name of the work, etc., to which each payment is debitable and also the name of the contractor or other person, if any, from whom the amount paid is recoverable. Column 6 is intended for the head of account to which each payment relates and should be left blank by the imprest-holder. The date and manner of recoupment and, if recouped by cheque, the cheque and cheque book number should be entered by the recouping disbursing officer on every imprest account disposed of by him, also a note of increase, reduction, or withdrawal when such occur. When the account is incorporated in his own Cash Book, it should be numbered to correspond with the voucher number quoted in the Cash Book, so as to be readily traceable from it.
6. Temporary advances should also be accounted for in this form, but the account of these advances should be quite distinct from those for permanent advances.

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

**IMPREST CASH ACCOUNT
(Referred to in Rules 117, 127, 128 and 130)**

Imprest Cash Book of.....

Month & Date	Voucher No.	Transactions	Amount of each payment		Total		Head of account
1	2	3	4		5		6
			Rs.	P.	Rs.	P.	

Abstract of Charges

Name of Works						
Period.....to.....						
	Rs.	P.	Rs.	P.	Rs.	P.
Total						

N.B. : This abstract will be printed at the back of each form and should be filled in by Sub- Divisional Officer when the imprest-holder receives funds from him and in other cases by the Divisional Office.

<p>Form RPWA 3 (Counter Foil)</p> <p>GOVERNMENT OF RAJASTHANDepartment Receipts for payments to government <i>(Referred to in Rule 101, 104, 106, 131 and 636)</i></p> <p>Division..... Sub-Division.....</p> <p>RECEIPT</p> <p>Book No..... Date..... Receipt No.....</p> <p>Received from M/swith letter No.....dated.....a sum of Rs.....only in cash or by cheque No.....dated..... on.....Bank on account of XEN.....Division.....in payment of.....</p> <p>Rs..... Signature Authorised Signatory</p>	<p>Form RPWA 3 (Foil)</p> <p>GOVERNMENT OF RAJASTHANDepartment Receipts for payments to government <i>(Referred to in Rule 101, 104, 106, 131 and 636)</i></p> <p>Division..... Sub-Division.....</p> <p>RECEIPT</p> <p>Book No..... Date..... Receipt No.....</p> <p>Received from M/swith letter No.....dated.....a sum of Rs.....only in cash or by cheque No.....dated..... on.....Bank on account of XEN.....Division.....in payment of.....</p> <p>Rs..... Signature Authorised Signatory</p>
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CASH MEMO FOR GOODS SOLD BY GOVERNMENT
(Referred to in Rule 101, 131 and 636)

GOVERNMENT OF RAJASTHANDepartment Division..... Sub-Division.....					GOVERNMENT OF RAJASTHANDepartment Division..... Sub-Division.....				
CASH MEMO					CASH MEMO FOR GOODS SOLD BY GOVERNMENT				
Book No.....			Date.....		Book No.....			Date.....	
Name and address of Customer.....			Receipt No.....		Name and address of Customer.....			Receipt No.....	
Particulars	Quantity	Unit	Rate	Amount	Particulars	Quantity	Unit	Rate	Amount
1	2	3	4	5	1	2	3	4	5
Sales Tax					Sales Tax				
		Total Amount					Total Amount		
(Total amount in words) Rupees.....only.					(Total amount in words) Rupees.....only.				
Entered in Cash Book P.No. Divl. Officer/Sub.Divl. Officer/ or other authorised Government Officer					Received the above amount Salesman				
Salesman									
N.B. - 1. Goods once sold will neither be replaced nor taken back. 2. Government's responsibility ceases as soon as the goods etc. leave the premises.					N.B. - 1. Goods once sold will neither be replaced nor taken back. 2. Government's responsibility ceases as soon as the goods etc. leave the premises.				

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

TREASURY REMITTANCE BOOK

(Referred to in Rules 116)

Date of Remittance	Amount (in words)	Amount (in figures)	Signature of Treasurer & other person designated to attach second signature for sums under Rs. 1000/- received by transfer in account	Signature of Treasury Accountant	Signature of Treasury Officer for sums not less than Rs. 1000/-
1	2	3	4	5	6
	Rs. P.	Rs. P.			

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

**CASH BALANCE REPORT
(Referred to in Rules 122, 702 & 744)**

PART-I : Statement of the actual balance of Cash in the hands ofon the.....day of19....., and of standing imprests and temporary advances with subordinates.

Description	No.	Amount	Remarks and explanation of large balances
1	2	3	4
		Rs. P.	
Cheques received in favour of self but not encashed.....			*As detailed below.....
Drafts not encashed.....			
Notes*.....			
Deposit at Call Receipts.....			
Rupees.....			
Fifty Paise.....			
Twenty Five Paise.....			
Twenty Paise.....			
Ten Paise.....			
Five Paise.....			
Revenue Stamp			**(In words).....
**Total Cash in chest.....			
Add amount of Imprests and advance shown below.....			
Grand total balance as per Cash Book			

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PART-II : Statement of standing imprest and temporary advances with subordinates on the.....day of.....

Name and designation of subordinate	Amount of Imprest or Temporary Advance	Explanation when an imprest exceeds prescribed maximum of Rs. 2,000 and authority for raising or reducing the imprest
1	2	3
	Rs. P.	
Total		

Signature.....

(Rank).....

Dated the.....19.....

Note : Standing imprest and temporary advances should be detailed separately.

**Form RPWA 6
(Counter Foil)**

**Government of Rajasthan
.....Department**

**PUBLIC WORKS CHEQUES
(Referred to in Rule 108)**

Book No..... Date.....

No.....

To
The Agent,

Pay.....only, on account of

Rs..... *Executive Engineer*

Form RPWA 6

**Government of Rajasthan
.....Department**

**PUBLIC WORKS CHEQUES
(Referred to in Rule 108)**

Book No..... Date.....

No.....

To
The Agent,

Pay.....only, on account of P.W. Remittance
II P.W. Cheques.

Rs..... *Executive Engineer*
.....*Division*
.....*Deptt.*

Public Works Financial & Accounts Rules Part-III

Form RPWA 7					Form RPWA 7					Form RPWA 7				
GOVERNMENT OF RAJASTHANDepartment Division..... Sub-Division..... INDENT FOR STORES <i>(Referred to in Rules 161 to 163)</i> Counterfoil Book No..... Dated..... Indent No.					GOVERNMENT OF RAJASTHANDepartment Division..... Sub-Division..... INDENT FOR STORES <i>(Referred to in Rules 161 to 163)</i> Book No..... Dated..... On Indent No					GOVERNMENT OF RAJASTHANDepartment Division..... Sub-Division..... INVOICE FOR STORES SUPPLIED <i>(Referred to in Rules 161 to 163)</i> To By Book No..... Dated..... On Indent No..... Issued by the				
Description	Number of Quantity	Head of Account etc.	Job No.	Name of work (with name of contractor from whom value is recoverable)	Description	Number of Quantity	Head of Account etc.	Job No.	Name of work (with name of contractor from whom value is recoverable)	Description	Number of Quantity	Head of Account etc.	Job No.	Name of work (with name of contractor from whom value is recoverable)
					These stores should be delivered/despached to Indenting Officer (Divisional or Sub-Divisional Officer)									
These stores should be delivered/despached toIndenting Officer (Divisional or Sub-Divisional Officer)					Certificate of Supply The indent has (not) been complied with in full. (The altration which I have attested. I have accordingly been made by me) Delivered/despached to on Dated..... Supplying Officer					Dated..... Received Supplying Officer Dated..... Receiving Officer				

Form RPWA 7 (CS)

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

Stores Indent on.....Division.....

**STORES INDENT
(Referred to in Para 9 of Appendix VI)**

No.....

Date.....

S.No.	Description of Stores	Code No.	Quantity Indented	Quantity Issued	Unit	Rate	Value	Head of Account	Name of Work/Job (with name of Contractor from whom value is recoverable)
1	2	3	4	5	6	7	8	9	10
						Rs. P.	Rs. P.		

Name of the person to whom the stores are to be delivered and his signature		Dated signature of indentor and his designation (Divisional/Sub-Divisional Officer)	Issued on..... Signature Designation	Received Signature Designation	Bid Card No..... Signature of Store Keeper/Sectional Officer	Ledger Folio No. and S.No. of item Ledger Keeper Div.Accountant	Remarks, if any
11A	11B	12	13	14	15	16	17

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

**REGISTER OF INDENTS
(Referred to in Rules 162, 429)**

S.No.	Indent		Description of Stores	Code No.	Quantity Indented	Name of work/job (with name of Contractor from whom value is recoverable)	Signature of Indenting Officer	Quantity Received	Reference to Stock A/c O.B.T.E.O.	Ramarks
	No.	Date								
1	2	3	4	5	6	7	8	9	10	11

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

**REGISTER OF INDENTS
(Referred to in Para 8 of Appendix VI)**

S.No.	Indent		Description of Stores	Code No.	Quantity Indented	Name of work/job (with name of Contractor from whom value is recoverable)	Signature of Indenting Officer	Quantity Received	Reference to Stock A/c O.B.T.E.O.	Ramarks
	No.	Date								
1	2	3	4	5	6	7	8	9	10	11

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

**ISSUE NOTE
(Referred to in Rule 163)**

Indent No.....

Date.....

Issue No.....

Date.....

Issued to.....

Through.....

Name of Articles	Item No.	Quantity		Rate	Amount	Chargeable head
		Balance	Issued			
1	2	3	4	5	6	7

Received the above material/goods in order

Checking Cleark

Issue Clerk

Checked & Removed from Store

Signature of receiver

Store Keeper

GOVERNMENT OF RAJASTHAN
Department

Division.....

Sub-Division.....

REGISTER OF STOCK RECEIPTS/ISSUES
 (See Chapter VIII - Rules 160, 164, 166 and 200)

RECEIPTS

Month.....

Date	Ref. to recorded measurements (For receipts only & to indents or order)	Source from which received	Site at which transaction occurred	Head of Account etc.	Items				
					Unit	6	7	8	9
1	2	3	4	5	6	7	8	9	and so on
TOTAL RECEIPTS									

ISSUES

Month.....

Date	Ref. to recorded measurements (For receipts only & to indents or order)	To whom issued (with name of work & of contractor to whom chargeable	Site at which transaction occurred	Head of Account etc.	Items				
					Unit	6	7	8	9
1	2	3	4	5	6	7	8	9	and so on
TOTAL ISSUES									

Balance carried forward to next month

GOVERNMENT OF RAJASTHAN
.....Department

Division.....

Sub-Division.....

BIN CARD
(Referred to in Para 4, 9, 10 and 37 of Appendix VI)

Bin Card No.....
Article.....
Unit.....

From.....(Date)
Code No.....
Issue Rate.....

Maximum Stock.....
Minimum Stock.....
Ordering Level.....

Signature of issuing Officer

Date	GRS/ Indent No.	Quantity		Balance	Initials of		Remarks	Date	GRS/ Indent No.	Quantity		Balance	Initials of		Remarks
		In	Out		Stores Keeper	Sectional Officer				In	Out		Stores Keeper	Sectional Officer	
1	2	3A	3B	4	5A	5B	6	1	2	3A	3B	4	5A	5B	6

Note : The Bin Cards are the basic quantity record of the stock transaction. The Divisional Officers are required to verify the balance shown on Bin Card periodically with those shown on priced stores ledger.

GOVERNMENT OF RAJASTHAN
Department

Division.....

Sub-Division.....

ABSTRACT OF STOCK RECEIPTS
 (See PWF&A Rules 166, 169, 180, 184, 200, 704, 727 and 730)

		Total separately for each sub-head		Rs.	P.			
		Amount separately for each article		Rs.	P.			
Source from which received (Quoting reference to No. of Cash Book, Voucher or adjustment book)	Authority	Value of material expended upon each item	Total	Name of articles (grouped by sub-heads)		Items		
				Quantities	Unit			
1	2	3	4	5	6	7	8	and so on
		TOTAL						

Grand Total*

Accountant

Divisional Officer

Storekeeper

.....
Note-1 : Red ink entries are shown in italics.

Note-2: See Adjustment order below the summary.

SUMMARY

Sub-Head	Total Value		Paid during the month		Balance (to be paid)	
	Rs.	P.	Rs.	P.	Rs.	P.
TOTAL VALUE OF RECEIPTS*			Rs.....			
Less items paid for during the month-			Rs.....			
Net debit to stock by credit to Stores/Services Advance -			Rs.....			

****Passed for Adjustment as under :**

Dr.	Work concerned (if the supply is indented for particular work)
	OR
Dr.	Major Head Rs. Suspense Stock (ii) Charges (if the stores have been intended for general use of the Division).
Cr.(minus debit)	Major Head Rs. Suspense Stock Stores/Services Advance (in case advance cheque has been sent to the supplying division).
	OR
Cr.	8658-Suspense - M.P.S.S. A/c (in case the material has been received on credit).

Divisional Accountant

Executive Engineer

* These totals should agree.

** Refer Appendix XII (Para-II) for correct accounts classification.

Form RPWA 9 (CS)

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

GOODS RECEIVED SHEET

(Referred to in PWF & A Rule 411 and para 4 and 22 of Appendix VI)

Section.....

Name of Supplier.....

S.No.	Date	Invoice/R.R.No.	Purchase/Supply order		Description of Materials	Stores Code No.	Quantity	Unit
			No.	Date				
1	2	3	4A	4B	5	6	7	8

Rate	Amount	Incidental Charges	Amount (including incidental charges)	Bin Card No.	Stores Ledger Folio No.	Reference to payment voucher or adjustment of debit		Remarks including result of test check by superior officer
						No.	Date	
9	10	11	12	13	14	15A	15B	16
Rs. P.	Rs. P.	Rs. P.	Rs. P.					

Dated signature & designation of the officer entering measurements

- N.B. -** (1) A separate G.R.S. should be prepared in respect of goods purchased from each supplier.
 (2) The articles falling under each sub-head of stock should be grouped together or entered on separate sheets.

GOVERNMENT OF RAJASTHAN
Department

Division.....

Sub-Division.....

Instructions for the guidance of Sub-Divisional and Divisional Officers

.....

Articles transferred from one Sub-Division to another may not always be received until the monthly register R.P.W.A. Form No. 8 has been closed. In such cases the Divisional Officer will accept the Issue and make the necessary entry in the receiver's return in red ink. If the receiver does not accept the transaction, the necessary adjustment will be made in the next return after communicating with the officer who showed the issue.

Division.....

Sub-Division.....

Month.....

ABSTRACT OF STOCK ISSUES

Compared with the Account of daily issues (Form RPWA 8) and with the Cash BOOK, Adjustment Book, Day Books, Contracts and Other Vouchers and found to be correct.

Accountant

GOVERNMENT OF RAJASTHAN
Department

Division.....

Sub-Division.....

ABSTRACT OF STOCK ISSUES
 (See PWF & A Rules 166, 169, 180, 184, 200, 704, 727 and 730)

On what account Issued	Total (separately for each article)			Rs.	P.				
	Amount (separately for each article)			Rs.	P.				
	Rate								
	Value of Materials expended upon each item	Handling and Incidental charges	Total Value	Name of articles (grouped by sub-heads)		Items			
				Quantities		Unit			
1	2	3	4	5		6	7	8	and so on
	Rs. P.	Rs. P.	Rs. P.						
	TOTAL								

Grand Total*

Dated initials of Divisional Accountant
Dated the.....

Sub-Divisional Officer

Red ink entries are shown in italics
 See Adjustment order below the summary

.....
**These totals should agree*

Public Works Financial & Accounts Rules Part-III

SUMMARY

Sub-Head	Total	Received Cash or By Adjustment	Balance
TOTAL			
Handling and incidental charges @.....%+			
Total	*	*	

** These figures should agree*

Divisional Accountant

Passed for Adjustment as under :

Dr. Major Head/Minor Head/Name of Work (affected)

Cr. Major Head.....Suspense Stock	
(i) Deduct Issues to works for which funds are provided within the same grant.
(ii) Deduct Issues to works for which funds are provided within the other grant.
(iii) Stock handling and other incidental charges
Total	* *

Divisional Officer

Form RPWA 10 (CS)

GOVERNMENT OF RAJASTHAN
.....Department

Division.....

Sub-Division.....

SUMMARY OF STOCK RECEIPTS
(Referred to in para 26 of Appendix VI)

Name of Sub-Head.....

Month.....

S. No.	Date	Goods Received Sheet No.	Value debitable to Stock	Remarks including reference to voucher in the case of items paid for during the month
1	2	3	4	5
			Rs. P.	

Divisional Accountant

- Note (1)** A separate summary should be prepared for each sub-head of stock and the value of all the sub-heads abstracted on another sheet in the following form :-
- Small Stores.....Rs.....
- Building Materials and so on.....Rs.....
- Total value of receipts.....Rs.....
- Less items paid for during the month.....Rs.....
- Net debits to 'stock' or 'work' by credits to Stores/Service Advance.....
- (See Appendix XII, Para II)
- (2)** The receipt and issue transactions of the entire Division should be abstracted in the summary of "Stock Receipts". These forms are to be posted daily in the Divisional office from the copies of the Goods Received Sheets and Indents. While abstracting the transactions recorded in Goods Received Sheets and Indents, adequate care should be strictly observed for the account classification.

GOVERNMENT OF RAJASTHAN
Department

Division.....

Sub-Division.....

HALF YEARLY BALANCE RETURN OF STOCK
(Referred to in PWF & A Rule 169, 184, 185 and 705)

Half Year ending on.....

Class	Item No.	Name of Article	Unit	Issue Rate	B/F	Receipts Months						Total receipts	Total (Col.6+Col. 13A)
						7	8	9	10	11	12		
1	2	3	4	5	6	7	8	9	10	11	12	13A	13B

Issues Months						Total Issues	Closing balance carrying forward	Value at Current Issue Rates	Value at Market Rates	Value at Future Issue Rates	Remarks By		
14	15	16	17	18	19						20	21	22

Certified that with the exceptions noted, the articles shown in this return have, during the year ending 31st March,..... been counted by me or by the persons named below :-

Assistant Engineer/Executive Engineer

GOVERNMENT OF RAJASTHAN
.....Department

Division.....

Sub-Division.....

SUMMARY OF INDENTS
(Referred to in Para 26 of Appendix VI)

Name of Sub-head.....

Month.....

S.No.	Date	Indent No.	Value creditable to Stock	Name of Division/work to which the amount is debitale
1	2	3	4	5
			Rs. P	

Certified that the total amount debitale to another Division has been agreed with the amount shown in the Division-wise Ledger of stores issued.

Divisional Accountant

Note : A separate summary should be prepared for each sub-head of stock and the value of all the sub-heads abstracted on another sheet in the following form :-

Abstract of Debits

Dr.

Rs. P.

- (i) Suspense - Miscellaneous Works Advances - Sale on Credits.....
- (ii) Major Head (Refer Appendix XII, Part II).....
- (iii) Minor Head 799 - Suspense, Stores/Services Rendered.....
- (iv) Work A.....
- (v) Work B.....
- etc.

Total

Cr.

Suspense - Stock

GOVERNMENT OF RAJASTHAN
Department

Division.....

Sub-Division.....

CONSOLIDATED HALF YEARLY ABSTRACT OF STOCK (VALUES ONLY)
 (See PWF & A Rules 185, 187 and 750)

Name of Sub-Division	Closing Balance (Value only)	Value at current issue rates	Value at market rates	Value at future issue rates	Profit or Loss (difference between col. 3 & 4)
1	2	3	4	5	6
Grand Total :					

Divisional Accountant

Divisional Officer

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

PRICED STORES LEDGER

(Referred to in PWF & A Rules 540 and 750 and para 26, 28, 31 and 37 of Appendix VI)

Article.....

Code No.....

Maximum.....

Unit.....

Minimum.....

Issue Rate.....from.....

Ordering Level.....

S.No.	Date	From whom received/To whom issued	GRS/Indent No.	Receipts				
				Quantity	Rate	Value	Incidentals	Total
1	2	3	4	5A	5B	5C	5D	5E

Issues		Balance		Reference to payment or adjustment of debit		Initials of Poster	Initials of the Divisional Accountant	Remarks (including reference to serial no. of item to which excess/short amount paid, if any, relates
Quantity	Value	Quantity	Value	Voucher/TEO No.	Date			
6A	6B	7A	7B	8A	8B	9	10	11

GOVERNMENT OF RAJASTHAN
Department

Division.....

Sub-Division.....

RATES REGISTER OF STORES
 (See PWF & A Rule 183 and 184)

Sub-head of Stock	Item No.	Code No.	Description of Article	Current issue rate	Market rate	Future issue rate	Signature of	
							Divisional Accountant	Divisional Officer
1	2	3	4	5	6	7	8A	8B

GOVERNMENT OF RAJASTHAN
.....Department

Division.....

Sub-Division.....

REGISTER OF GOODS RECEIVED SHEETS
(Referred to in Para 7 of Appendix - VI)

Date of Issue	Serial No. of Booklet	Name of Sub-Divisional Officer/ Subordinate to whom issued	Signature of the officer to whom issued	Date of receipt of used booklet containing office copies in the Division	Remarks
1	2	3	4	5	6

GOVERNMENT OF RAJASTHAN
.....Department

Division.....

Sub-Division.....

REGISTER OF BIN CARDS
(Referred to in Para 10 of Appendix - VI)

Date of Issue	Bin Card No.	Name of Article	Code No.	Name of Sub-Divisional Officer/Subordinate to whom issued	Signature of the Officer to whom issued	Date of Return	Remarks
1	2	3	4	5	6	7	8

GOVERNMENT OF RAJASTHAN
Department

Division.....

Sub-Division.....

ACCOUNT OF RECEIPTS OF TOOLS & PLANT/MACHINERY & EQUIPMENT
 (See PWF & A Rules 205, 208, 210, 220, 704, 719 and 740)

Month.....

Date	Source of receipt with Particulars	Name of articles with classifications								Reference to voucher No. and date or adjustment of value
		Items								
1	2	3	4	5	6	7	8	9	& so on	10

Divisional Accountant

Assistant Engineer

Divisional Officer

Form RPWA 13 (CS)

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

TOOLS AND PLANT RECEIVED SHEET
(Referred to in PWF & A Rule 740 and Para 4, 41 and 54 of Appendix-VI)

S.No.	Date	Invoice/R.R. No.	Purchase/Supply order or Indent		Source of Receipt	*Name of Article	Quantity	Unit
			No.	Date				
1	2	3	4A	4B	5	6	7	8

Rate	Amount	Incidental Charges	Amount (including incidental charges)	Tools and Plant Ledger Folio	Reference to payment voucher or adjustment of debit		+Remarks including result of test check by Superior Officers
					No.	Date	
9	10	11	12	13	14A	14B	15

Sub-Divisional Officer

* The articles to be entered in column 6 should be grouped by the prescribed Sub-head of classification.

+ The entries in respect of receipt back of articles lent or sent out should be distinguished from others by quoting reference to the original entries in the Tools and Plant Indent in Col.15.

GOVERNMENT OF RAJASTHAN
Department

Division.....

Sub-Division.....

ACCOUNT OF ISSUES OF TOOLS & PLANT/MACHINERY & EQUIPMENT
 (See Chapter VIII, Rules 206, 208, 210, 216, 218, 220, 704 and 740)

Month.....

Date	Reference to receipts or voucher accompanying	To whom issued with particulars	Name of articles with classification				Reference to recovery of value
			Items				
1	2	3	4	5	6	7	8

Divisional Accountant

Assistant Engineer

Divisional Officer

GOVERNMENT OF RAJASTHAN
.....Department

Division.....

Sub-Division.....

TOOLS & PLANT INDENT
(Referred to in PWF & A Rule 740 and Para 4, 41 and 54 of Appendix-VI)

No..... Tools and Plant Indent on..... Division/Sub-Division Date.....

S.No.	Name of Article	Quantity		Unit	Rate	Amount	Head of Account	Name of work/job with name of contractor from whom value is recoverable
		Indented	Issued					
1	2	3	4	5	6	7	8	9

Name of person to whom the articles are to be delivered and his signature	Signature of Indenting Officer	Issued on..... Signature of Supplying Officer and Designation	Received Dated signature of Receiving Officer	T&P Ledger Folio No.....		Remarks+
				Signature of Ledger Keeper	Signature of Divisional Accountant	
10	11	12	13	14A	14B	15

Name.....
Signature.....

Sub-Divisional Officer.....
Divisional Officer.....
Division.....

* The articles to be entered in column 2 should be grouped by the prescribed Sub-head of classification.
The entries in respect of receipt back of articles lent or sent out should be distinguished from others by a suitable remark in this column.

GOVERNMENT OF RAJASTHAN
Department

Division.....

Sub-Division.....

REGISTER OF TOOLS & PLANT/MACHINERY & EQUIPMENT
 (See PWF & A Rules 207, 208, 220, 705 and 750)

PART-I - ARTICLES IN HAND

Item No.	Name of Articles	Balance B/F	Receipts											Total receipts and balance	
			Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.		Sept.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Public Works Financial & Accounts Rules Part-III

Form RPWA 15 Contd.

Issues												Total Issues	Closing balance C/F	Remarks
Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.			
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

PART-II - ARTICLES TEMPORARILY LENT OR SENT OUT

Item No.	Name of contractor or other persons, with names of articles	Balance brought forward	Debits											Total receipts & balance	
			Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.		Sept.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Public Works Financial & Accounts Rules Part-III

Form RPWA 15 Contd.

Credits												Total Issues	Closing balance carried forward	Remarks
Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.			
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

PART-III - SHORTAGES AWAITING ADJUSTMENT

S.No.	Name of Person or Division	Name of Article	Number found short	Reference to Recovery or write off	Remarks including action taken for the clearance of shortages outstanding for more than 3 months
1	2	3	4	5	6

Physically counted by S.D.O.I. & found
Physical Balance.....Book Balance.....

Sub-Divisional Officer

Certificate

Certified (1) that Part I of this return is a complete account of all imperishable articles for which this account is required to be maintained under para 207 of the PWF&AR, (2) that with the exceptions noted the articles shown in Part I of this return have, during the Year ending September,.....been counted by me or Shri.....(.....Designation), (3) that I have satisfied myself that the closing balances of Part II, actually represent articles lent or sent out for repairs which could not for good reasons, be returned by the end of Sept.,....., and (4) that the shortage detailed in Part III are receiving attention and delays of more than three months in the clearances of individual items have been explained against there in the column of Remarks.

Date :

Divisional Officer

* Note : Inner Sheets may be used if the number of items is more.

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

TOOLS & PLANT LEDGER

(Referred to in Rule 750 and Para 43, 44, 53 and 54 of Appendix-VI)

PART-I - ARTICLES IN HAND

Name of Article.....

S. No.	Date	From whom received	T&P Received Sheet No. & Date	Permanent Transactions		Temporary* Transactions		Total Receipts (5A+6A)	Total Issues (5B+6B)	Balance	Reference to Vr. or to adjustment of value	Initials of Sub-Divisional Clerk	Remarks
		To whom issued	T&P Indent etc. No. & Date	Receipts	Issues	Receipts	Issues						
1	2	3	4	5A	5B	6A	6B	7	8	9	10	11	12

*Represents articles temporarily lent out for repairs.

PART-II - ARTICLES TEMPORARILY LENT OR SENT OUR FOR REPAIRS

S.No.	Name of person or Division	Name of Article	Issues		Receipts		Balance	Initials of Sub-Divisional Clerk	Remarks
			Date of issue	No. issued	Date of Receipt	No. received back			
1	2	3	4A	4B	5A	5B	6	7	8

PART-III - SHORTAGES AWAITING ADJUSTMENT

S.No.	Name of person or Division	Name of Article	Number found short	Reference to recovery or write off	Remarks including action taken for the clearance of shortages outstanding for more than 3 months
1	2	3	4	5	6

GOVERNMENT OF RAJASTHAN
Department

Division.....

Sub-Division.....
 Month.....19.....

STATEMENT OF RECEIPTS, ISSUES AND BALANCES OF ROAD METAL
 (Referred to in PWF & A Rule 222)

Road From.....to.....Length.....Kilometers

No. of Kilometers	Nature of metal	Opening Balance	Received during month		Total	Expended during month		Closing Balance	Actual checked by Measurements		Remarks*
			Source	Quantity		Source	Quantity		Date	Result	
1	2	3	4A	4B	5	6A	6B	7	8	9	10
Total											

*The action taken in respect of deficiencies should be indicated in this column.

GOVERNMENT OF RAJASTHAN
Department

Division.....

Sub-Division.....

ROAD METAL RATE BOOK
 (Referred to in PWF & A Rule 224)

Rate table showing the lowest rates at which metal can be supplied to the road-side throughout the division

Name of Road	No. of Kilometer	Quarry from which dug	Distance Carried Kilometer	Description of the various kinds of metal	Rate for carrying per Kilometer	Rate per 100 cubic meter				Remarks
						Digging and stacking at road-side	Carriage	Other miscellaneous charges such as Sorting Clearing etc.	Total	
1	2	3	4	5	6	7	8	9	10	11
					Rs. P.	Rs. P.	Rs. P	Rs. P	Rs. P	

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

SURVEY REPORT OF STORES

(See PWF & A Rules 147, 200, 220, 222, 230, 740, 742 and Para 37 & 54 of Appendix VI)

Report of Survey of Stores which have become unserviceable

Number of Quantity	Description of Articles	Value on the Books		Date of Receipt	Approximate Residual Value	Remarks by the Officer incharge explaining the cause of the articles becoming unserviceable	Remarks or orders of the Divisional Officer	Orders of the Superintending Engineer
		Rate	Amount					
1	2	3A	3B	4	5	6	7	8
		Rs. P	Rs. P					

No.....Dated the

**Submitted to the Superintending Engineer,
.....for orders with reference to Rule 147 of PWF&AR**

Divisional Officer

No.....Dated the

**Returned to the Divisional Officer for necessary
action as per orders noted above.**

Superintending Engineer

GOVERNMENT OF RAJASTHAN
.....Department

Division.....

Sub-Division.....

SALE ACCOUNT
(See PWF & A Rules 179, 215, 740, 742 and Para 21 & 50 of Appendix VI)

Authority for the sale.....

Name of articles	Quantity	Stock		Amount realised	Loss (if any)	To whom and when sold	Classification of receipts	Remarks and explanations of loss, if any, with report of steps taken towards necessary adjustment
		Rate	Book value					
1	2	3A	3B	4	5	6	7	8
		Rs. P	Rs. P	Rs. P.	Rs. P.			
TOTAL								

Deduct : Auctioneer's Commission at.....percent under Rule 148 of PWF&AR

Received Rs.....(Rupees.....) on account of commission in full

Dated.....

Auctioneer

Stamp

Net Proceeds

Vide Receipts No.....dated.....

Dated.....

.....
Divisional Accountant

.....
Divisional Officer

.....
Sub-Divisional Officer

राजस्थान सरकार
.....विभाग

.....खण्ड

.....उप-खण्ड

निविदा प्रपत्रों की बिक्री का रजिस्टर
(कार्यों/सामान या अन्य मदों के लिए)
(लो.नि.वि.ले. नियम 101)

प्राप्तियां			निर्गम							अधीक्षण अभियंता द्वारा परीक्षण जांच के परिणाम	विशेष विवरण
दिनांक	प्राप्ति का हवाला	प्राप्ति संख्या	दिनांक	किससे जारी किया गया	कार्य का नाम	जारी किये गये प्रपत्रों की संख्या	प्रपत्रों का शेष	वसूल की गई राशि	मंडल लेखाकार/अधिकाधीक्षक अभियंता के लघु हस्ताक्षर		
1	2	3	4	5	6	7	8	9	10	11	12

राजस्थान सरकार
.....विभाग

.....खण्ड

निविदायें खोलने का रजिस्टर
(नियम 332 एवं परिशिष्ट XI)

1. निविदायें खोलने की दिनांक
2. कार्य का नाम
3. बेचे गये निविदा प्रपत्रों की संख्या
4. प्राप्त किये गये निविदा प्रपत्रों की संख्या

क्रम संख्या	टेकेदार का नाम	दर	शर्तें, यदि कोई हो	टेकेदार के हस्ताक्षर	विशेष विवरण
1	2	3	4	5	6

निविदाओं पर अंतिम निर्णय.....
निर्णय का दिनांक.....

रद्द किया/
.....%अधिक/कम दर पर.....
.....के पक्ष में स्वीकृत किया गया

कमेटी के.....सदस्यों के.....दिनांक.....सहित.....हस्ताक्षर
1 2 3 4 5

मण्डल लेखाकार/
लेखाधिकारी के हस्ताक्षर

अभियंता के हस्ताक्षर

GOVERNMENT OF RAJASTHAN
Department

Division.....

Sub-Division.....

MUSTER ROLL
 (See PWF & A Rule 406)

Cash Book Voucher No.....dated.....

Name of Work.....

Month.....

Description	No.	Names grouped according to classes	Father's Name	Residence	DATES										Total	Rate	Amount as per		Signature of thumb impression of payees & dated initials and remarks of paying officer made at the time of payment
					1 to 21	22	23	24	25	26	27	28	29	30			BSR	Task Rate*	
					Daily Total														
				Initials of person making the daily attendance															
				Initials of Inspecting Officer															

*Only one alternative will be used, as the case may be. Outturn of task rate labour is to be shown in part-III

Passed for Rs.....(Rupees.....only)

Dated.....

Signature.....
 Designation.....

Rs.	P.
-----	----

Public Works Financial & Accounts Rules Part-III

Grand Total of this muster roll

Deduct : Payment not made, as per details transferred to register of unpaid wages

Add : Arrears of previous muster roll now paid off, as per details of unpaid wages

Total amount paid (in words) (Rupees.....only)

Balance Paid

Dated.....

Signature.....

Designation.....

PART - II - DETAIL OF THE MEASUREMENT OF THE WORK DONE BY THE LABOUR EMPLOYED AS PER THIS NOMINAL MUSTER ROLL IN CASES IN WHICH HIS WORK IS SUSCEPTIBLE OF MEASUREMENT

Description of work (Each distinct item of work, grouped by sanctioned sub-heads where necessary)	Quantity as per estimate	Quantity as per previous Muster Roll	Quantity as per this Muster Roll	Total Quantity done*	Balance#
1	2	3	4	5	6
					Rs. P.
1	2	3	4	5	6

Measurement taken on.....

Measurement Book No.....

Page.....

Dated.....

Signature.....

Designation.....

* If the work is not susceptible of measurement, a remark to this effect should be recorded but the nature of work done should be mentioned.

#If desired, rates may be struck where possible and shown in red ink just below the quantities in this column.

PART - III - DETAILS FOR TASK WORK

Name of item	Quantity as per sanctioned estimate	Quantity as per last M.R.	Quantity as per this M.R.	Total Quantity including this M.R.	Unit	Rate per unit	Amount of this M.R.	Total amount including this M.R.
1	2	3	4	5	6	7	8	9

Measurement Taken on.....

Measurement Book No.....

Assistant Engineer

Junior Engineer

Part-IV - Certificates

Certified that :-

1. The rate of the work done is within B.S.R. Reasons for higher rate (if any) are given below.
2. The work has been done as per specifications, drawings and designs.
3. The cost of labour employed on this Muster Roll is not recoverable from any contractor and if recoverable, the same has been debited to "Contractors Other Transactions".

Assistant Engineer

Junior Engineer

Form RPWA 21A

GOVERNMENT OF RAJASTHAN
Department

Division.....

Sub-Division.....

REGISTER OF MUSTER ROLL FORMS
 (See PWF & A Rules 406 and 407)

Date of Issue	Serial No. of Muster Roll (Outer Sheet)	No. of Inner Sheet	Name of Work	Division/Details of Issuing Officer	Signature or Reference to acknowledgement of Issuing Officer and his designation	Voucher No. and Date	Dated Initials of D.A./S.D.C.	Remarks (Date of return of unused forms and Nos. assigned on re-issue should be noted in this column)
1	2	3	4	5	6	7	8	9

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

CASUAL LABOUR ROLL[§]
(Referred to in PWF & A Rules 408 and 409)

\$ Sanction Letter No.....

Dated.....

Cash Book Voucher No.....Dated....., 19.....

Casual Labour employed on.....From.....to.....

Number employed	Class of labour	Period	Rate	Amount	Dated initials and remarks* of paying officer	Quantity of work done, with reference to recorded measurement, if any	Work to which chargeable
1	2	3	4	5	6	7	8
			Rs. P.	Rs. P.			
	Transcribed from my Note Book No., page						
	Total						
	Deduct Unpaid						
	Net Paid						

Total amount paid Rs..... (Rupees.....)

Dated the.....

(Signature)
 (Officer designation)

* Amount remaining unpaid should be specified with necessary details.

§ Casual labourer are employed only after prior permission of competent authority with the consent of Finance Department.

Instructions for the use and upkeep of Measurement Books

1. No measurements for the preparation of a bill should be accepted from an officer of lower standing than a Junior Overseer.
The special sanction of the Chief Engineer should be obtained whenever it is proposed to entrust to a member of the works establishment the use of the measurement book for recording measurements of works done or materials received and the preparation of bill for payment.
2. The index provided at the commencement of each book should be carefully kept up-to-date, and the inner title page in the measurement book showing the number of the book, name of officer, etc. must invariably be filled in, as well as the entries on the outside lable.
The Sub-Divisional Officer should record in an index the pages which contain measurements checked by him. So should the Executive Engineer and Accountant.
3. On the front page of each book should be recorded the names of the officers and subordinates who have used the same and the numbers of the pages between which their measurements are recorded that the measurement book was with Overseer A.B. When an officer is transferred, he should make over his measurement book to his successor and take a receipt from him noting the fact after the last entry in each book. The relieving officer should inscribe his name on each book below that of his predecessor, with a remark to the effect that the book was taken over on such and such a date and the pages were found on verification to be intact, a report of transfer of each book being also made to the Sub-Divisional Officer, to enable the latter to keep the register of measurement books correctly posted up-to-date.
4. When no work has been done on any item since the last measurement, the item should nevertheless, be shown in the measurement book, but only the total quantity or area of work done need be given, as well as a reference to the number and page of measurement book on which the details of the measurements appeared.
5. Entries should be recorded continuously and no line should be left blank in the measurement book. Unused lines should be crossed under the dated initials of the officer recording measurements.
6. No page must be left blank or torn out on any account whatever. Any pages left blank inadvertently should be cancelled by diagonal lines, attested and dated.
7. Final and check measurements must be made in the presence of the contractor or his legally appointed agent, who must certify as follows against the measurements concerned.
These measurements are accepted by me.

Contractor/Agent

8. When a contractor or agent is illiterate the certificate should be entered over his thumb impression before a witness. All measurements must bear the dated signature in ink of the official by whom they are taken under the words "measurements taken by me".
9. In the case of measurements for running bills it is not necessary to repeat the details of measurements of items not operated on since the former measurements were taken. The total of "Contents" of such items, should, however, be brought forward.
10. The index should be posted as measurements are recorded in the book.
11. At the end of each set of measurements there should be pay order by the Executive Engineer or the Assistant Engineer. This should be followed by a paid certificate and reference to the mode of payment whether by cheque or cash and in case of cheque the number and date thereof should be recorded against the abstract. Reference to the number and date of the cash book voucher should also be given.
12. At the time of payment, all the pages of measurements which relate to the bills or vouchers being paid should be crossed off.
13. The connection of each set of measurements with the voucher number in the cash book should be shown as soon as the payment is entered in the cash book.
14. For each large work, two separate measurement books should be in use to admit of one being sent to the Divisional Office, in support of contract certificates submitted for check or payment.
15. All measurement books must be returned to the Divisional Officer once a year for check by the Accountant or the Dealing Assistant. Such check should be not less than 10 per cent of the pages of each book, on which measurements have been recorded since the last check and should cover a complete set of measurements. Measurement books containing current measurements should be given priority and should in no case be retained in the Divisional Office for more than 10 days.
16. The check should be carried out, under the supervision of the Executive Engineer to see that :-
 - (i) no page has been torn out or is missing;
 - (ii) corrections have been properly made and initialed by the person who made them;
 - (iii) pencil entries are not inked over;
 - (iv) the contents or areas are invariably entered in ink;
 - (v) the number and date of each voucher in which the quantities have been entered for payment, and noted;
 - (vi) the entries for which payment has been made have been crossed off and no page has been left blank without recorded reason;

Public Works Financial & Accounts Rules Part-III

- (vii) each set of measurements is signed by the officer by whom they are made;
- (viii) the index is complete and the entries required on the outside lable and inner title page have been given;
- (ix) the contractor's signatures have been taken in token of his acceptance of the measurements in each case;
- (x) details of measurements have been recorded as far as possible;
- (xi) there is evidence that adequate check measurement has been made by the Assistant Engineer;
- (xii) when measurements have been cancelled the reasons for the cancellation have been recorded;

17. After check, the following certificate will be recorded in the measurement book by the Accountant and the Executive Engineer at the end of the entries checked by him :-
 "I have checked as prescribed in Appendix I of the PWD manual, the entries on pages.....of this book on.....(date)".
18. Any measurement book that is not completed will then be re-issued for further use. Defects and discrepancies noticed will be communicated to the Assistant Engineer in an audit note.
19. When a measurement book is completed, an order to record it, signed and dated by the Executive Engineer will be entered at the end of the book.
20. Form of Text Check by AEn/XEn/SE should be incorporated at the end of Measurement Book in the following form :-

Date of Test Check	Items and Pages of the Measurement of which checked	Value of work done	Value of work Test-Checked	Name of Officer recording measurement	Dated initials of Checking Officer
1	2	3	4	5	6

A sample of measurement Book Form RPWA 23 containing detailed measurements - Abstract of quantities, rates amount of tendered items, extra items, check measurements, certificates pass order, certificate of payment is given below :-

GOVERNMENT OF RAJASTHAN
Department

Division.....

Sub-Division.....

MEASUREMENT BOOK
 (Referred to in PWF & A Rules 411, 412, 449 and 455)

Particulars	Details of actual Measurement				Contents or Area
	No.	L.	B.	D.	
1	2	3	4	5	6

Note : Particulars should indicate details as per Rule 412.

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

**STANDARD MEASUREMENT BOOK
(Referred to in PWF & A Rules 414 and 415)**

Instructions of Standard Measurement Book

1. To be recorded when the Standard Measurement Book is received in the Division from the Forms Store.

Certified that the pages in this Measurement Book have been counted and found to beNo page has been torn out.

Office Superintendent

2. To be recorded when the Standard Measurement Book is issued.

Certified that the pages in this Measurement book have been counted and found to be.....No page has been torn out.

**Executive Engineer/Sub-Divisional Officer/
Executive Subordinate**

3. Certificate on Completion of the Standard Measurement Book.

Certified that this Standard Measurement Book No.....has been checked and it is found that :-

- (a) No page is torn out and missing and blank pages have not been left out uncanceled.
- (b) Corrections are properly made and initialed by a responsible officer.
- (c) Entries of Measurements (and abstracts thereof) have been recorded legibly in ink.
- (d) The number and date of each voucher in which the quantities are entered for payment are noted.
- (e) The entries are crossed off after Carrying Over the contents to abstracts.
- (f) In the case of cancelled measurements the reason for cancellation has been given and cancellation signed by the person who made the measurements and by the Sub-Divisional Officer.
- (g) The Index is complete.

- (h) Each set of measurements is signed by the officer by whom they were actually made.
- (i) Each set of measurements bears in addition to the signature of the officer or the subordinate who made measurement, the signature of clerk who checked the cancellations and signature of Sub-Divisional Officer who passed the measurements.
- (j) Measurements have been test checked by the superior officers of the department and entries made in the review notes.
- (k) The book contains.....machine numbered leaves.

Signature
Divisional Accountant
.....**Division**

Signature
Executive Engineer
.....**Division**

4. Certificates of yearly inspections (year.....)
Certified that this Standard Measurement Book has been inspected by me and that entries therein have not been tampered with and that all corrections due to additions and alterations in the buildings have been made and the latter are up to date and reliable record.

Signature
Divisional Accountant
.....**Division**

Signature
Executive Engineer
.....**Division**

5. Certificates of yearly inspections (year.....)
Certified that this Standard Measurement Book has been inspected by me and that entries therein have not been tampered with and that all corrections due to additions and alterations in the buildings have been made and the latter are up to date and reliable record.

Signature
Divisional Accountant
.....**Division**

Signature
Executive Engineer
.....**Division**

6. Certificates of yearly inspections (year.....)
Certified that this Standard Measurement Book has been inspected by me and that entries therein have not been tampered with and that all corrections due to additions and alterations in the buildings have been made and the latter are up to date and reliable record.

Signature
Divisional Accountant
.....**Division**

Signature
Executive Engineer
.....**Division**

GENERAL INSTRUCTIONS

- (1) The Standard Measurement Book should be numbered in an alphabetical series so that they may be readily distinguished, from those assigned to ordinary Measurement Book.
- (2) The Standard Measurement Books of buildings are maintained in order to facilitate the preparation of estimates for periodical repairs and preparing bills for such repairs done by contract or departmentally.
- (3) When a payment is based on Standard Measurement Book, reference to which should be recorded in the Measurement Book where payment is made, the Gazetted Officer or subordinate preparing the bill for payment should certify that the whole of the real works (or works since previous running bill, as the case may be) as per standard measurements has been done and that it has not previously been billed for in any shape.
- (4) The Standard Measurement Books should be considered as very important accounts records and maintained very carefully and accurately as they may have to be produced as evidence in court of law.
- (5) The entries of measurements (and abstract thereof) in the Standard Measurement Books should be recorded legibly in ink and certified as correct by a responsible officer.
- (6) The Divisional Officer should certify once a year that all the Standard Measurement Books of the division have been inspected by him, and that entries therein have not been tampered with and that all corrections due to additions and alterations in the buildings have been made in the books and the latter are reliable and upto date.
- (7) All the measurements should be recorded neatly and directly in Standard Measurement Book at site of work. The recording of measurement elsewhere and copying them in Standard Measurement Books is forbidden. The person recording the measurement will also record a dated certificate "Measured by me" and sign his full name. Measurements should be recorded by Executive Engineer/Assistant Engineer/or by an executive subordinate which should be checked cent per cent by Assistant Engineer and 10% by the Divisional Officer.
- (8) Each set of measurements should commence with entries strating :-
 - (a) Full name of building as given in the building register,
 - (b) Situation of building, and
 - (c) Date of measurement.
- (9) On transfer, an Officer or a subordinate should make over Standard Measurement Books issued to his successor and necessary movement should be shown in the Movement Register (i.e.) the Standard Measurement Books should be shown as received from the relieved officers and issued to the relieving officer. The transfer should also be recorded after the last entry in each book and signed and dated by the relieved and relieving officer or subordinate.

Particulars	Details				Contents or Area
	No.	L.	B.	D.	
1	2	3	4	5	6

GOVERNMENT OF RAJASTHAN
Department

Division.....

Sub-Division.....

FIRST & FINAL BILL
 (Referred to in PWF & A Rules 418, 419, 503 and 506)

(For Contractors and Suppliers. *- To be used when a single payment is made for a job or contract, i.e., only on its completion. A single form may be used for making payments to several contractors or suppliers, if they relate to the same work or to the same Head of Account in the case of suppliers, and are billed for at the same time.

Name of work (in the case of bills for work done).....

Cash Book Voucher No.....dated.....

Name of Contractor or Supplier and reference to Agreement	Items of work or supplies (grouped under "Sub-heads" and "Sub-works" of estimate)	Reference to recorded measurements and date			Dates of **		Quantity	Rate	Unit	Amount@
		Book No.	Page No.	Date	Written order to commence work	Actual completion of work				
1	2	3A	3B	3C	4	5	6	7	8	9
								Rs. P.		

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Total amount payable to the contractor or supplier		Payee's dated signature in token of (1) acceptance of bill and (2) acknowledgement of payment	Dated signature of witness+	Dated certificate of disbursement	
In figures	In Words			Mode of payment - cash or cheque (Number and date)	Paid by me++
10	11	12	13	14	15
Rs. P					

Dated.....19.....
 Pay Rs.....(Rupees.....) in cash and Rs.....
 by cheque.....

Signature
 Designation Officer preparing the Bill

Dated.....19.....

Signature
 Designation Officer authorising payment

- * In the case of payments to suppliers a red ink entry should be made across the page above the entries relating thereto, in one of the following forms, applicable to the case :- (1) "Stock", (2) "Purchases - For Stock", (3) "Purchases for direct issue to work.....", (4) "Purchases for the work..... for issue to contractor.....".
- ** Not required in the case of work done or supplies made under a piece-work agreement.
- @ In the case of works the accounts of which are kept by sub-heads, the amounts relating to all items of work falling under the same "sub-heads" should be totalled in red ink.
- + Payment should be attested by some known person when the payee's acknowledgement is given by a mark, seal or thumb impression.
- ++ The person actually making the payment should initial (and date) in this column against each payment.
 This signature is necessary only when the officer authorising payment is not the officer who prepares the bill.

For use in Divisional Office

Checked
 Clerk Divisional Accountant

For use in A.G.'s Office

Audited
 Auditor Superintendent

Reviewed

Gazetted Officer

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

PURCHASE ORDER AND PAYMENT REGISTER

(Referred to in PWF & A Rule 422)

S.No.	Purchase Order No.	Date	Name of Supplier	Code and Description of Stores	Quantity	Rate	Value of Order	Any point to be watched
1	2	3	4	5	6	7	8	9

Stipulated date of supply	Actual date of commencement of supply	Actual date of completion of supply	Note of Payment			Initials of		Remarks
			Vr. No.	Date	Amount	D.A./Acctt.	X.En/A.O.	
10	11	12	13A	13B	14	15	16	17

GOVERNMENT OF RAJASTHAN
.....Department

Division.....

Sub-Division.....

RUNNING ACCOUNT BILL
(Referred to in PWF & A Rules 418, 421, 506 and 507)

(Final payments must invariably be made on forms printed on yellow paper which should not be used for intermediate payments).

[For Contractors - This form provides for (1) Advance Payments and (2) Payments for measured works. The form of Account Secured advances, which has been printed separately, should be attached, where necessary].

Cash Book Voucher No....., dated.....

Name of Contractor.....

Name of Work with situation.....

Serial No. of this bill.....

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

Reference to Agreement No.....

Date of written order to commence work.....

Date of actual completion of work.....

I. ACCOUNT OF WORK EXECUTED

Items of work (grouped under "sub-heads" of estimate)	Unit	Rate	Quantity executed as per Measurement Book		Payments on the basis of actual measurements		Remarks
			Up-to-date	Since previous bill	Up-to-date	Since previous bill	
1	2	3	4	5	6	7	8
		Rs. P.			Rs. P.	Rs. P.	
Total value of work done to date (A)							
Deduct value of work shown on previous bill							
Net value of work since previous bill (F)							
Figure (F) (in words) Rupees.....							

N.B. - When there are two or more entries in column 6 relating to each sub-head of estimate they should, in the case of works the accounts of which are kept by sub-heads, be totalled and the total recorded in column 7 for posting the Works Abstract.

II. CERTIFICATE AND SIGNATURES

1. The measurements on which are based the entries in columns 1 to 6 of Account I, were made by.....on....., and are recorded at page..... of Measurement Book No.....
2. *Certified that in addition to and quite apart from the quantities of work actually executed, as shown in column 4 of Account I, some work has actually been done in connection with several items and the value of such work (after deduction therefrom the proportionate amount of secured advances, if any, ultimately recoverable on account of the quantities of materials used therein) is in no case, less than the advance payments as per item 2 of the Memorandum, if payments made or proposed to be made, for the convenience of the contractor, in anticipation of and subject to the result of detailed measurements, which will be made as soon as possible.

Dated signature of officer preparing the bill
Designation

+Dated signature of officer authorising payment
Designation

Dated signature of contractor

- * System of Advance Payment for work done but not yet measured has been abolished. If and when, permitted by the Government, this certificate must be signed by the Sub-divisional or Divisional Officer.
- + This signature is necessary only when the officer who prepares the bill is not the officer who authorises the payment. In such a case, the two signature are essential.

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III. MEMORANDUM OF PAYMENTS

1. Total value of work actually measured, as per Account I, Col., 5, Entry.....(A)		Rs.	P.	
2. Total "up-to-date advance payments for work not yet measured as per details given below :-		Rs. P.		
(a) Total as per previous bill.....(B)				
(b) Since previous bill.....as per page.....of M.B. No.....(D)				
3. Total "up-to-date" secured advances on security of materials as per Annexure (Form 26-A) Col. 8				
Entry (C).....(C)				
4. Total (Items 1+2+3)				
5. Deduct : Amount withheld				
Rs.	P.	Rs. P.		5
(a) From previous bill as per last Running Account Bill				
(b) From this bill.....				
6. Balance i.e. "up-to-date" payments (Item 4-5)				
7. Total amount of payments already made as per Entry (K), of last Running Account Bill				(K)
No.....of.....forwarded with account for.....19.....				
8. Payments now to be made, as detailed below :				
(a) By recovery of amounts creditable to this work.....(a)				
(b) By recovery of amount creditable to other works or heads of account.....(b)				
(c) By cheque.....(c)				
Total 5(b) + 8(a).....(G)				8
Total 8 (b) + (c).....(H)				

Pay Rs.++.....Rupees.....Rupees.....
+(by cheque)

Dated initials of Disbursing Officer

Received Rs. +++.....Rupees.....as per above memorandum, on account of this work.

Dated the.....19.....

STAMP

**Witness.....

Signature of Contractor

Paid by me, vide cheque * No.....dated.....19.....

Dated initials of person actually making the payment

- * This figure should be tested to see that it agrees with the total of items 7 and 8
- + If the net amount to be paid is less than Rs. 10 and it cannot be included in a cheque the payment should be made in cash, this entry being altered suitably and the alteration attested by initials.
- ++ Here specify the net amount payable, vide item 8(c)
- +++ The payee's acknowledgement should be for the gross amount paid as per item 8 (i.e. a+b+c).
- ** Payment should be attested by some known person when the payee's acknowledgement is given by a mark, seal or thumb impression.

IV. REMARKS

(This space is reserved for any remarks which the Disbursing Officer or the Divisional Officer may wish to record in respect of the execution of the work, check of measurements or the state of contractor's amount).

FOR USE IN DIVISIONAL OFFICE

Checked

Clerk

Divisional Account

FOR USE IN ACCOUNTANT GENERAL'S OFFICE

Audited

Reviewed

Auditor

Gazetted Officer

Superintendent

N.B. - This form is used for all running and final payment to contractors and suppliers (other than those relating to lumpsum contracts for which form No. 27-A and 27-B are separately prescribed including) cases where advance payments are proposed to be made or already outstanding in respect of same work against the contractor.

GOVERNMENT OF RAJASTHAN
.....DEPARTMENT

ACCOUNT OF SECURED ADVANCE
(Referred to in PWF & A Rules 421, 432 and 506)
(To be annexed to form 26 where necessary)

Division.....
 Sub-Division.....
 Name of Contractor.....
 Name of work.....
 S.No. of the Bill to which the Account pertains.....
 Reference to Agreement.....
 Cash Book Voucher No.....dated.....

Account of secured advances allowed on the security of materials brought to site

Quantity outstanding from previous bill	Deduct-Quantity utilised in work measured since previous bill	*Quantity outstanding including quantity brought to site since previous bill	Full rate as assessed by the Divisional Officer	Description of Materials	Unit	Reduced rate at which advance is made	**Up-to-date amount of advance	Reference of Divisional Officer's written orders authorising the Advance	Reason for non-clearance of Advance when outstanding for more than 3 months
1	2	3	4	5	6	7	8	9	10

* Total amount outstanding as per this account.....(C).....
 Deduct : amount outstanding as per entry (C) of Annexure to the previous bill.....
 Net amount since previous bill (in words) Rupees.....(E)

...contd...

Public Works Financial & Accounts Rules Part-III

* Entries relating to each description of materials should be posted thus in column 3. First enter difference between quantities in column 1 and 2 then show below this entry, the quantities, if any brought to site against which a further advance has been authorised, this entry being prefixed by the plus sign. Finally, strike the total of the two entries, which will represent the total quantity outstanding.

** Entries in column 8 show the money values of the total quantities outstanding as per column 3.

Certified (1) that the plus quantities of materials shown in column 3 of the Account above have actually been brought by the Contractor to the site of the work and the Contractor has not previously received any advance on their security, (2) that these materials are of an imperishable nature and are all required by the Contractor for use on the work in connection with items for which rates for finished work have been agreed upon, and (3) that a formal agreement in Form 31 signed and executed by the Contractor in accordance with Rule 435 (a) PWF&AR is recorded in the Divisional Office.

+ Dated signature of Officer preparing the bill
Designation.....

++Dated signature of Officer authorising payment
Designation.....

+ Certificates must be signed by the Sub-Divisional or Divisional Officer.

++ This Signature is necessary only when officer who prepares the bill is not the officer who authorises the payment. In such a case, the two signatures are essential.

GOVERNMENT OF RAJASTHAN
DEPARTMENT

Division.....

.....Sub-Division

STATEMENT OF PAYMENTS & RECOVERIES TO BE ATTACHED WITH THE AGREEMENT OF WORKS
(Referred to in PWF & A Rule 425)

S.No. of Bill	Gross amount of Bill	Progressive total of amount of Bill	Recoveries							Net amount of payment	C.B.Vr. No. Date	Dated initials of		
			Materials/ T & P	Quantity Hours	Amount	Income Tax deduction	Security Deposit	Other recoveries	Total recoveries			S.D.C./ Acctt.	A.E./ XEN	Remarks
1	2	3	4A	4B	4C	4D	4E	4F	4G	5	6	7	8	9

GOVERNMENT OF RAJASTHAN
.....DEPARTMENT

Division.....

.....Sub-Division

RUNNING ACCOUNT BILL
(Referred to in PWF & A Rules 421, 516, 517, 522, 525 and 526)

(To be used for "intermediate payments" to contractors on lump-sum contracts)

Cash Book Voucher No.....
 Name of Contractor.....
 Name of Work.....
 Serial No. of the Bill.....
 No. and date of his previous bill for this work.....
 Reference to agreement.....
 Date of written order to commence work.....

Date.....

I. ACCOUNT OF WORK

1. Approximate value of work done up to date excluding the measured up additions and alterations.
2. Value of measured up additions and alterations
3. *Deduct* :Amount to be withheld
4. Balance i.e., "up-to-date" intermediate payments (Items 1+2+3) (K)
5. *Deduct* : Intermediate payment already made as per entry "K" of the last Running Account Bill
6. Intermediate payment now to be made (Items 4-5) (D)
7. Amount of "Secured" Advances as per entry "E" of Account II
8. Total payments now to be made as detailed below*-
 - (a) By recovery of amount creditable to this work (G)
 - (b) By recovery of amounts creditable to other works or heads of account.....(H)
 - (c) By Cheque (Rupees)

		Rs.	P.

- *The total figures against item 8 should be tested to see that it agrees with the total of items 6 and 7.*

II. ACCOUNT OF "SECURED" ADVANCE ALLOWED ON THE SECURITY OF MATERIALS BROUGHT TO SITE

Quantity outstanding from previous bill	*Deduct quantity utilised in work measured since previous bill	Quantity outstanding (including quantity brought to site since previous bill)	Full rate, as assessed by the Divisional Officer	Description of materials
1	2	3	4	5

Unit	Reduced rate on which advance is made	+Up-to-date amount of advance	Reference to Divisional Officer's written order authorising the advance	Reasons for non-clearance of advance when outstanding more than three months
6	7	8	9	10
		Rs. P.		

Total amount outstanding as per this account (C)

Deduct: Amount outstanding as per entry (C) of previous bill

Net amount since previous bill (in words) Rupees..... (E)

* Entries relating to each description of materials should be posted thus in Column 3. First enter the difference between the quantities in Columns 1 and 2, then show below this entry, the quantities, if any, brought to site against which a further advance has been authorised, this entry being prefixed by the plus sign. Finally, strike the total of the two entries which will represent the total quantities outstanding.

+ Entries in Column 8 show the money values of the total quantities outstanding as in Column 3.

III. CERTIFICATES AND SIGNATURES

1. I have satisfied myself by *.....that the value of work done up to date excluding the measured up additions and alterations is not less than Rs.....conformably with the Contractor's agreement and that with the exception of authorised additions and alterations, the work has been done according to the prescribed drawing and specification.
2. The detailed measurements of authorised additions and alterations up to date were made by.....on.....and are recorded at page..... of Measurement Book No.....
3. Certified that the *plus* quantities of materials shown in column 3 of Account II above have actually been brought by the contractor to the site of the work and the contractor has not previously received any advance on their security, (2) that those materials are of imperishable nature and are all required for use on the work for which a lump sum for finished work has been agreed upon and (3) that a formal agreement signed and executed by the contractor in accordance with Rule 434 (a) of PWF&AR is recorded in the Divisional Office.

Signature of Contractor

Dated signature of officer
preparing the bill with
Designation.....

Pay + Rs.....(Rupees.....only)

Dated signature of officer
authorising the payment with
Designation.....

IV. ACQUITTANCE

**Received Rs.....(Rupees.....only) as an intermediate payment in connection with the contract referred to above.



Signature of Witness#

Full Signature of Contractor

Cash

Paid by me by.....

Cheque No.....dated.....

Dated initials of the person actually making the payment with Designation

- * *Here specify the method employed for estimating the value of work.*
- + *Here specify the net amount payable, vide Item 8 (C) of Account (I).*
- ** *The payee's acknowledgment should be for the gross amount paid as per item 8 (a+b+c) of Account 1.*
- # *Payment should be attested by some known person when the payee's acknowledgment is given by mark, seal or thumb impression.*

V. REMARKS

(This space is reserved for any remark which the Disbursing Officer or the Divisional Officer may wish to record in respect of the execution of the work, check of measurements or the state of contractor's account).

For use in Divisional Office

Checked

Clerk

Audited

Auditor

For use in A.G.'s Office

Superintendent

Divisional Accountant

Reviewed

Gazetted Officer

GOVERNMENT OF RAJASTHAN

.....Department
(to be printed in yellow paper only)

Division.....

Sub-Division.....

FINAL BILL

(Referred to in PWF & A Rules 421, 516, 518, 523, 525 and 526)

(To be used for "final payments" to contractors on lump sum contracts)

Cash Book Voucher No.....Dated.....

Name of Contractor.....

Name of work.....

Serial No. of this Bill.....

No. and date of his previous Bill for this work.....

Reference to Agreement.....

Date of Written order to commence work.....

Date of actual completion of work.....

I. ACCOUNT OF WORK EXECUTED

Sub-work, sub-head or item of work	Rate (Lump sum for each)	Unit	Up to date		Remarks
			Quantity	Amount	
1	2	3	4	5	6
	Rs. P.			Rs. P.	

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Total carried over

Sub-work, sub-head or item of work	Rate (Lump sum for each)	Unit	Up to date		Remarks
			Quantity	Amount	
1	2	3	4	5	6
	Rs. P.			Rs. P.	

Total Brought forward

Additional work

Total

Deduct omissions

Total Value of works

done to date. F

.....

II. CERTIFICATES AND SIGNATURE

1. I certify that the work has been completed in accordance with the prescribed drawings and specification and after taking into account all the authorised additions and alterations the value of work done up to date conformably with the terms of the contractor's agreement is Rs.....

2. The detailed measurements of the authorized additions and alterations mentioned above were made by.....on.....and are recorded at page.....of Measurement Book No.....and I am satisfied that they are correct.

Signature of Contractor

Dated signature of certifying Engineer*

|

| Designation

* This certificate must be signed by the Executive Engineer or any officer empowered by the local Administration to sign it.

III. MEMORANDUM OF PAYMENTS

1.	Total value of work done up to date as per 'F' of Account I of this Bill		Rs.....
2.	Deduct :-		
	(i) Upto date intermediate payment already made as per entry 'K' of Account I of last Bill No.....dated.....	D	Rs.....
	(ii) Total Secured Advances outstanding as per entry 'C' of Account II last Bill No.....dated.....	E	Rs.....
3.	Payments now to be made :-		
	(a) By recovery of amounts creditable to this work	G	Rs.....
	(b) By recovery of amounts creditable to other works or heads of account.....	H	Rs.....
	(c) By cheque.....		Rs.....

Pay Rs. *.....(Rupees.....)

Dated signature of officer authorising payment

Designation

* Here specify the net amount payable, *vide* item 3 (c) of Account III.

IV. ACQUITTANCE

**Received Rs.....(Rupees.....only) as above in full settlement of all demands on account of the contract.

Amount



Witness+

Full Signature of Contractor

Paid by me by..... Cash dated.....
Cheque No.....

Dated initials of the person actually
making payment with Designation

-
- * *The payee's acknowledgment should be for the gross amount as per item 3 (a+b+c) of Account III.*
 - + *Payment should be attested by some known person when the payee's acknowledgment is given by mark, seal or thumb impression.*
-

V. REMARKS

(This space is reserved for any remark which the Disbursing Officer or the Divisional Officer may wish to record in respect of the execution of the work, check of measurements or the state of contractor's account).

For use in Divisional Office

Checked

Clerk

Audited

Auditor

For use in A.G.'s Office

Superintendent

Divisional Accountant

Reviewed

Gazetted Officer

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

HAND RECEIPT
(Referred to in PWF & A Rules 418, 424, 436 and 438)

(To be used as a simple form of voucher for all miscellaneous payments and advances for which none of the special forms 24 and 26 are suitable.)

Cash Book Voucher No.....dated.....

Cheque*

(1) Pay by Rupees.....to.....

Cash*

(2) Paid by me+

Received from the sub-Divisional Officer in-charge on account of sum of Rs.....(Rupees.....)

(Name of work++or purpose for which payment is made) -

(Amount in Vernacular)



Witness@

Signature of Payee

-
- * The officer authorising payment should initial and date the pay order after scoring out the word, 'cheque' or 'cash' as the case may be.
 - + The person actually making the payment should initial and date payment certificate.
 - ++ In the case of works the accounts of which are kept by sub-head the amount chargeable to each sub-head should be specified by the disbursing officer.
 - @ Payment should be attested by some known person when the payee's acknowledgements is given by a mark, seal or thumb impression.
-

For use in Divisional Office

Checked

Clerk

Audited

Auditor

For use in A.G.'s Office

Superintendent

Divisional Accountant

Reviewed

Gazetted Officer

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

REGISTER OF UNPAID WAGES
(Referred to in PWF & A Rule 406 and 438)

Name of Work.....

S. No.	Muster Roll No.	Name of Labour	Father's Name	Period to which amount relates	Amount due		Amount paid		Initials of S.D.O.	Cash Voucher No. & Date	Remarks
					6	7	8	9			
1	2	3	4	5	Rs.	P.	Rs.	P.	8	9	10

Note-1 : The name of work should be mentioned at the top before recording the entries relating to that work.

Note-2: This form will be brought in use where specific sanction of Competent Authority to engage labour on muster roll has been obtained.

राजस्थान सरकार
.....विभाग

.....खण्ड

.....उप-खण्ड

निविदाएं आमंत्रित किए बिना या जब कोई निविदाएं प्राप्त नहीं हुई हो, दिये गये कार्यों का रजिस्टर
(लोक निर्माण वित्तीय एवं लेखा नियम 325)

क्र. सं.	अनुबंध संख्या	कार्य का नाम	ठेकेदार/ सप्लायर का नाम	संविदा की राशि	संविदा का स्वरूप/प्रतिशत दर/मद दर एकमुश्त राशि	प्रतिशत दर निविदाओं के मामले में % अधिक/कम	प्राधिकारी तथा अनुमोदन का संदर्भ	ठेकेदार को अनुमोदन की सूचना (ठेकेदार को आदेश जारी करने) का संदर्भ	कार्य के लिए मांगी गई निविदाओं का विस्तृत विवरण		निविदाएं आमंत्रित किये बिना कार्य दिये जाने के कारण/औचित्य देते हुए एवं आवश्यकता को स्पष्ट करते हुए	विशेष विवरण
									दिनांक	प्राप्त निविदाओं की संख्या		
1	2	3	4	5	6	7	8	9	10(क)	10(ख)	11	12

राजस्थान सरकार

.....विभाग

.....खण्ड

.....उप-खण्ड

न्यूनतम दर वाली निविदा को छोड़कर स्वीकृत अन्य निविदाओं का रजिस्टर
(लोक निर्माण वित्तीय एवं लेखा नियम 336)

क्र. सं.	कार्य का नाम	न्यूनतम दर वाली निविदा का नाम	न्यूनतम दर निविदा की राशि एवं प्रतिशत	निविदा स्वीकृति का संदर्भ (प्राधिकारी का नाम देते हुए)	संविदा का नाम (जिसकी निविदा स्वीकार की गई)	स्वीकृत निविदा की राशि का प्रतिशत	न्यूनतम दर वाली निविदा एवं स्वीकृत निविदा की राशि के बीच का अन्तर	न्यूनतम निविदा स्वीकार न करने के कारण	विशेष विवरण
1	2	3 (क)	3 (ख)	4	5 (क)	5 (ख)	6	7	8

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

**INDENTURE FOR SECURED ADVANCES
(Referred to in PWF & A Rules 432 and 435)**

(For use in cases in which the contract is for finished work and the contractor has entered into an agreement for the execution of a certain specified quantity of work in a given time).

This INDENTURE made this.....day of.....19..... BETWEEN.....(hereinafter called the Contractor, which expression shall, where the context so admits or implies, be deemed to include his executors, administrators and assigns) of the one part and THE GOVERNOR of the State of Rajasthan (hereinafter called the Governor which expression shall, where the context so admits or implies, be deemed to include his successors in office and assigns) of the other part.

WHEREAS by an agreement dated.....(hereinafter called the said agreement), the Contractor has agreed.

AND WHEREAS, the Contractor has applied to the Governor that he may be allowed advances on the security of materials absolutely belonging to him and brought by him to the site of the works, the subject of the said agreement, for use in the construction of such of the works as he has undertaken to execute at rates fixed for the finished work (inclusive of the cost of materials and labour and other charges) AND WHEREAS the Governor has agreed to advance to the Contractor the sum of Rs.....(Rupees.....) on the security of materials, the quantities and other particulars, of which are detailed in Accounts of Secured advances attached to the Running Account Bill for the said works, signed by the Contractor on.....and the Governor has reserved to himself the option of making any further advance or advances on the security of other materials brought by the Contractor to the site of the said works. Now THIS INDENTURE WITNESSETH that in pursuance of the said agreement and in consideration of the sum of Rupees..... on or before the execution of these presents paid to the Contractor by the Governor (the receipt whereof the Contractor doth hereby acknowledge) and of such further advances (if any), as may be made to him as aforesaid, the Contractor doth hereby covenant and agree with the Governor and declare as follows :-

- (1) That the said sum of Rupees.....advanced by the Governor to the Contractor as aforesaid and all or any further sum or sums advanced as aforesaid shall be employed by the Contractor in or towards expediting the execution of the said works and for no other purpose whatsoever.
- (2) That the materials detailed in the said Account of Secured Advance which have been offered to and accepted by the Governor as security are absolutely the Contractor's own property and free from encumbrances of any kind and the Contractor will not make any application for or receive a further advance on the security of materials which are not absolutely his own property and free from encumbrances of any kind and the Contractor indemnifies the Governor against all claims to any materials in respect of which an advance has been made to them as aforesaid.

- (3) That the materials detailed in the said Account of Secured advances and all other materials on the security of which any further advance or advances may hereafter be made as aforesaid (hereinafter called the said materials) shall be used by the Contractor solely in the execution of the said works in accordance with the directions of the Divisional Officer..... Division (hereinafter called the Divisional Officer) and in the terms of the said agreement.
- (4) That the Contractor shall make, at his own cost, all necessary and adequate arrangements for the proper watch, safe custody and protection against all risks of the said materials and that until used in construction as aforesaid the said materials shall remain at the site of the said works in the Contractor's custody and on his own responsibility and shall at all times be open to inspection by the Divisional Officer or any officer authorised by him. In the event of the said materials or any part thereof being stolen, destroyed or damaged or becoming deteriorated in a greater degree than is due to reasonable use and wear thereof the Contractor will forthwith replace the same with other materials of like quality or repair and make good the same as required by the Divisional Officer.
- (5) That the said materials shall not, on any account, be removed from the site of the said works except with the written permission of the Divisional Officer or an officer authorised by him on that behalf.
- (6) That the advances shall be repayable in full when or before the Contractor receives payment from the Governor of the price payable to him for the said works under the terms and provisions of the said agreement. Provided that if any intermediate payments are made to the Contractor on account of work done than on the occasion of each such payment, the Governor will be at liberty to make a recovery from the Contractor's bill for such payment by deducting therefrom the value of the said materials then actually used in the construction and in respect of which recovery has not been made previously, the value for this purpose being determined in respect of each description of materials at the rates at which the amounts of the advances made under these presents were calculated.
- (7) That if the Contractor shall at any time make any default in the performance or observance in any respect of any of the terms and provisions of the said agreement or of these presents, the total amount of the advance or advances that may still be owing to the Governor shall immediately, on the happening of such default, be repayable by the Contractor to the Governor together with interest thereon at twelve percent per annum from the date or respective dates of such advance or advances to the date of repayment and with all costs, charges, damages and expenses incurred by the Governor in or for the recovery thereof or the enforcement of this security or otherwise by reason of the default of the Contractor and the Contractor hereby covenants and agrees with the Governor to repay and pay the same respectively to him accordingly.
- (8) That the Contractor hereby charges all the said materials with the re-payment to the Governor of the said sum of Rupees.....and any further sum or sums advanced as aforesaid and all costs, charges, damages and expenses payable under these presents PROVIDED ALWAYS and it is hereby agreed and declared that notwithstanding anything in the said agreement and without prejudice to the powers contained therein, if and whenever the covenant for payment and repayment hereinbefore contained shall become enforceable and the money owing shall not be paid in accordance therewith the Governor may at any time thereafter, adopt all or any of following courses as he may deem best :-
 - (a) Seize and utilise the said materials or any part thereof in the completion of the said works on behalf of the Contractor in accordance with the provisions in that behalf contained in the said agreement debiting the Contractor with the actual cost of effecting such completion and the

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amount due in respect of advances under these presents and crediting the Contractor with the value of work done as if he had carried it out in accordance with the said agreement and at the rates thereby provided. If the balance is against the Contractor he is to pay same to the Governor on demand.

- (b) Remove and sell by public auction the seized materials or any part thereof and out of the moneys arising from the sale retain all the sums aforesaid repayable or payable to the Governor under these presents and pay over the surplus (if any) to the Contractor.
 - (c) Deduct all or any part of the moneys owing out of the security deposit or any sum due to the Contractor under the said agreement.
- (9) That except in the event of such default on the part of the Contractor as aforesaid interest on the said advance shall not be payable.
- (10) That in the event of any conflict between the provisions of these presents and the said agreement the provisions of these presents shall prevail and in the event of any dispute or difference arising over the construction or effect of these presents the settlement of which has not been hereinbefore expressly provided for the same shall be referred to the Superintending Engineer.....Circle whose decision shall be final and the provision of the clause 23 of Appendix XI shall apply to any such reference.

In witness whereof the said.....and.....by the order and under the direction of the Governor have hereunto set their respective hands the day and year first above written.

Signed, sealed and delivered by.....the said Contractor in the present of

Signature.....

Witness

Name.....

Address.....

Signed by.....

by the order and direction of the Governor in the presence of

Signature.....

Witness

Name.....

Address.....

GOVERNMENT OF RAJASTHAN
.....Department

Division.....

Sub-Division.....

PETTY WORKS REQUISITION AND ACCOUNT
(Referred to in PWF & A Rule 297, 373, 464, 489 and 704)

(To be used for works and repairs not likely to cost more than Rs. 5000)

Requisition on the Divisional Officer.....Division for.....

PART I - REQUISITION

The undersigned wishes to have the following petty works carried out with as little delay as possible :-

Work to be indicated :-

Dated the

(Signature and designation of the Officer by
whom requisition is made)

PART II - REPORT OF P.W. SUBORDINATE AND ESTIMATED COST

(REPORT)

Rough estimate of probable cost

Description of work	Quantity	Rate	Unit	Amount	Amount recoverable, if any	Remarks
		Rs. P.		Rs. P.	Rs. P.	

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Carried Over						
---------------------	--	--	--	--	--	--

Form RPWA 32 Contd.

Description of work	Quantity	Rate	Unit	Amount	Amount recoverable, if any	Remarks
Brought Over		Rs. P.		Rs. P.	Rs. P.	
Total						

Sanctioned

No.

Accepted-

(Signature of Junior Engineer-incharge)

Designation

Date

Divisional Officer

Date

(Signature & Designation of competent Officer)

Date

PART III - COMPLETION CERTIFICATE

Brief particulars	Cash Book Voucher' or transfer entry book item No.	Final Charges	Suspense Account	Total Cost	Total of the month	Upto date total	Initials of S.D.O.	Initials of Divisional Accountant
			(To be operated when necessary)					
				Rs. P.				
Grand Total								

The work was completed on.....

Checked and found
Correct

Remarks of Divisional
Officer for passing excess

Signature of Sub-Divisional Officer

Divisional Accountant

Divisional Officer

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

WORKS ABSTRACT - A
(Referred to in PWF & A Rules 464, 477, 479, 483 and 489)

Name of work:

Detail of up-to-date Progress*

Source from which progress is taken (quoting page and Book No. of Measurement Book)	Reference to last Running Account Bill or other Voucher		Sub-Heads (As given in Sanctioned Estimate)					
	No.	Date	Pucca Masonry (1)	Arch Masonry (2)	Doors and Windows (3)	and so	on	
Total								

Note : *Only quantities which have been actually measured and paid for on bills for on bills included in the accounts should be taken into this statement.

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Form RPWA 33 Contd.

(To be used when out-lay is recorded by Sub-heads)

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

WORKS ABSTRACT - A

(Referred to in PWF & A Rules 464, 477, 479, 483 and 489)

Name of work:

Authority.....

From What Source Posted	Cash Book Voucher or transfer Entry Book item No.	Sub-Heads (a)							Suspense Accounts						
		(1)	(2)	(3)	(4)	(5)			Materials		Contractors			Total Cost #	
Brief Particulars											Advance Payments *	Secured Advances +	Other transactions ++	Labourers \$	
Estimate No.		Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.
Expenditure to end of.....															
Month's transactions		--	--	--	--	--	--	--	--	--	--	--	--	--	--
		--	--	--	--	--	--	--	--	--	--	--	--	--	--
		--	--	--	--	--	--	--	--	--	--	--	--	--	--
		--	--	--	--	--	--	--	--	--	--	--	--	--	--
		--	--	--	--	--	--	--	--	--	--	--	--	--	--
		--	--	--	--	--	--	--	--	--	--	--	--	--	--
		--	--	--	--	--	--	--	--	--	--	--	--	--	--
		--	--	--	--	--	--	--	--	--	--	--	--	--	--
Stock															
Total of Month		--	--	--	--	--	--	--	--	--	--	--	--	--	--
Total of end of Month		--	--	--	--	--	--	--	--	--	--	--	--	--	--
Progress (Up-to-date)		--	--	--											
Rate of Cost		--	--	--											

(a) Under Division Officer's orders a sub-head costing less than Rs. 7500 may be shown extra.

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Note : Postings made in the sub-divisional office should be in black ink and all postings of corrections made in the divisional office in red ink.

- * Entries in this column should be made from column 2(b) - Total (D) of the Memorandum of Payments of the Running Account Bill.
- + In this column should be posted the amount shown against total (E) of column 8 of the Account of Secured Advances (Form 26A).
- ++ This column is intended for miscellaneous debit and credits to contractors awaiting settlements. The debits will usually consist of
 - (1) Advances other than secured advances.
 - (2) Payments made (under proper authority) to labourers and others on behalf of and by charge to the account of contractors and
 - (3) Issues of stock and other materials to contractors. These should be posted as plus entries from the vouchers or accounts as transactions take place. The credits will ordinarily be on account of amount with held, for future payment from Running Account Bills for work done. Such credits as well as repayments, of amounts with held and recoveries of debits (1), (2) and (3) above appear in Running Account Bills as Entry (G) of Memorandum of Payments, which should be posted in this column as a plus entry if minus and vice-versa.
- \$ Unpaid amounts of muster-rolls should be posted in this column as minus entries. Subsequent payments of these arrears should be shown as plus.
- # In the case of Running Account Bills for work done the figure in this column should agree with entry (H) in the Memorandum of Payments.

DETAILS OF CONTRACTORS CLOSING BALANCE

Name of Contractor	Reference to Last Running Account Bill		Closing Balances			*Explanation of non-adjustment +
	Voucher No.	Date	Advance Payments	Secured Advances	Other Transactions	
			Rs. P.	Rs. P.	Rs. P.	
Total						

The closing balance under the suspense head "Labourers" as arrived at within has been compared with the connected record of unpaid wages for this work and found correct.

* The work is still in progress.

Dated initials of Sub-Divisional Officer

* As a rule, reasons for delay should be recorded if an item is not cleared within three months.

If the work was completed during the month, the fact should be stated with an explanation of the steps taken to close the accounts of the work.

Certificate by the Divisional Accountant

This Abstract and the statement of progress have been checked under my supervision. I have personally compared all the items in the "Detail of Contractor's Closing Balance" with the contractor's ledger and found them correct.

Dated initials of Divisional Accountant

Remarks by Divisional Officer

The Divisional Officer will note here whether he has examined the work counted materials or checked measurements and make any other remarks in respect of the execution of the work or of the state of account as he may consider necessary.

Dated initials of Divisional Officer

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

WORKS ABSTRACT - B
(Referred to in PWF & A Rules 464, 489)

Name of work :

Authority :

From What Source Posted		Final charges	Suspense Accounts				Total Cost #
			Contractors				
Brief Particulars	Cash Book Voucher or transfer Entry Book item No.		Advance Payments *	Secured Advances +	Other transactions ++	Labourers \$	
		Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.
Estimate No.	
Expenditure to end of	
Month's transactions							
Stock	(a)
Total of Month
Total to end of

Note - Postings made in the sub-divisional office should be in black ink and all postings and corrections made in the divisional office in red ink.

* Entries in this column should be made from column 2 (b) Total (D) of the Running Account Bill.

+ In this column should be posted the amount shown against the total (E) of column (8) of the Account of Secured Advances (Form 26-A)

** This column is intended for all miscellaneous debit and credits to contractors, awaiting settlements. The debits will usually consist of (1) Advances other than Secured Advances, (2) Payments made (under proper authority) to labourers and others on behalf of and by charge to the account of contractors and (3) Issues of stock and other materials to contractors. These should be posted as plus entries from the vouchers or accounts as transactions take place. The credits will ordinarily be on account of amount with held, for future payment, from Running Account Bill for work done. Such credits, as well as repayments of amounts withheld, and recoveries of debits (1), (2) and (3) above appear in Running Account Bills as Entry (G) of Memorandum of Payments, which should be posted in this column as a plus entry if minus and vice-versa.

@ Unpaid amounts of muster-rolls should be posted in this column as minus entries. Subsequent payments of these arrears should be shown as plus.

In the case of Running Account Bills for work done, the figure in this column should agree with Entry (H) in the Memorandum of Payments.

(a) Additional charges for materials issued to contractors.

Reference to Measurements
(A reference to any recorded measurements should be entered here)

DETAILS OF CONTRACTORS CLOSING BALANCE

Name of Contractor	Reference to Last Running Account Bill		Closing Balances			*Explanation of non-adjustment
	Voucher No.	Date	Advance Payments	Secured Advances	Other Transactions	
			Rs. P.	Rs. P.	Rs. P.	
Total						

The closing balance under the suspense head "Labourers" as arrived at within has been compared with the connected record of unpaid wages for this work and found correct.

* The work is still in progress

Dated initials of Sub-Divisional Officer

*As a rule, reasons for delay should be recorded if an item is not cleared within three months.

If the work was completed during the month, the fact should be stated with an explanation of the steps taken to close the accounts of the work.

Certificate by the Divisional Accountant

This Abstract and the statement of progress have been checked under my supervision. I have personally compared all the items in the "Detail of Contractor's Closing Balance" with the contractor's ledger and found them correct.

Dated initials of Divisional Accountant

Remarks by Divisional Officer

The Divisional Officer will note here whether he has examined the work counted materials or checked measurements and make any other remarks in respect of the execution of the work or of the state of account as he may consider necessary.

Dated initials of Divisional Officer

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

REGISTER OF MATERIAL-AT-SITE ACCOUNTS

(Referred to in PWF & A Rules 222, 455, 456, 461, 462, 704 and Para 8 of Appendix VI)

Section

Name of work.....

Name of Article.....

S.No.	Opening Balance	Date of Receipt	Received from	Receipt Quantity	Total Quantity	Date of Issues	Issued to	Issued Quantity	Balance	Remarks
1	2	3	4	5	6	7	8	9	10	11

GOVERNMENT OF RAJASTHAN
.....Department

Division.....

Sub-Division.....

ACCOUNT OF MATERIAL ISSUED TO CONTRACTORS
(Referred to in PWF & A Rules 448 and 452)

Name of work.....

Description of Materials	Total Issues of the Work	Dated initials of Sub-Divisional Officer	Dated initials of Divisional Accountant in token of check
1	2	3	4
Unit			
Estimate			

S.No.	Opening Balance	Date of Receipt	Received from	Receipt Quantity	Total Quantity	Date of Issues	Issued to	Issued Quantity	Balance	Remarks
1	2	3	4	5	6	7	8	9	10	11

Sub-Divisional Officer
.....Sub-Division

Note-1 :All materials required for issue to contractor should be made over to him as soon as they are received whether from stock or purchase.

Note-2: Issue of materials to contractor are permissible solely for the bonafide requirements of Government, S.D.O.'s are required to maintain a numerical account in this form.

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

STATEMENT OF ISSUE OF MATERIALS TO CONTRACTORS AND RECOVERIES EFFECTED

(to be attached with Final Bill)

(See PWF & A Rule 452)

S.No.	Item No. of Tender	Name of material & consumption rate per unit of work	Total quantity to be supplied as per schedule at standard rate			Total Issues up-to-date			Name of Contractor					
			Quantity	Unit Rate	Amount	Quantity	Unit Rate	Amount	Recoveries proposed to be made from Bill No.			Quantities as per Final Bill		
									Quantity	Unit Rate	Amount	Quantity	Unit Rate	Amount
1	2	3	4A	4B	4C	5A	5B	5C	6A	6B	6C	7A	7B	7C

Actual quantity consumed as per Final Bill	Total Recoveries made up-to-date	Quantity returned by the Contractor to be credited to this account (see foot note)	Remarks (Explaining variations between col. 4 & 9)		Refer to adjustment of cost (Debit or Credit)
			Excess	Savings	
8	9	10	11A	11B	12

Note Col. 4 : This quantity should be shown in the tender for works.

Col 10 : No Credit will be given for carriage and incidental charges and other percentage charges, if any, levied against the original issue. Credit should be allowed only for used materials accepted by Govt. at market rates limited to the rate at which materials were issued to the Contractor.

GOVERNMENT OF RAJASTHAN
Department

Division.....

Sub-Division.....

OUTTURN STATEMENT OF MANUFACTURE
 (Referred to in PWF & A Rules 543, 550 and 704)

Name of Manufacture.....
 Authority.....

Site.....
 Month.....

Season.....

Name of Articles manufactured	*Estimated Outturn Quantities and Values	Actual Outturn, Quantities and Values						Remarks
		*To end of previous month		*During the Month		*Total		
		Quantity	Amount Rs. P.	Quantity	Amount Rs. P.	Quantity	Amount Rs. P.	
Total Values								

**The values should be entered in red ink just below the quantities.*

Date.....

Sub-Divisional Officer

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

REGISTER OF CHECK MEASUREMENTS OF WORKS & SUPPLIES

(Referred to in PWF & A Rules 413)

Name of Work..... Job No..... Name of Contractor..... Agreement No..... Amount of Agreement.....

S. No.	Serial No. of Bill	Amount		Name of AEn submitting the bill	%age checked by AEn	Date of Test check	M.B's No.	Page Numbers of M.B.'s checked by XEn	Selective Items			Date of Test check
		of bill	upto end of bill						Item checked	Value of Items checked	Total value of selective items	
1	2	3A	3B	4	5	6	7	8	9A	9B	9C	9D

Other Items				Total			Results of test check	Dated initials		Remarks
No. of items checked	Value of items checked	Total value of other items	%age checked (Col. 10B/10C)	Total value of selective + okther items (Col.9C+10C)	Total value of items checked (Selective + others) (9B+10B)	%age checked (Col.11B/11A)		Divisional Accountant	Ex.Engineer	
10A	10B	10C	10D	11A	11B	11C	12	13A	13B	14

- Note :
1. Separate page to be assigned to each agreement.
 2. Register to be maintained in Sub-Division as well as in Division.
 3. In the register to be maintained in Sub-Division:
 - (a) In Col.4, name of Jr.Engineer, to be written instead of Asstt. Engineer.
 - (b) Col. 5 to be deleted.
 - (c) In Col.8 name of Asstt. Engineer to be written instead of Ex.Engineer.
 - (d) In Col.13A and 13B, Divisional Accountant and Ex.Engineer to be replaced by S.D.C. and Asstt. Engineer.

GOVERNMENT OF RAJASTHAN
Department

Division.....

Sub-Division.....

REGISTER SHOWING THE CLEARANCE OF THE SUSPENSE HEAD "MATERIALS"
 (Referred to in PWF & A Rules 462)

Name of Work.....

Part-I Statement showing the Quantities and Value of materials used in Construction*

S. No.	Name of Sub-head of work	Quantity executed	Description of material	Cement	Steel	and	so	on						Total Value
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		Unit												Rs. P.
		Rate												
		Quantity/Value												

*Total used in construction.

The quantity used in construction would be calculated on the basis of quantities of work executed. Such authorised formulae being adopted for the purpose as may be in use locally given in the Sanctioned Analysis of Rates.

Part-II Statement Showing the adjustment of Surpluses/Deficits

1. Quantities issued as per Material Register
2. Quantities used as per part I of this Register
3. Difference (+) Excess Issue
(-) Less Issue
4. Explanation of differences

Certified that the quantities of the various items shown in the above statement have been worked out as accurately as possible on the basis of the quantities of work actual done.

Sub-Divisional Officer

Executive Engineer
.....Division

Orders of the Divisions Officer

Part-III Statement Showing the disposal of materials remaining unused as per Material-at-site Accounts

How disposed of (With reference to authority)	Description	Total	Total value to be adjusted			Head of Account to be debited	Divisional Accountant's dated initial
	Quantity		If debited to sub- heads of this work	If debited to other accounts			
	Value			Amount	Month of adjustment		
				Rs. P.			
Total							

Signature of S.D.O.

Public Works Financial & Accounts Rules Part-III

Form RPWA 39

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

WORKS SLIP*

(Referred to in PWF & A Rules 20, 22 and 491)

Name of Work.....

Month.....

Sub-heads	Unit	As per estimate			As executed			Probable cost of work remaining to be made and value of work already done but not brought to account			Explanations of deviations excesses etc.
		Quantity	Rate	Cost	Quantity	Rate	Actual cost to date	Approximate Quantity	Rate	Probable cost	
1	2	3A	3B	3C	4A	4B	4C	5A	5B	5C	6
			Rs. P.	Rs. P.		Rs. P.	Rs. P.		Rs. P.	Rs. P.	
	Total of Estimate				Total charges against final heads			Probable further expenditure-A			
Add: Suspense Accounts											
"Materials".....											
"Contractors - Advance Payments".....											
"Contractors - Secured Advances".....											
"Contractors - Other Transactions".....											
"Labourers".....											
Total booked outlay to date											
Probable further expenditure as per entry 'A' above											
Total											
Deduct : Suspense accounts recoverable											
Ultimate anticipated expenditure on the work											

Worked commenced in

Present state of progress in general terms

Divisional Accountant
Date

Divisional Officer
Date

**Under the orders of the Divisional Officer a sub-head costing less than Rs. 15000 may be shown distinctly.*

Public Works Financial & Accounts Rules Part-III

Form RPWA 40

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

REGISTER OF WORKS - A FOR MAJOR WORKS

(Referred to in PWF & A Rules 489 and 490)

Name of Work.....

Authority : Appropriation for the year.....

Folio No.....

Months etc.	Sub-heads (a)										Suspense					Total Cost	Dated initials of Divisional Officer to transactions of the month
	(1)		(2)		(3)		Sub-heads costing less than Rs. 15000/- (4)		Contingencies (5)		Materials	Labourers	Advance Payments	Secured Advance	Other Transactions		
	Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount		Amount	Amount	Amount	Amount		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
		Rs. P.		Rs. P.		Rs. P.		Rs. P.		Rs. P.		Rs. P.	Rs. P.	Rs. P.	Rs. P.		
Estimated No.....																	
Expenditure of previous year brought forward (if any).....																	
April.....																	
Total.....																	
Rate of Cost.....																	
May.....																	
Total.....																	
Rate of Cost.....																	
June.....																	
Total.....																	
Rate of Cost.....																	
July.....																	
Total.....																	
Rate of Cost.....																	
August.....																	
Total.....																	
Rate of Cost.....																	
September.....																	
Total.....																	
Rate of Cost.....																	
Total inclusive Rate of Cost																	

Public Works Financial & Accounts Rules Part-III

Form RPWA 40 Contd.

Months etc.	Sub-heads (a)										Suspense					Total Cost	Dated initials of Divisional Officer to transactions of the month
	(1)		(2)		(3)		Sub-heads costing less than Rs. 15000/- (4)		Contingencies (5)		Materials	Labourers	Advance Payments	Secured Advance	Other Transactions		
	Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount		Amount	Amount	Amount	Amount		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
		Rs. P.		Rs. P.		Rs. P.		Rs. P.		Rs. P.		Rs. P.	Rs. P.	Rs. P.	Rs. P.		
October.....																	
Total.....																	
Rate of Cost.....																	
November.....																	
Total.....																	
Rate of Cost.....																	
December.....																	
Total.....																	
Rate of Cost.....																	
January.....																	
Total.....																	
Rate of Cost.....																	
February.....																	
Total.....																	
Rate of Cost.....																	
March.....																	
Total.....																	
Rate of Cost.....																	
Supplementary Accounts.....																	
Total.....																	
Rate of Cost.....																	
Total inclusive																	
Rate of Cost																	

**Under the order of the Divisional Officer a sub-head costing less than Rs. 15000/- may be shown distinctly.*

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

REGISTER OF WORKS - B FOR MINOR WORKS

(Referred to in PWF & A Rules 489 and 490)

Name of Work and authority.....

Estimate.....

Appropriation for the year.....

Months, etc.	Total value of work done	Suspense Accounts	Total Charges	Dated initials of Divisional Officer to transactions of the months
Expenditure of previous years brought forward (if any)	Rs. P.	Rs. P.	Rs. P.	
April.....				
Total				
May.....				
Total				
June.....				
Total				
July.....				
Total				
August.....				
Total				
September.....				
Total				
October.....				
Total				
November.....				
Total				
December.....				
Total				
January.....				
Total				
February.....				
Total				
March.....				
Supplementary Accounts.....				
Total				

Carried over to page of next year's Register.

Note : When printed on Large Size each page contains accounts of two works.

राजस्थान सरकार
.....विभाग

.....खण्ड

.....उप-खण्ड

स्वीकृत परियोजनाओं का रजिस्टर
(लोक निर्माण वित्तीय एवं लेखा नियम 489 एवं 713)

क्र. सं.	लेखा शीर्ष	परियोजना का नाम	कार्य	प्रशासनिक स्वीकृति		पूर्ण होने की निर्धारित दिनांक	तकनीकी स्वीकृति		विभिन्न गत वर्षों में हुआ वार्षिक व्यय					पूर्ण होने की वास्तविक दिनांक	कुल वास्तविक लागत	संशोधित स्वीकृति		
				संदर्भ	राशि		संदर्भ	राशि	19-19	19-19	19-19	19-19	कुल			संदर्भ	राशि	समयावधि
									10	11	12	13						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17अ	17ब	17स

टिप्पणी :

1. यदि रजिस्टर वर्षवार (परियोजना की स्वीकृति के वर्ष से) रखे जाएं तो सुविधा होगी।
2. अधिक सुविधा के लिए अभिलेख शीर्षवार रखा जाए तथा मुख्य शीर्षों, लघुशीर्षों के लिए पृथक-पृथक पृष्ठ रखे जाएं।
3. रजिस्टर में उचित अनुक्रमणिका होनी चाहिए एवं उसमें पृष्ठ संख्या अंकित होनी चाहिए।

Public Works Financial & Accounts Rules Part-III

Form RPWA 42

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

REGISTER OF MANUFACTURE

(Referred to in PWF & A Rules 537)

Name of Manufacture.....
Authority.....

Site.....
Appropriation for the year Rs.....

Season.....
Folio No.....

Months etc.	OPERATION														OUTTURN						Total	Balance at debit or credit of manufacture	dated initials of divisional officer against each transaction the month	
	Qty.	Amt.	Qty.	Amt.	Qty.	Amt.	Qty.	Amt.	Qty.	Amt.	Qty.	Amt.	Qty.	Amt.	Total Cost	Qty.	Amt.	Qty.	Amt.	Qty.	Amt.			Amount
		Rs. P.		Rs. P.		Rs. P.		Rs. P.		Rs. P.		Rs. P.		Rs. P.		Rs. P.		Rs. P.		Rs. P.				Rs. P.
Estimate No.																								
Brought forward from previous year																								
April Total..... Rate.....																								
May Total..... Rate.....																								
June Total..... Rate.....																								
July Total..... Rate.....																								
August Total..... Rate.....																								

Public Works Financial & Accounts Rules Part-III

Months etc.	OPERATION														OUTTURN						Total	Balance at debit or credit of manufacture	dated initials of divisional officer against each transaction the month		
	Qty.	Amt.	Qty.	Amt.	Qty.	Amt.	Qty.	Amt.	Qty.	Amt.	Qty.	Amt.	Qty.	Amt.	Total Cost	Qty.	Amt.	Qty.	Amt.	Qty.	Amt.			Amount	
		Rs. P.		Rs. P.		Rs. P.		Rs. P.		Rs. P.		Rs. P.		Rs. P.			Rs. P.		Rs. P.		Rs. P.	Rs. P.	Rs. P.		
September Total..... Rate.....																									
October Total..... Rate.....																									
November Total..... Rate.....																									
December Total..... Rate.....																									
January Total..... Rate.....																									
February Total..... Rate.....																									
March Total..... Rate.....																									
Supplementary Account Total..... Rate.....																									

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

CONTRACTORS LEDGER

(Referred to in PWF & A Rules 502, 524 and 748)

Name of Contractor.....

Particulars of Bill or voucher			Net transactions detailed by Suspense head			+Name of work or account (in red ink) and particulars transaction)	Gross Transactions		Total value of work Supplies	Remarks
Date	No.	Serial number, if a Running Account Bill	"Advanced Payment" +=Debit -=Credit	"Secured Advances" +=Debit -=Credit	"Other Transactions" +=Debit -=Credit		Debit	Credits		
1	2	3	4D*	5E**	6G*	7	8H*	9F*	10A*	11
Details of Balance										Divisional Officer

* These letters indicate in respect of Running Account Bill the corresponding entries in Form 26, 26-A, 27-A, or 27-B.

** This corresponds to entry in Form 26-A.

+ If there are several contracts in connection with a work or account, the transactions relating to each should be distinguished preferably by quoting the number and date of agreement or work order.

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

CONTRACTORS LEDGER FOR LABOUR RATE CONTRACTS/DEPARTMENTAL WORKS AND LAND ACQUISITION

(Referred to in PWF & A Rule 511)

Date	S.No. of Voucher/ Indent Number	S.No. of Running Account Bill	Net Transactions detailed by Suspense heads	Suspense Heads						Total Value of work done	Remarks	
				Material	Labourers	Land Acquisition	Name of work Account and particulars of the Transactions	Gross Transaction	Debits			Credits
1	2	3	4	5	6	7	8	9	10	11	12	13

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

DETAILED COMPLETION REPORT

(Referred to in PWF & A Rule 371, 372 and 499)

Name of Work.....

Amount of estimate	Rs.
Expenditure	Rs.
Excess	Rs.
Percentage of excess	Rs.

Date of commencement.....

Actual date of completion.....

Prescribed date of completion.....

Explanation of Excesses

Name of Work.....

Major head.....

Minor head.....

Detailed head of classification

Reference to last schedule docket submitted - No. for the Month of.....

Explanation of Delay

Authority.....

Sub-heads of estimate	As Estimated			As executed			Differences*			Reference to paragraphs over leaf explaining excesses/delays
	Qty.	Rate	Amount	Qty.	Rate	Amount	Qty.	Rate	Amount	
		Rs. P.			Rs. P.			Rs. P.		

* Excess to be entered in red ink, Savings in black ink.

Dated

Divisional Officer

N.B. - In the case of original works special repairs, if any, considerable deviations from the sanctioned design have occurred, the report, specification drawings and details of measurement of the work actually done in the same form as the estimate should accompany the Completion Report.

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

COMPLETION STATEMENT OF WORKS AND REPAIRS

(Referred to in PWF & A Rule 372 and 499)

Completion Statement of Works and Repairs completed during the month of the outlay on which has not been recorded by sub-head and the actual expenditure on which is in excess of the sanctioned estimate by an amount greater than that which the Divisional Officer is empowered to pass.

Item No.	Names of works grouped under Major, Minor and Detailed Heads of Classification	Sanction			Amount of estimate	Expended	Excess*	Percentage of excess*	Remarks
		Authority	No.	Date					
					Rs. P.	Rs. P.	Rs. P.		

* *In case in which the Completion Statement is utilised instead of a revised estimate under Rule 371 of PWF & AR sufficient details must be given if the excess is more than 5 per cent. Delay in actual completion over the prescribed date of completion should also be explained in a separate sheet, if necessary.*

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

COMPLETION CERTIFICATE

(Referred to in PWF & A Rule 373 and 375)

Name of work.....

Authority.....

Estimate No.....

Plan No.....

Total Expenditure upto Rs.....

Certified that the work mentioned above was completed on.....and handed over on.....and that there have been no material deviations from the sanctioned plans and specifications other than those sanctioned by competent authority.

No.....Date.....

**Executive Engineer
Division.....**

To,

The.....

.....

.....

No.....Date.....

Division.....

Returned to the Executive Engineer. The work has been taken over.

Signature of the Officer of the concerned department

Note 1: On the completion an original work on behalf of another department, a Completion Certificate should be forwarded by the Executive Engineer to the Civil or Military authority concerned who will after signing it on the space provided for the purpose, return it to the Executive Engineer who in his turn will submit a copy thereof to the Superintending Engineer for record.

Note2: The countersignatures of a civil or military officer merely implies that the work has been completed satisfactorily and taken over and involves no further responsibility. If the countersigning officer is not satisfied with the work and wishes to make any remarks, he can do so over his signatures, but he should bear in mind that the remarks are not unnecessary or irrelevant.

Public Works Financial & Accounts Rules Part-III

***Form RPWA 46**

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

REGISTER OF REVENUE REALISED AND REFUNDS OF RECEIPTS & RECOVERIES ON CAPITAL ACCOUNT

(Referred to in PWF & A Rule 273, 274, 275, 276, 729 and 737)

\$Major Head.....

Month.....

#Name of System.....

Reference to Voucher No.	Item No.	Particulars	Water Rates ++	Owner's Rates ++	Water supply of Towns ++	Sales of Water ++	Plantation ++	Other canal produce ++	Water Power ++	Navigation ++	Rents ++	Fines ++	Recoveries of expenditure			Miscellaneous	Total		
													Establishment recoveries	Tools and Plant recoveries	Other recoveries				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
			Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.		
		Amount Brought forwarded from last month																	
		Transactions of the month																Deduct Refunds Rs. P.	Net Rs.P.
		Total for the month																	
		Total up-to-date carried over to the following month																	

- * This form is also used for maintaining the detailed accounts of (1) Refunds of Revenue and (2) Receipts and Recoveries on Capital Account.
- \$ When a Major head is divided into parts a separate Register or Revenue should be kept for each part. Receipts pertaining to (a) Military Engineer Services Works (b) Indian Air Force Works (c) Posts and Telegraphs Works, and (d) Archeological Works should be posted in separate registers for each.
- ++ These columns are intended for the minor heads (and detailed heads if any) subordinate to the major head concerned. The examples given are those relating to Irrigation Projects.
- # To be used only in respect of projects for which Capital and Revenue accounts are kept.

Public Works Financial & Accounts Rules Part-III

Form RPWA 46A

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

SCHEDULE OF (i) REVENUE REALISED (ii) REFUNDS OF REVENUE (iii) RECEIPTS & RECOVERIES ON CAPITAL ACCOUNT

(Referred to in PWF & A Rule 740)

Major Head.....

Month.....

Name of System.....

	Minor heads (and detailed Heads)				Recoveries of Expenditure				Total
					Establishment	Tools & Plant	Other Recoveries	Miscellaneous	
	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	
1. Amount brought forward from the last month									
2. Amount pertaining to this month									
3. Total to end of the month									
4. Deduct Refunds									
5. Net up to date carried over to the following month.....									

Divisional Accountant

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

INCUMBANCY REGISTER

(Referred to in PWF & A Rule 28)

Separate folios should be set apart for every post in the Division, from Executive Engineer down to Junior Engineer, Divisional Accountant, Sub-Divisional Clerks.

Name of post.....

Name of Incumbent	Previous Posting	Date of taking over charge here	Date of handling over charge here	Subsequent posting	Remarks
1	2	3	4	5	6

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

SCHEDULE OF LICENCE FEE RECOVERABLE IN CASH OR BY DEDUCTION FROM PAY BILLS

(Referred to in PWF & A Rule 263 and 748)

Major Head (to be credited).....

Register No. of Building	Name of building	Name, rank and office of occupant, with rates of his pay and allowances, as known to Divisional Officer	Amount due to end of19	To be filled in by the Treasury or other Disbursing Officer	
				Amount recovered during19	Remarks with date and other particulars of changes in the rates of emoluments shown in column 3
1	2	3	4	5	6
			Rs. P.	Rs. P.	

Forwarded to the.....(Treasury or other Disbursing Officer) for recovery and report please.

Date

Divisional Officer

Completed and returned to the Officer in Charge.....Division.

Certified that the pay and allowances of the tenants named herein remained unchanged during the month, and that no arrears of emoluments were paid to them during the previous month except as indicated in Column 6.

Date

Treasury or other Disbursing Officer

Notes :

1. This form relates to statement of rent recoverable in cash or by deduction from pay bills.
2. Recoveries of licence fee and rent recoveries are to be effected through Treasury Officer or other Disbursing Officer a demand in form 48 are to be sent in duplicate before the close of each month so that necessary recoveries could be made.

Public Works Financial & Accounts Rules Part-III

Form RPWA 49

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

REGISTER OF LICENCE FEES OF BUILDINGS AND LANDS

(Referred to in PWF & A Rule 264, 276, 277 and 729)

Registered number of Building or Land	Particulars of property (including class and name in case of buildings)	By whom occupied		Standard Licence Fees (in red ink)		Arrears from last year
		Name, Rank & Office	Pay & Allowances	Authority	Rate	
1	2	3	4	5	6	7
			Rs. P.	Rs. P.	Rs. P.	Rs. P.

April, 19.....			May, 19.....			June, 19.....			and so on to March Supplementary A/c
Assessments	++Realisations	Balances	Assessments	++Realisations	Balances	Assessments	++Realisations	Balances	
8	9	10	11	12	13	14	15	16	17
Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	

Dated initials of the Divisional Accountant

Dated initials of the Divisional Officer

++ *The entry made in this column under each month should be made in black ink and underneath it be noted, in ink of another colour, amount realised during the year up to date.*

ABSTRACT OF TOTAL REALISATION

1	Recoveries how effected 2	April, 19.....			May, 19.....			June, 19.....and so on		
		Licence Fee of Building 3	Other Licence Fees 4	Total 5	Licence Fee of Building 6	Other Licence Fees 7	Total 8	Licence Fee of Building 9	Other Licence Fees 10	Total 11
*C	Cash realised in the division									
*A	Recoveries in the Defence, Post & Telegraph & Railway Account circles adjusted in the divisional Accounts									
*T	Recoveries under the Accounts circles referred to in Rule 264									
	Total									

* If there be any items of minus realisations during a month, the figures to be entered against "C", "A" and "T" should be divided into 2 items each i.e., (1) Gross and (2) Deduct Refunds, so as to facilitate the posting of the Register of Refunds of Revenue. Rules 273, 274.

GOVERNMENT OF RAJASTHAN
Public Health Engineering Department

Division.....

Sub-Division.....

Chowki No.....

Book No.....

CONSUMER'S LEDGER

(Referred to in PWF & A Rules 280 and 729)

S.No. of Bill	Service/Account Number	Consumer's Name Plot No. and Address	Category	Meter Reading		Consumption	Arrears	Water Charges	Sewerage Charges
				Current	Last	(in Kilo litres)			
1	2	3	4	5	6	7	8	9	10
							Rs. P.	Rs. P.	Rs. P.

Additional Charges			Gross Amount Payable	Rebate admissible if paid by due date	Due date of Payment	Actual date of Payment	Receipt Number	Amount Actually Paid	Rebate (Allowed)	Remarks
Surcharge	Meter Rent	Misc.								
11A	11B	11C	12	13	14	15	16	17	18	19
Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.				Rs. P.	Rs. P.	

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

CONSOLIDATED TREASURY RECEIPT

(Referred to in PWF & A Rule 723)

.....Treasury

Received from the Officer-in-charge of.....Division, the sum of Rupees
(in words and figures) as detailed below for the credit to Public Works Department, during.....19.....

Date of Remittances in to Treasury or Sub-Treasury	Name of Treasury or Sub-Treasury	By whom remitted	Number of each challan	Amount remitted with each challan
1	2	3	4	5
				Rs. P.

Treasury Officer

Dated.....19.....

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

SCHEDULE OF MONTHLY SETTLEMENT WITH TREASURIES

(Referred to in PWF & A Rule 724, 740 and 744)

PART I - CASH REMITTED AND ACKNOWLEDGED

	Treasury	Treasury	Treasury	Total
1. Difference as per line 5 of previous months memo.				
2. Cash issued during the month				
3. Total				
4. Amounts acknowledged by Treasuries as per consolidated receipts attached.				
5. Difference (line 3 minus 4) as explained below.				

DETAILS OF DIFFERENCES

	Date on which remitted into the Treasury	No. and date of the Challan	Amount	*Reasons for the difference
	1	2	3	4
			Rs. P.	

*A - Received by Treasury too late for incorporation in the accounts of the month.

or

B. - Misclassified by the Treasury (details to be given).

PART II - CHEQUES ISSUED AND PAID

	Treasury	Treasury	Treasury	Total
1. Difference brought over as per line 5 of last months memo.				
2. Cash remitted during the month				
3. Total				
4. Cheques cashed as per pass books, vide Treasury Officer's Certificates of issues (attached).				
5. Difference (detailed below).				

+DETAILS OF DIFFERENCES

Particulars of Cheques		Amount	Particulars of Cheques		Amount	Particulars of Cheques		Amount
No.	Date		No.	Date		No.	Date	
		Rs. P.			Rs. P.			Rs. P.
	Uncashed cheques							
			Total uncashed cheques					
			Deduct : Total of cashed cheques as per last column					
			Net difference			Total		

Divisional Accountant

+The difference relating to each treasury should be detailed in the manner indicated.

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

REGISTER OF CHEQUE BOOKS/RECEIPT BOOKS/CASH MEMOS

(Referred to in PWF & A Rule 757)

No. of Book	Designation of officer using it	Date of the first entry in the Cash Book	Date of the last entry in the Cash Book	Date of receipts of counter foils of the Books	Dated initials of the Divisional Accountant in token of examination	Date of return of Sub-divisional Receipt Books (when necessary)
1	2	3	4	5	6	7

Public Works Financial & Accounts Rules Part-III

Form RPWA 53

GOVERNMENT OF RAJASTHAN
.....Department

Division..... Sub-Division.....

TRANSFER ENTRY ORDER
(Referred to in PWF & A Rules 230 and 704)

No..... Date.....

Particulars of the transactions :
Reasons for Transfer :

To be credited to (Budget Head)	Rs. P.
To be debited to (Budget Head)	

Initials of the Officer initiating the Transfer Entry
Dated.....

Form RPWA 53

GOVERNMENT OF RAJASTHAN
.....Department

Division..... Sub-Division.....

TRANSFER ENTRY ORDER
(Referred to in PWF & A Ruls 230)

No..... Date.....

Adjusted in the account for.....
Vide Transfer Entry Books, Item No.....

++Particulars of the transaction with reasons for the proposed adjustment	DEBITS		CREDITS	
	Name of work or head of account	Amount	Name of work or head of account	Amount
		Rs. P.		Rs. P.

Countersigned

Divisional Accountant Dated.....	Divisional Officer Dated.....	Officer initiating the Transfer Entry
--	---	--

++ A transfer entry should set forth such explanation of the correction or adjustment proposed to be made as would establish clearly the correctness and necessity of the entry. In cases of corrections involving a reduction in the charges against the estimate of a work. It is essential not only that full particulars of the vouchers and accounts in which the erroneous charges originally appeared are specified but also that the circumstances in which the charges were allocated wrongly under the estimate for the work are set forth clearly. It is not sufficient to state that the charges were erroneously classified previously.

For use in A.G.'s Office

Audited	Reviewed
Auditor	Gazetted Officer
	Superintendent

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

OMNIBUS TRANSFER ENTRY ORDER OF STORES RECEIVED DURING.....

(Referred to in PWF & A Rule 230 and 553)

Dr. Rs.....

SUNDRIES

To Stores/Services Advance

To M.P.SSA Cr. Rs.....

S. No.	M.B. No. and Page	No. and date of indent	Name of Supplier	Particulars of supply (Name of articles, quantities and rates)	Debit			Payment during the month		Authority for purchase, where necessary
					Schedule Docket No.	Name of work with classification	Amount	Voucher No.	Amount	
1	2	3	4	5	6	7	8	9	10	11
							Rs. P.		Rs. P.	

Executive Engineer

.....Division

ABSTRACT

For use in Accountant General's Office

Audited

Reviewed

Audited

Superintendent

Gazetted Officer

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

TRANSFER ENTRY BOOK

(Referred to in PWF & A Rule 234)

FOR THE MONTH OF.....

Date	Item No.	*Particulars	+DEBITS		+CREDITS		Dated initials of Divisional Accountant
			Head of Account (with name of work)	Amount	Head of Account (with name of work)	Amount	
1	2	3	4	5	6	7	8
				Rs. P.		Rs. P.	
			Total		Total		

* Authority should be quoted in all cases, e.g., No. and date of Transfer Entry, Order etc.

+ The totals of the debits and credits against each entry should agree with one another.

Dated initials of Divisional Accountant

Dated initials of Divisional Officer

राजस्थान सरकार
.....विभाग

.....खण्ड

.....उप-खण्ड

सीमेन्ट रजिस्टर
(लोक निर्माण वित्तीय एवं लेखा नियम 443)

कार्य का नाम.....

स्थान.....

कनिष्ठ अभियन्ता.....

प्राप्त करने की दिनांक	प्राप्त की गई मात्रा	प्रगामी योग	सीमेन्ट देने का दिनांक	दी गई मात्रा	कार्य की मदें, जिनके लिए जारी किया गया	दिन के अन्त में लौटाई गई मात्रा	कुल दी गई मात्रा	विद्यमान दैनिक शेष	टेकेदार या उसके प्राधिकृत प्रतिनिधि के लघु हस्ताक्षर	कनिष्ठ अभियन्ता के लघु हस्ताक्षर	आवधिक जांच पर निम्न की टिप्पणी		अभियुक्ति
											सहायक अभियन्ता	अधिशासी अभियन्ता	
1(क)	1(ख)	1(ग)	1(क)	2(ख)	2(ग)	2(घ)	2(ङ)	3	4	5	6(क)	6(ख)	7

राजस्थान सरकार
.....विभाग

.....खण्ड

.....उप-खण्ड

भाग (क)

कार्यस्थल आदेश पुस्तिका

(देखें लोक निर्माण वित्तीय एवं लेखा नियम 444)

(कार्य स्थल आदेश पुस्तिका के प्रथम पृष्ठ पर लिखने हेतु)

1. कार्य का नाम
2. कार्य (जॉब) संख्या
3. प्रशासनिक स्वीकृति
(क) संदर्भ एवं दिनांक
(ख) राशि
4. तकनीकी स्वीकृति
(क) संदर्भ एवं दिनांक
(ख) राशि
5. अनुबंध
(क) संख्या एवं तारीख
(ख) राशि
6. ठेकेदार का नाम
7. प्रारम्भ होने की निर्धारित दिनांक
8. पूर्ण होने की निर्धारित दिनांक
9. पूर्ण होने की वास्तविक दिनांक
10. वित्तीय प्रगति की दर
11. कोई अन्य बिन्दु

भाग (ख)

जारी किए गए सामान तथा औजार एवं संयंत्र का विस्तृत विवरण

क्रम संख्या	मद	ईश्यू नोट संख्या व दिनांक/माल देने का संदर्भ व दिनांक	मात्रा	दर	राशि
1	2	3	4	5	6

भाग (ग)

जारी किए गए भुगतानों एवं की गई वसूलियों का विस्तृत विवरण

बिल की संख्या व दिनांक	बिल की समग्र राशि	प्रगामी योग	वसूलियां			प्रतिभूति जमा	अन्य वसूलियां	कुल वसूलियां	बिल की शुद्ध राशि	केश बुक बाउचर संख्या एवं दिनांक
			मद	मात्रा	राशि					
1	2	3	4क	4ख	4ग	5	6	7	8	9
					रु. पै.					

भाग (घ)

कार्य स्थल आदेश या निरीक्षण

क्रम संख्या	निरीक्षण की दिनांक	निरीक्षणकर्ता अधिकारी की टिप्पणी	ठेकेदार या उसके प्राधिकृत प्रतिनिधि के हस्ताक्षर	की गयी कार्यवाही	कनिष्ठ अभियंता के हस्ताक्षर	सहायक अभियंता के हस्ताक्षर (यदि निरीक्षण सहायक अभियंता से उच्चतर प्राधिकारी द्वारा किया गया हो)	अधिशासी अभियंता के हस्ताक्षर (यदि निरीक्षण अधिशासी अभियंता से उच्चतर प्राधिकारी द्वारा किया गया हो)
1	2	3	4	5	6	7	8

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

REGISTER OF TRANSFERS AWAITED

(Referred to in PWF & A Rule 647)

For the year.....19

Reference to correspondence, etc.	Particulars	Name of work or head of account	Estimated Amount	Probable date of adjustment	Dated initials of Divisional Accountant	REFERENCE TO ADJUSTMENT		Dated initials of Divisional Accountant	Remarks
						Month in which adjusted	Amount adjusted		
1	2	3	4	5	6	7	8	9	10

* Sums credited to the Division should be entered in column as minus figures.

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

REGISTER OF SANCTIONS TO FIXED CHARGES

(Referred to in PWF & A Rule 713)

Name of work or Account.....

Reference to sanction, with period for which the sanction has been accorded	*SANCTIONED SCALE			AMOUNTS PAID FOR EACH MONTH							
	Name of appointment	Rate	No.	**Month	**April		**May		**June		And so on
				Amount per mensem	Reference to Voucher	Amount	Reference to Voucher	Amount	Reference to Voucher	Amount	
						Rs. P.		Rs. P.			

* Each entry of sanction should be initialled and dated by the Divisional Accountant.

** Name of the month for which wages have been earned.

Note 1: Entries should be made briefly e.g., Voucher 24 for July will be entered 24 -7.

Note 2 : Amount paid should be entered in blank ink and unpaid amounts or fine in red ink, the entries for fines being distinguished by the letter "F". Subsequent payments of unpaid amounts should be entered underneath in black ink, it being seen that they do not exceed the amounts available as entered in red ink. Claims for arrears not included in the original claims for the month concerned should ordinarily not be admitted without full explanation of the circumstances under which they were omitted.

Note 3 : One or more pages should be set apart for each work or account.

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

REGISTER OF MISCELLANEOUS SANCTIONS

(Referred to in PWF & A Rule 713)

Name of work or Account.....

Item No.	No., Date and authority	Substance of order	Amount of sanction	Dated initials of Divisional Accountant	NOTE OF EXPENDITURE INCURRED AGAINST EACH SANCTION			Dated initials of Divisional Accountant	Remarks
					No. of Voucher	Month	Amount		
1	2	3	4	5	6	7	8	9	10
							Rs. P.		

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

REGISTER OF DIVISIONAL ACCOUNTANT'S AUDIT OBJECTIONS

(Referred to in PWF & A Rules 23 and 49)

Item No.	+Brief particulars of the transaction or order placed under objection by the Divisional Accountant	Name of objection (Rules and orders to be quoted)	Amount placed under objection	Divisional Officer's replies (with reason for not admitting the objection)	Remarks by the Accountant General
1	2	3	4	5	6

+ Objection relating to transactions and orders of subordinate officer which fall within the powers of the Divisional Officer to sanction, or confirm should not be entered in this register.

Note-1: This register will remain in the personal custody of the Divisional Accountant except when submitted to the Divisional Officer under the provisions of Rule 49.

Note-2: This Register shall be placed before all Inspecting Authorities, e.g. S.E./A.C.E./Sr.A.O./C.A.O./C.E./Officers of A.G. Rajasthan on demand.

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

SCHEDULE DOCKET

(Referred to in PWF & A Rule 727 and 740)

No.....

Name of Work* or Schedule.....

#Classification of Charge.....Month.....19.....

No. of cash voucher	Amount	Remarks	No. of cash voucher	Amount	Remarks	Particulars	Amount	Remarks
1	2	3	4	5	6	7	8	9
	Rs. P.			Rs. P.		Brought Forward		
						Cash charges for which vouchers are not required in Audit :-		
						Stock.....		
						++Transfer Entry Debits-		
						T.E.No.....		
						T.E.No.....		
						T.E.No.....		
						Total		
						Deduct Refund -		
						Cash Receipts		
						++Transfer Entry Credits		
						T.E.No.....		
						T.E.No.....		
						T.E.No.....		
						Total Refunds		
						Net Charges of the Month		
			Total Carried Forward					

Divisional Accountant

* Full name of work as given in the estimate should be entered here in the case of each work included in a Schedule of Works Expenditure, Form 64 or in the Schedule of Deposit Works, Takavi Works, or Debits to Stock, Forms 65, 66 and 72. In all other cases, the name of the Schedule should be given.

Only such particulars need be entered as are necessary to avoid errors the posting of charges in Schedule Dockets.

++ In the case of Transfer Entry debits, the supporting vouchers, if exceeding Rs. 250 each should also be attached, their particulars being quoted below each entry and the amount of the petty vouchers, being specified in the column for remarks. In the case of Transfer Entry credits, a reference to the Schedule Docket in which the corresponding debits are shown should be given in the same column.

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

SCHEDULE DOCKET FOR PERCENTAGE RECOVERIES

(Referred to in PWF & A Rule 707, 728 and 740)

Item No.	*Name of work (i.e. full name as given in the estimate)	Works Expenditure	PERCENTAGE RECOVERIES				Total	Remarks
			Establishment	Tools and Plant	Accounts and Audit	Pensionary Charges		
1	2	3	4	5	6	7	8	9
			Rs. P.	Rs. P.	Rs. P.	Rs. P.		
		Total						

* Non-Government works shown should be in three separate groups (1) Deposit Works (2) Local Loan Works and (3) Takavi Works. Government works should be grouped by Government and departments, and the name of the division or office should be prefixed to the work in red ink.

Divisional Accountant

Divisional Officer

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

**SCHEDULE OF DEDUCTION OF INCOME TAX AT SOURCE &
CREDITED UNDER THE HEAD "8658-SUSPENSE-TAX DEDUCTED AT SOURCE- SUSPENSE"**

(Part XV of Appendix IX)

(Referred to in PWF & A Rules 729, and 740)

For the Month of.....

S.No.	Name of Contractor & Name of Work	Permanent Account No. of Income Tax	Particulars of the Bill		Income Tax	Voucher No. and Date	Remarks
			Bill No. and Date	Gross Amount of the Bill	Deducted at Source		
1	2	3	4	5	6	7	8

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

SCHEDULE OF WORKS EXPENDITURE

(Referred to in PWF & A Rules 617, 727, 731 and 740)

Month19.....

Major Head, Remittance or other Accounts.....

S. No.	Minor and detailed heads of classification	Schedule docket No.	Name of work (i.e. full name as given in the estimate)	Total charges of the month	Total Progressive expenditure (Month in which expenditure last appeared)	Total charges of the year	Allotment	Sanctioned	Remarks regarding action taken to regularise the excess and the approximate amount of liability in the case of works for which technical estimates are not yet sanctioned if this work is completed indicate the date of completion
							Excess	Estimate	
1	2	3	4	5	6	7	8	9	10
				Rs. P.		Rs. P.	Rs. P.	Rs. P.	

- N.B.-**
1. Administrative approval and Financial sanction may be noted in red ink, when a work is entered for the first time.
 2. Normally only those works should be included on which expenditure has been incurred during the month. In the schedule accompanying the monthly Accounts for Sept. and March (Supplementary), however, all the works (including those relating to works where there are no fresh transactions during the months) should be included.
 3. In respect of minor works and repairs maintenance works for which there is a lump allotment, column 8 may be filled in only in the comprehensive schedule accompanying the Monthly Accounts for Sept. and March (Supplementary).
 4. In columns 8 & 9 the reference to the communication intimating the amount of allotment/sanctioned estimates should also be quoted in the first month in which the expenditure appears or a revised sanction is issued.
 5. The works relating to a particular Project should be included at one place with the name of the Project, as the heading.
 6. The Schedules for the months of June, September, December and March should include all works relating to National Highways and Central Road Fund executed by the Division, irrespective of whether any expenditure has been incurred during the particular month or not.

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

SCHEDULE OF DEPOSIT WORKS

(Referred to in PWF & A Rules 573, 603, 613, 727, 729, 731, 740 and 741)

PART I - Account of Deposit Works affected during the month of19.....

S.No.	Detailed classification of estimate	*Name of the work with name of depositor	DEPOSITS			Schedule Docket No.	EXPENDITURE		EXPENDITURE, IF ANY CHARGED TO MISCELLANEOUS WORKS ADVANCES		Remarks, if the work is completed say so
			To end of previous month	During Month	Total up-to-date		Total charges of the month	Total up-to-date	Up-to-date	During the month	
1	2	3	4	5	6	7	8	9	10	11	12
			Rs. P.	Rs. P.	Rs. P.		Rs. P.	Rs. P.			Net chargeable during the month to P.W. Deposits
Total for accounts affected by the month's transactions				**AA			B			+C	**D (=B-C)
Add : Total for accounts not affected by the month's transactions as per Part II											
Grand Total			++E		K		F	G	H : (F-G) =.....		
			Deduct : "Up-to-date" totals of accounts closing during the month, as per items						G=.....		\$ (=K-H)
			J Net "Up-to-date" totals of accounts remaining open at the close of the month.								

- * When a work is included for the first time in the schedule, the sanction should be entered in red ink in column 3.
- ** The amounts as per entries A and D should be entered in columns 6 and 8 i.e., "Credits during the month" and "Debits during the month" of the Schedule of Deposits, in Form 79.
- + The amount as per entry G should, by a transfer entry be charged in lumpsum to Miscellaneous Works Advances.
- ++ Amount as per entry E should agree with entry J of last month's schedule.
- \$ The amount as per entry L, should agree with the closing balance of Deposit for works to be done as per column 9 of the Schedule of Deposits in Form 79.

Public Works Financial & Accounts Rules Part-III

PART II - Account of Deposit Works not affected during the month of19.....

S.No.	Name of work, with name of depositor	Total deposits up-to-date	Total expenditure up-to-date	Expenditure debited to Miscellaneous Works Advances up-to-date	Month in which work was completed	Steps taken to adjust (1) unexpended balances of completed works and (2) expenditure debited to Miscellaneous Works Advances
1	2	3	4	5	6	7
		Rs. P.	Rs. P.	Rs. P.		
Total Transferred Part I						

Divisional Accountant

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

**STATEMENT OF EXPENDITURE INCURRED BY ENGINEERING DEPARTMENTS
ON DEPOSIT WORKS TO THE END OF.....**

(See Note - 1 below PWF & A Rule 740)

S.No.	Name of work	Amount of Estimate	Amount of deposit received	Expenditure during the month	Expenditure to the end of the month	Unspent balance	Expenditure in excess of deposit debited to Misc. Works Advances	Remarks
1	2	3	4	5	6	7	8	9

GOVERNMENT OF RAJASTHAN
.....Department

Division.....

Sub-Division.....

SCHEDULE OF TAKAVI WORKS
(Referred to PWF & A Rules 621, 727, 729, 731, 737 and 740)

Month.....19
Division.....

PART-I - Accounts of Works affected by the month's transactions

S.No.	*Name of work, with the name and address of the cultivator responsible for it	Schedule Docket No.	EXPENDITURE		REALISATION			Remarks, if the work is completed, say so
			Total charges of the month	Total up-to-date	To end previous month	**During the month	Total up-to-date	
1	2	3	4	5	6	7	8	9
			Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	
Total for Accounts affected by the month's transactions Add : Total for accounts not affected by the month's transactions, as per part-II								Closing Balance E(=C-D)
			GRAND TOTAL		C	\$A	D	
ABSTRACT Opening Balance..... Plus Expenditure during the month Minus Realisation..... Closing Balance (Vide entry E)		Rs. P.			Deduct - upto-date totals of accounts closing during the month as per item Net "up-to-date" totals of accounts remaining open at the close of the month			

- * When a work is included for the first time in the schedule, the sanction should be entered in red ink in column 2.
- ** If the recovery is made otherwise than in cash, a suitable explanation should be recorded in column for remarks. Repayment of realisations should be entered in column 7 as Minus figures.
- \$ The total realisations to end of previous month as per entry A should agree with the entry B in column 8 of last month's schedule.

Public Works Financial & Accounts Rules Part-III

PART-II - Accounts of Works not affected by the month's transactions

S.No.	Name of work, with the name and address of the cultivator responsible for it	Total expenditure up-to-date	Total realisations up-to-date	Month in which work was completed	Steps taken specially for adjustment of the outstanding balances of completed work
1	2	3	4	5	6
		Rs. P.	Rs. P.		
	Total transferred to Part I				

Divisional Accountant

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

SUSPENSE/DEPOSIT REGISTER

(Referred to PWF & A Rules 557, 564, 573, 586, 603, 729 and 740)

Suspense head.....

Deposit.....

Class.....

Item No.	*Month from which transaction dates	Particulars of items (with authority where necessary)	Opening balance of the year	April		Closing Balance	And so on for the other months of the year	\$How adjusted (and other remarks, where necessary)
				Debits	Credits			
				Credits+	Debits++			
1	2	3	4	5	6	7	8	9
			Rs. P.	Rs. P.	Rs. P.	Rs. P.		

* To be indicated thus :- 12/65 for December 1965, 1/66 for January 1966; and so on.

+ Score out "Credits" in the case of Miscellaneous Works Advances and Stock and "Debits" in the case of M.P.S.S.A. Purchases and P.W. Deposits.

++ Score out "Debits" in the case of Miscellaneous Works Advances and Stock, and "Credits" in the case of M.P.S.S.A. Purchases and P.W. Deposits.

\$ To be indicated thus :- "A" Paid in cash/or Recovered in cash "B" Adjusted by transfer entry, "C" converted into interest-bearing security, and so on additional letters being entered with explanation at foot.

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

REGISTER OF ADVANCE PAYMENTS MADE TO CONTRACTORS

(See PWF & A Rule 435[c])

S.No.	Name of work	Name of Contractor	Particulars of Bills			Advance Payment made	Reference of SE's Sanction No. & Date	Voucher No. & Date in which adjusted	Remarks
			Voucher No.	Date	Gross Amount				
1	2	3	4	5	6	7	8	9	10
					Rs. P.				

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

ABSTRACT ACCOUNT OF MATERIAL PURCHASE SETTLEMENT SUSPENSE ACCOUNT

(Reference to in PWF & A Rule 740, 741 and 749)

Month.....

Class of Purchases	Opening Balance	Credits during the month	Total (Col.2+3)	Debits during the month	Closing Balance (Col.4-5)
1	2	3	4	5	6
	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.
I. For Stock.....					
II. For Specific Works.....					
Total					

Divisional Accountant

GOVERNMENT OF RAJASTHAN
.....Department

Division.....

Sub-Division.....

SCHEDULE OF MISCELLANEOUS WORKS ADVANCES
(Referred to in PWF & A Rules 740, 741 and 749)

PART I - EXTRACT FROM THE SUSPENSE REGISTER, FORM R.P.W.A.67

Month.....19.....

Item No. as per Register	Month from which the transaction dates	Authority	Reference to month in which the item was last affected	Particulars of items to be grouped by classes of Misc. Works Advances referred to in Rule 566+	Opening Balance	Debits during the month	Total (Columns 6+7)	Credits during the month	Closing Balance (Columns 8-9)	How Adjusted *	Remarks with explanation as to step taken to effect adjustment of outstanding items (in respect of credits during the month here enter reference to schedule docket in which the corresponding debit appears or if it was a cash receipt say so)
1	2	3	4	5	6	7	8	9	10	11	12
					Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.		

+ I-Sales on Credit.

II-Expenditure incurred on deposit works in excess of deposit received.

III-Losses, retrenchments, errors, etc.

IV- Other items

* Column 'A' recovered in cash 'B' adjusted by book transfer. The letter 'A' and 'B' should be entered in this column.

+PART II - (ABSTRACT ACCOUNT OF DEBITS CREDITS AND BALANCES)

Class of Misc. P.W. Advances	Opening Balance	Debits during the month	Total (Columns 2+3)	Credits during the month	Closing balance (Column 4+5)
1	2	3	4	5	6
	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.
I- Sales on Credit					
II- Expenditure incurred on deposit works in excess of deposit received					
III-Losses, retrenchments, errors, etc.					
IV-Other Items					
Total					

+ Part II should give the figures covering both affected and unaffected items.

Divisopnal Accountant

Form RPWA 71

(See Note-3 below PWF & A Rule 566)

GOVERNMENT OF RAJASTHAN

.....Department

Office of the Executive Engineer

.....Division

Division.....

Sub-Division.....

No.....

Date.....

To

Shri.....

Subject : Intimation of placing an amount in "Miscellaneous Works Advances."

Dear Sir,

This is to inform you that in the Monthly Account for.....of this Division, an amount of Rs..... (In figures) (Rupees) (In words) has been placed in "Miscellaneous Works Advances" against you, on account of the reasons given in the Memorandum given below.

You are, requested to get it cleared within a fortnight, by submission of required Account or vouchers or other relevant documentary evidence.

Yours Faithfully,

()
Executive Engineer

No.....

Date.....

Copy forwarded to the.....for information and necessary action.

Executive Engineer

MEMORANDUM OF REASONS

Schedule Docket No.	Amount	Reason
1	2	3
	Rs. P.	

GOVERNMENT OF RAJASTHAN
Department

Division.....

Sub-Division.....

SCHEDULE OF DEBITS TO STOCK
 (Referred to in PWF & A Rules 727, 733, 734 and 740)

Month.....19

Item No.	Schedule docket	*Name of Manufacture or other item of expenditure (as given in the estimate) <i>N.B. - Sanction to be noted in red ink when a work or item is entered for the first time</i>	Total transactions of the month	Total up-to-date	REMARKS. If the work is completed, say so (Amount of estimate to be filled in office copy only)
1	2	3	4	5	6
		MANUFACTURE Manufacture of..... Operation..... Outturn..... TOTAL MANUFACTURE OPERATION..... TOTAL MANUFACTURE OUTTURN..... TOTAL MANUFACTURE..... LAND, KILNS, ETC..... TOTAL LAND, KILNS, ETC..... HANDLING & OTHER INCIDENTAL CHARGES..... TOTAL HANDLING & OTHER INCIDENTAL CHARGES..... OTHER SUB-HEADS TOTAL OTHER SUB-HEADS GRAND TOTAL	Rs. P.	Rs. P.	

Divisional Accountant

* Only those works or items should be entered on which there has been any transaction during the month, and the "operation" and "outturn" transactions of each manufacture should be shown in two separate lines. In March, all items under the groups "Manufacture and Land, Kilns, etc.", the accounts of which are still open, should invariably be shown.

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Sub-Division.....

STOCK ACCOUNT

(Referred to in PWF & A Rules 734, 740, 741 and 742)

Month.....19

PART I - CLASSIFIED ACCOUNT OF RECEIPTS, ISSUES AND BALANCES

Item No.	Sub-heads	Balance	Receipts	Total	Issues	Balance	Sanctioned Reserve	Remarks
1	2	3	4	5	6	7	8	9
		Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.		
1.	Manufacture							
2.	Land, Kilns etc.							
4.	Handling and other incidental Charges							
5.	Other Sub-heads							
	Total							

Certified that entries in lines 1, 2 and 5 of this account agree with the corresponding entries in the Suspense Register (Stock).

Divisional Accountant

PART II - DETAILED ACCOUNT OF ISSUES

Schedule Docket No.	Amount	Schedule Docket No.	Amount	Schedule Docket No.	Amount	Particulars	Reference to Schedule etc.	Amount
1	2	3	4	5	6	7	8	9
Cash Settlement Suspense A/c	Rs. P.	Total Issues to work etc.	Rs. P.		Rs. P.	Line 1 (Part I) 1 - Manufacture Credits for outturn Line 2 - Land, Kilns etc. T.E.No. S.D.No. T.E.No. S.D.No.	72	Previous Column Consolidated contingent Bill
					Total		
						Line 3 - Handling and other incidental charges Line 4 - Other Sub-heads Issues to works etc. Issues to contingencies Cash Credits to Stock Sale Account - 1 - 2	19 19	
						Line 5 Total Issues		

Divisional Accountant

* For details See Schedule of Debits to Stock, Form 72.
 + To be used only when contingent charges are not drawn by bills presented direct at treasuries.
 ++ If the balance includes the value of any stores in transit within the division, the certificate should be amplified to state the value of such stores and the steps taken to adjust it.

If the closing balance of "Manufacture" includes any items which are not chargeable against the Reserved limit, they should be detailed in the column for remarks.

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Month.....19

Sub-Division.....

CLASSIFIED ABSTRACT OF EXPENDITURE

(Referred to in PWF & A Rules 736, 737 and 740)

Reference to Schedule, Schedule Docket or Bill	Major Heads, Group Heads, Minor Heads, Sub-Heads, Detailed Heads, in the order and code numbers given in the list of Major & Minor Heads as given in sanctioned budget (See also Appendix II)	Total charges of the month			
		Non-Plan	Plan	C.S.S.	Total
1	2	3	4	5	6

Note : Use separate form for every Major Head.

GOVERNMENT OF RAJASTHAN
Department

Division.....

Sub-Division.....

SCHEDULE OF WORKSHOP SUSPENSE
(Referred to in PWF & A Rules 740 and 741)

Sub-Head	Opening Balance	Debit	Credit	Closing Balance	Remarks
1	2	3	4	5	6

Certified that the balances shown in the above abstract agree with those shown in the Suspense Register.

Divisional Accountant

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Month.....

Sub-Division.....

SCHEDULE OF TRANSACTIONS BOOKED UNDER THE HEAD "8658-SUSPENSE - P.A.O.SUSPENSE"

(Referred to in PWF & A Rules 729, 735 and 740)

Item No.	Name of work with Estimate No. and Date	Reference of Authority letter of GOI	Designation of PAO concerned	Budget allotted by the Ministry concerned	Vr.No. & Date	Expenditure during the month	Progressive Expenditure during the year	Less Amount reimbursed by PAO vide AGs letter			Outstanding Balance of the current year/previous year	Remarks
								No.	Date			
1	2	3	4	5	6	7	8	9A Amount Rs.	9B No. P.	9C Date	10	11

Certificate regarding correction of Form 49 and revision of Licence Fee
(Referred to in PWF & A Rules 264 and 749)

Month.....

Certified that Forms 48 received from the Treasury Officers and other Disbursing Officers during.....have been compared with the corresponding entries in the Register of Buildings and Lands, the Register corrected wherever necessary, and rents revised where rates of emoluments have been altered.

S.No.	Register No. of Building and Land	Particulars of Property	By whom occupied	Rent as assessed & Month		Action taken to call for Form 48
1	2	3	4	5		6
				Rs.	P.	

Divisional Accountant

Divisional Officer

GOVERNMENT OF RAJASTHAN
Department

Division.....

Month.....

Sub-Division.....

SCHEDULE OF DEBITS/CREDITS TO MISCELLANEOUS HEADS OF ACCOUNT
 (Referred to in PWF & A Rules 617, 624, 729, 730 and 740)

Item No.	Head of Account	Particulars	Authority	Amount		*Remarks
				5	6	
1	2	3	4	Rs.	P.	6

Divisional Accountant

** In the Schedule of Credits, items representing cash receipts should be so described in this column, and against all other items should be given a reference to the Schedule docket wherein the corresponding debit appears.*

GOVERNMENT OF RAJASTHAN
Department

Division.....

Month.....

Sub-Division.....

SCHEDULE OF TRANSACTIONS ADJUSTED UNDER THE HEAD "CASH SETTLEMENT SUSPENSE ACCOUNT"
 (Referred to in PWF & A Rules 729, 730, 735, 737, 740, 741 and 749)

Item No.	Particulars	Name of responding Division	Opening Balance	Debits during the month	Total (Col. 4 & 5)	Credits during the month	Closing Balance (Col. 6-7)	Remarks
1	2	3	4	5	6	7	8	9

Certified that the claims have been sent to the Divisions concerned.

Divisional Accountant
Division

GOVERNMENT OF RAJASTHAN
Department

Division.....

Sub-Division.....

**STATEMENT OF ITEMS OF CASH SETTLEMENT SUSPENSE ACCOUNT
 UNSETTLED FOR MORE THAN 6 MONTHS**
 (Referred to in PWF & A Rule 741)

Month.....

Item No. of Form 76A	Monthly Account in which first initiated	Name of work done or service rendered with Estimate No. and date	Reference of Authority letter of the responding division requiring the work	Name and address of responding Division	Amount outstanding upto the current month	Action taken to clear the outstandings	Remarks
1	2	3	4	5	6	7	8

GOVERNMENT OF RAJASTHAN
Department

Division.....

Month.....

Sub-Division.....

SCHEDULE OF DEBITS/CREDITS TO REMITTANCES**
 (Referred to in PWF & A Rules 729, 730 and 740)

Item No.	Name of Division or office (with name of Department and Government, if necessary)	* Particulars \$	#Whether an original (O) or a Responding (R) Item ++	Authority				Amount brought to account	Particulars of Responding items which have been brought to account provisionally		Remarks
				Responding Items intimated by Accountant General for adjustment		Other Items			Amount	Nature of Objection quoting reference to the advice thereof sent separately	
				No. & date of intimation	Month & Item No. of Settlement or Exchange Account	No. & date of authority or acceptance (if any)	No. & date of advice (if any)				
1	2	3	4	5	6	7	8	9	10	11	12

- * Entries in this schedule should be grouped under the several headings as indicated in the list of Major and minor Heads or sanctioned budget.
- # Column 4 should be filled in only in respect of transactions falling under the group "III-Other Remittances".
- ++ In the schedule of credits, Items representing Cash Receipts should be so described in this column and against all other items a reference to the Schedule Docket wherein a corresponding debit appears should be quoted.
- ** Schedule of Credits to Remittances should follow Schedule of Debits to Remittances.
- \$ Transactions representing the cost of work done should not be entered severally as the necessary details of works are given in the Schedule of Works Expenditure.

Public Works Financial & Accounts Rules Part-III

Form RPWA 78

राजस्थान सरकार
.....विभाग

.....खण्ड

.....उप-खण्ड

कार्यों के लिए बिल रजिस्टर
(देखें लोक निर्माण वित्तीय एवं लेखा नियम 420)

क्र. सं.	प्राप्त करने की तारीख	उस उपमंडल का नाम जिससे बिल संबंधित है	कार्य का नाम	करार संख्या	ठेकेदार का नाम	बिल की क्र.सं. एवं दिनांक	बिल की राशि	एम.बी. का संदर्भ			उप मंडल से बिल प्राप्त करने की दिनांक
								संख्या	पृष्ठ	मापों को अभिलिखित करने की दिनांक	
1	2	3	4क	4ख	5क	5ख	6	7क	7ख	7ग	8
							रु. पै.				

काम पूरा होने की दिनांक, यदि यह अंतिम बिल हो	पिछले चालू भुगतान के, यदि कोई हो, फुटकर बिल, वाउचर एवं तारीख का संदर्भ	प्राप्तकर्ता लिपिक के हस्ताक्षर	भुगतान का संदर्भ			एम.बी. लौटाने का संदर्भ	विशेष विवरण
			फुटकर बिल (सी.बी. वाउचर सं. एवं दिनांक)	खजान्ची/लिपिक के दिनांकित लघु हस्ताक्षर	प्रकरण सहायक/सहायक अभियंता के दिनांकित लघु हस्ताक्षर		
9	10	11	12क	12ख	12ग	13	14

टिप्पणी : कालम 3 उपर्युक्त में संशोधन करके यह प्रपत्र उपमंडल में उपयोग में लिया जायेगा (कालम 3 उपमंडल की जगह शब्द अनुभाग बदल दिया जायेगा)।

GOVERNMENT OF RAJASTHAN
Department

Division.....

Month.....

Sub-Division.....

SCHEDULE OF DEPOSITS

(Referred to in PWF & A Rules 101, 605, 737, 740, 741 and 744)

PART I - ABSTRACT ACCOUNT OF RECEIPTS, ADJUSTMENTS AND BALANCES OF DEPOSITS

Classes of Deposit	Opening Balance	Credits during the month	Total (2+3)	Debits during the month	Closing Balance (4-5)
1	2	3	4	5	6
I-Cash deposits of subordinates as security					
II-Cash deposits of contractors as security					
III-Deposits for works to be done					
IV-Sum due to contractors on closed accounts					
V-Miscellaneous deposits					
Total					

PART II - DETAILED EXTRACT FROM DEPOSIT REGISTER, FORM RPWA 67

Item No. as per Register	Month from which transaction dates	Reference to month in which item was last affected*	Particulars of items (to be grouped by classes of deposits) with name of work, in the case of contractor	Opening Balance		Credits during the month		Total (5+6)		Debits during the month		Closing Balance (7-8)		How adjusted	Remarks : (In respect of each credit during the month, here enter reference to schedule docket in which the corresponding debit appears, or if it was a cash receipt, say so)
				5+	6+	7+	8+	9+	10++	11					
1	2	3	4	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.		

Certified that, with the exceptions noted below, all the interest bearing securities as per items.....or their acknowledgements by the authorised custodians, have been received and lodged in a chest in the custody of the Divisional Officer, and similar securities as per items.....have been certified as received and kept in custody by the Sub-divisional Officers concerned.

Exceptions (with reasons)

Divisional Accountant

-
- * To be indicated thus. - "New" for items appearing for first time, "12/65" for December 1965 "1/66" for January 1966 and so on.
 - + Columns 5, 7, 9 should not be totalled. The columns 6 and 8 should be tallied separately for each class of deposits.
 - ++ Columns 10. - "A" Repaid in cash "B" Adjusted by transfer entry, "C" converted into an interest-bearing security and entered in the Register of Securities. The letters A, B, C, etc., should be entered in the column "How Adjusted". If necessary, additional letters (D.E. etc.) should be entered with explanation at foot.

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

For the Month of.....

Sub-Division.....

.....DEPARTMENT

MONTHLY ACCOUNT

(Referred to in PWF & A Rule 737)

PART I

Item No.	Name of Major Heads, heads of account etc.	Schedule	Receipts	Disbursement			Total
				Non-Plan	Plan	CSS	
1	2	3	4	5	6	7	8
	REVENUE						
	EXPENDITURE						
	*Cash Balance						
	Increased/Decreased						
	Opening Balance						
	+Closing Balance						

Divisional Accountant

- * *If the Closing Cash Balance is less than the Opening Balance the difference will appear in the Receipts column; but if the balance has increased during the month, the difference will fall in the Disbursements column.*
- + *The total of columns for Receipts and Disbursement must agree and if there is any difference due to cash being in transit between two disbursing officers its amount should be included in the closing balance and the certificate of cash balance should be amplified so as to state the amount and the steps taken to adjust it.*

PART I
Memo of Miscellaneous Cash Receipts and paid into Treasuries

			Rs.	P.
	Total			
Balance from Last Account				
Receipts during the Month				
Paid into Treasuries				
.....Treasury vide From RPWA 51				
.....Treasury vide From RPWA 51				
.....Treasury vide From RPWA 51				
Balance remaining to be paid as explained below	Total			

Part - III
Certificate of Cash Balance

Certified (i) that the closing cash balance in the account agrees with the total of the balance recorded in the several Cash Balance-Reports in Form RPWA 5. (ii) that no single officer holds an imprest of more than Rs. 2000/- (iii) that all imprest holders who have to furnish security under the rules have either furnished, the security or have been exempted by competent authority, and (iv) that with the exceptions noted below, all temporary advances outstanding in Cash Accounts of the second proceeding month have since been cleared.

Name	Particulars of Advances	Amount		Date on which the advance was first made	Remarks explaining the delay in clearance
		Rs.	P.		

Divisional Accountant

Executive Engineer

Notes to be printed on the fly-lead of the Abstract Book, Form RPWA 81.

1. The standard form is only a model. The number of vertical columns may be varied according to requirements, the examples given being those suitable for an ordinary division of the Civil Works branch.
2. The book should be posted from the several Cash Books in respect of cash transactions, from the Transfer Entry Book in respect of transfer entries and from the Abstract of Stock Receipts and Abstract of Stock Issues in respect of stock transactions.
3. The amount of each cheque entered in Cash Book should be shown on the Charges side under the head to which the payment relates, and the total amount of cheques drawn should be shown as a single entry on the Receipts side in the column for "Public Works Cheques".
4. In posting the stock transactions from the Abstract of Stock Receipts and Abstract of Issues debits (and credits) to Stock, which represent credits (and debits) posted in the Abstracts from the Cash Book and the Transfer Entry Book and which are separately shown in the Abstracts vide note 2 below Rule 166 and Rule 739 should be excluded as these are posted in the Abstract Book direct from the Cash Books and the Transfer Entry Book. In the vertical columns, head "Stock", should be entered, on the receipts side, the total of the stock issues (corrected as above and on the charges side the total of the stock receipts also corrected as above).
5. As the postings from each Cash Book or other documents are completed it should be seen that the total posting on the Receipts side agree with those on the Charges side and that, further, the total of the columns headed "Cash from Treasury" agree in respect of Cash Book, and those of the columns, headed "Transfers within Division" in respect of whole division, separately for Cash and Stock unless any Cash and Stock be in transit, see PWF & A Rule 738.
6. Refunds of Revenue appears as charges in the initial accounts and will therefore be posted on the Charges side of the Abstract Book. As they are to be taken ultimately in reduction of revenue receipts, the totals for the month should be transferred to the Receipts side as minus entries in the columns for the revenue heads concerned.
7. Similarly, receipts which are to be taken in reduction of expenditure on individual works in progress or on establishment and tools and plant vide Statement E of Appendix 2, should be posted as receipts in the first instance under appropriate headings, and ultimately transferred to the Charges side as minus entries in the columns for the heads under which the charges to be reduced are classified.
8. Finally, it should be seen that the totals of the vertical columns agree with the totals of the relevant schedules, registers, etc., or of the corresponding figures therein Differences should be traced and set right.

GOVERNMENT OF RAJASTHAN
.....Department

Division.....

Month.....

Sub-Division.....

ABSTRACT BOOK

(Referred to in PWF & A Rules 726 and 737)

Receipts

Sub-Division etc.	Major Head	Workshop Suspense	Suspense Account				Establishment- Deduct- Percentage Recoveries	Machinery & Equipment-Deduct- Recoveries	Misc. Heads of Account	Cash Settlement Suspense A/c	Public Works Deposit
			Stores/ Services advances	Stores/ Services rendered	Stock	Misc. Works Advances					
1	2	3	4	5	6	7	8	9	10	11	12
Rs. P.											
Cash.....											
Divisional Office.....											
Total.....											
Sub-Division.....											
Total.....											
Sub-Division.....											
Total.....											
Sub-Division.....											
Total.....											
Transfer Entries											
Total.....											
Stock.....											
Total.....											
Total Cash, Transfer Entries and Stock.....											
Deduct : Refund of Revenue transferred from Charges side.....											
Net.....											
Reference to Schedule, Register, etc. Form No....	46	75	67	67	67 & 72	67	74	74	76	76A	67

Public Works Financial & Accounts Rules Part-III

Remittances										
Pay & A/c office Suspense			PAO Railways	PAO Posts	PAO Telecommunication	PAO Defence	P.W.Remittance		Transfer between P.W. officers	Inter State Suspense Account
Ministry of							P.W. Cheques	Other Remittances		
13	14	15	16	17	18	19	20	21	22	23
77A	77A	77A	77A	77A	77A	77A	77	77	77	82

Public Works Financial & Accounts Rules Part-III

Refunds to be deducted from Charges Side							Transfer within Division Rs. P.	Cash from Treasury Rs. P.	Opening Cash Balance Rs. P.	Total Rs. P.
Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	31	32	33	34
24	25	26	27	28	29	30				
			No Entries					Rs. P. Total Total Total	Total Transfer Entries	Total of last 3 columns
Transferred to Charges Side									Total Transfers within Division Stock	

Public Works Financial & Accounts Rules Part-III

Charges

Sub-Division etc.	Major Head.....										Misc. Heads of Account	Cash Settlement Suspense A/c	Public Works Deposit
	Minor Head	Minor Head	Repair	Estt. contingencies, grants-in-aid	Tools & Plant	Suspense Account							
						Workshop Suspense	Stores/ Services advances	Stores/ Services rendered	Stock	Misc. Works Advance			
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Cash.....													
Divisional Office.....													
Total.....													
Sub-Division.....													
Total.....													
Sub-Division.....													
Total.....													
Sub-Division.....													
Total.....													
Transfer Entries.....													
Total.....													
Stock.....													
Total.....													
Total Cash, Transfer Entries and Stock Deduct : Refunds of Revenue transferred from Charges side.....													
Net.....													
Reference to Schedule Register, etc. Form No.....		64		T.R. 32		75	67 Purchase	67	67 & 73	67 Misc. P.W. Advance	76	76A	67

Public Works Financial & Accounts Rules Part-III

U. Remittance										
Pay & A/c Office			PAO Railways	PAO Posts	PAO Telecommunication	PAO Defence	P.W.Remittances		Transfer between P.W. officers	Inter State Suspense Account
Ministry of							Remittances into Treasuries	Other Remittances		
15	16	17	18	19	20	21	22	23	24	25
77A			77A	77A	77A	77A	77	77	77	82

Public Works Financial & Accounts Rules Part-III

Refunds of Revenue to be transferred to Receipts Side 26	Transfer within Division 27	Cash from Treasury 28	Closing Cash Balance 29	Total 30
Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.
No Entries Transferred to Receipts Side		Rs. P. Total Total Total	Total Transfer Entries Total Transfers with Division-Stock	Total of last 3 columns

Total agreed with the corresponding figures in relevant schedules, registers etc.

Date.....

Divisional Accountant

GOVERNMENT OF RAJASTHAN
Department

Division.....

Sub-Division.....

SCHEDULE OF INTER-STATE SETTLEMENT SUSPENSE ACCOUNT IN RESPECT OF TRANSACTIONS
(Referred to in PWF & A Rules 729 and 740)

S.No.	Name of Work	Name of Contractor	Vr. No.	Date	Gross Amount	Amount transferred to other State Govt. as per agreement	Reference No. and date of the Accountant General passing on the debit/credit	Remarks after confirmation from the A.G.
1	2	3	4	5	6	7	8	9

Divisional Accountant

Public Works Financial & Accounts Rules Part-III

Form RPWA 83

GOVERNMENT OF RAJASTHAN

.....Department

Division.....

Month.....

Sub-Division.....

LIST OF ACCOUNTS SUBMITTED TO ACCOUNTANT GENERAL

(Referred to in PWF & A Rules 59, 740 and 743)

Form No.	Name of Document	No. of Documents	Remarks
1	2	3	4
80	Monthly Account		
46-A	Schedule of Revenue Realised		
	Refund of Revenue		
	Receipts & Recoveries on Capital Account		
74	Classified Abstract of Expenditure		
64	Schedule of Works Expenditure		
61	Schedule Dockets (with necessary vouchers Transfer Entry Orders Survey Reports, and Sale Accounts attached to each)		
62	Schedule Docket of Percentage Recoveries		
73	Stock Account (with Sale Accounts in support of the Cash Credit to Stock)		
72	Schedule of Debits to Stock		
69	Abstract Account of Credits, Debits, and Balances of the M.P.S.S. (supported by a list of credits to this showing references to the Transfer Entry Orders aggregating to the figure shown in the Classified Abstract of Expenditure)		
70	Schedule of Miscellaneous Works Advances		
75	Schedule of Workshop Suspense		
75A	Schedule of Transactions adjusted under 8658 Suspense-PAO Suspense		
76	Schedule of Debits/Credits to Miscellaneous Heads of Accounts		
76A	Schedule of Transactions adjusted under the Head "Cash Settlement Suspense Account"		
76B	Statement of Items under Cash Settlement Suspense Account outstanding for more than 6 months.		
77	Schedule of Credits to Remittances		
77	Schedule of Debits to Remittances		
82	Schedule of Inter State Suspense Account		
51	Schedule of Monthly Settlement with Treasuries (with supporting Consolidated Treasury Receipts and Certificates of Issues, signed by Treasury Officers)		
79	Schedule of Deposits		
65	Schedule of Deposit Works		
66	Schedule of Takavi Works		

The vouchers enumerated below do not accompany for the reasons stated against each :-

Reference to Schedule Docket or Contingent Bill	Voucher No.	Amount	Reasons for non-submission	Probable date of submission
1	2	3	4	5

Divisional Accountant

Forwarded to the Accountant General.....

Dated.....

Divisional Officer

GOVERNMENT OF RAJASTHAN
.....Department

Division.....

Sub-Division.....

DIVISIONAL OFFICER'S REPORT OF SCRUTINY OF ACCOUNTS
(Referred to in PWF & A Rules 59 and 743)

Month.....19

After due examination of the office copies of the monthly Account, and supporting documents, for the month of.....19, which were despatched under the signature of the Divisional Accountant during my absence from headquarters, I accept responsibility for the same.

2. I have initialled the office copies of the Monthly Account and the List of Accounts (Form RPWA 83), and a duplicate copy of the Monthly Account signed by me is attached to this report.

3. I have issued instructions for the adjustment, in the next month's account, of the errors and omissions detailed below, which my scrutiny of the accounts has disclosed :-

- अ
- ब
- स
- द

No.

Dated

Divisional Officer

.....Division

Enclosure : Monthly Account

To

The Accountant General

.....
.....

Public Works Financial & Accounts Rules Part-III

Form RPWA 85

GOVERNMENT OF RAJASTHAN
.....Department

Division.....

Sub-Division.....

REGISTER OF INTEREST BEARING SECURITIES
(Referred to in PWF & A Rules 51 and 606)

Item No.	Name and designation of depositor	For what purpose or work (quoting reference to agreement or bond)	Particulars of Securities received							Date of receipt in Office	Dated initials of the Divisional Accountant and of the Divisional Officer verifying columns 1-11	
			Government Securities, including Municipal Debentures, Post Trust Bonds and Post Office 5 Year Cash Certificates etc.				Other Securities i.e. Post Office Savings Bank Pass Books or Deposit Receipts of Recognised Banks					
			Number	Percentage (or issue price in the case of Cash Certificates)	Loan (or date of issue in the case of Cash Certificate)	Amounts i.e. Market value (or surrender value in the case of Cash Certificate)	Name of Post Office or Bank	Number of Account Receipt	*Amount			
1	2	3	4	5	6	7	8	9	10	11	12	

Forwarded for safe custody to Treasury or Accounts Officer with			Acknowledgement of Treasury or Accounts Officer		Dated initials of the Divisional Accountant and of the Divisional Officer verifying columns 13-17	Orders sanctioning the return or retransfer of the security			Letter recalling the security, if out of the office		Treasury or Accounts Officer's letter with which received back		Particulars of the disposal quoting reference to acknowledgement of the depositor	Dated initials of the Divisional Accountant and of the Divisional Officer verifying columns 19-26	Remarks
Number	Date	Name of Officer	Number	Date		Name of Officer	Number	Date	Number	Date	Number	Date			
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28

* If the Post Office Savings Bank Pass Book pertains to a security deposit recovered in installments, no entry should be made in this column until the security has been fully paid up. But if such security deposit is to be refunded before the full amount is recovered it should be treated as fully paid up and brought on the register before being refunded. In all cases only the original deposit should be entered here and not the interest.

GOVERNMENT OF RAJASTHAN
Department

Division.....

Sub-Division.....

ACCOUNT OF INTEREST BEARING SECURITIES
 (Referred to in PWF & A Rules 51 and 606)

For the year ending 31st March, 19.....

*Item No. as per Register of Securities	Name of Depositor (with name of work in the case of contractors)	Balance as per last account	Fresh deposits of the year	Total	Deduct securities returned or retransferred to the depositors	Balance at the close of the year	Reference to acknowledgement for amounts in col. 6 which should be attached	Remarks
1	2	3	4	5	6	7	8	9

Divisional Accountant

Certified that, with the exceptions noted below, all the securities shown in column 7 of this Account, or their acknowledgements by the authorized custodians are in my possession.

Exceptions (with reasons).

Divisional Officer

*
 * Items should be grouped separately for each of the classes of securities enumerated in PWF & A Rule 595.

**MODEL FORM OF BANK GUARANTEE BOND FOR EARNEST MONEY
IN EXCESS OF RS. TEN LACS**

[See PWF & A Rules 335 and 594(iii)(a)]

To
The Governor of the State of Rajasthan
Through.....

Whereas the Governor of the State of Rajasthan through.....(Designation of the Officer inviting tender), (here-in-after called "the Government") has called for tenders for execution of.....(name of work), estimated to cost Rs..... (Rupees.....only) on.....(Date) or any extended date and as per normal rules of the Government, Earnest Money is to be deposited before or alongwith the tender, and whereas, the Rules of the State Government permit deposit of Earnest Money upto Rs. 10 lacs in cash, and the balance in the form of Bank Guarantee.

1. In consideration of the Governor of State of Rajasthan having made such a stipulation in Rule 595 (iii) (a) of the Public Works Financial & Accounts Rules, and M/s.....(name of contractors) are desirous of depositing Earnest Money in excess of Rs. 10 lac i.e. Rs.....(Rupees.....only) (excess over Rs. 10 lacs) in the form of Bank Guarantee as Earnest Money in order to participate in the tender for work above mentioned as per said Rules, and will be so permitted on production of a Bank Guarantee for Rs.....(Rupees.....only), We.....(indicate name of the "Bank"), here-in-after referred to as the "Bank" at the request of M/s....., contractor(s), do hereby undertake to pay to the Government an amount not exceeding Rs.....(Rupees.....only) on demand.
2. We.....(indicate the name of Bank), do hereby undertake to pay Rs.....(Rupees..... only) the amounts due and payable under this guarantee without any demur or delay, merely on a demand from the Government. Any such demand made on the bank by the Government shall be conclusive and payable by the Bank under this guarantee. The Bank Guarantee shall be completely at the disposal of the Government and We.....(indicate the name of Bank), bound ourselves with all directions given by Government regarding this Bank Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (Rupees.....only).
3. We.....(indicate the name of Bank), undertake to pay to the Government any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any Court or Tribunal or Arbitrator etc., relating thereto, our liability under these presents being absolute, unequivocal and unconditional.
4. We.....(indicate the name of Bank) further agree with the Government that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligations, hereunder to extend the date of receipt of such tenders for the work as aforesaid or to vary any other terms and conditions of the Notice Inviting Tenders or the tender, extend the validity of tenders, or time for completion of the work, etc. We shall not be relieved from our liability by reason of any such variation or extension or for any forbearance, act or omission on the part of the

Government or any indulgence by the Government, to the said contractor(s) or by any such matter or thing whatsoever which would but for this provision, have the effect of so relieving us.

5. The liability of us.....(indicate the name of Bank), under this guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).
6. We.....(indicate the name of Bank), lastly undertake not to revoke this guarantee except with the previous consent of the Government in writing.
7. This Guarantee shall remain valid and in full effect, until it is decided to be discharged by the Government. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs.....(Rupees.....only).
8. It shall not be necessary for the State Government to proceed against the contractor before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank notwithstanding any security which the State Government may have obtained or obtain from the contractor.
9. The Bank Guarantee shall be payable at the Headquarters of the Division, or the nearest District Headquarters. If the last date of expiry of the Bank Guarantee happens to be a holiday of the Bank, the Bank Guarantee shall expire on the close of the next working day.

Dated.....day of.....

For and on behalf of the Bank (indicate the Bank)

Signature & Designation

The above Guarantee is accepted by the Government of the State of Rajasthan

For and on behalf of the Governor of State of Rajasthan

Signature

MODEL FORM OF BANK GUARANTEE BOND AGAINST PERFORMANCE OF CONTRACT (PERFORMANCE GUARANTEE)

(See PWF & A Rules 338 and 595)

To
The Governor of the State of Rajasthan
Through.....

1. In consideration of the Governor of State of Rajasthan (hereinafter called "The Government") having agreed to exempt M/s..... (hereinafter called "the said Contractor(s)" from the demand, under the terms and conditions of an Agreement No.....dated..... made between the Governor of the State of Rajasthan through.....(Designation of the Officer) and.....(Contractor) for the work..... (hereinafter called "the said Agreement") of Security Deposit for the due fulfillment by the said Contractor(s) of the terms and conditions contained in the said Agreement, on production of a Bank Guarantee for Rs.....(Rupees..... only), we.....(indicate name of the "Bank"), hereinafter referred to as the "Bank") at the request of, contractor(s) do hereby undertake to pay to the Government an amount not exceeding Rs.....(Rupees.....only) on demand.
2. We.....(indicate the name of Bank), do hereby undertake to pay Rs.....(Rupees..... only), the amounts due and payable under this guarantee without any demur or delay, merely on a demande from the Government. Any such demand made on the bank by the Government shall be conclusive as regards the amount due and payable by the Bank under this guarantee. The Bank Guarantee shall be completely at the disposal of the Government and We.....(indicate the name of Bank), bound ourselves with all directions given by Government regarding this Bank Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (Rupees.....only).
3. We.....(indicate the name of Bank), undertake to pay to the Government any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any Court or Tribunal or Arbitrator etc., relating thereto, our liability under these presents being absolute, unequivocal and unconditional.
4. We.....(indicate the name of Bank) further agree that the performance guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Government under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the Government certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.
5. We.....(indicate the name of Bank) further agree with the Government that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligations, hereunder to vary any of the terms and conditions of the said Agreement or to extend time of

performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor (s) or for any forbearance, act or omission on the part of the Government or any indulgence by the Government, to the said contractor(s) or by any such matter or thing whatsoever which would but for this provision, have effect of so relieving us.

6. The liability of us.....(indicate the name of Bank), under this guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).
7. We.....(indicate the name of Bank), lastly undertake not to revoke this guarantee except with the previous consent of the Government in writing.
8. This Performance Guarantee shall remain valid and in full effect, until it is decided to be discharged by the Government. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs.....(Rupees.....only).
9. It shall not be necessary for the State Government to proceed against the contractor before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank notwithstanding any security which the State Government may have obtained or obtain from the contractor.
10. The Bank Guarantee shall be payable at the Headquarters of the Division, or the nearest District Headquarters. If the last date of expiry of the Bank Guarantee happens to be a holiday of the Bank, the Bank Guarantee shall expire on the close of the next working day.

Dated.....day of.....

For and on behalf of the Bank (indicate the Bank)

Signature & Designation

The above Performance Guarantee is accepted by the Government of the State of Rajasthan

For and on behalf of the Governor of State of Rajasthan

Signature

MODEL FORM OF BANK GUARANTEE BOND FOR MAKING UP FULL SECURITY DEPOSIT

[See Rules 338 and 595 (iii)(c)]

To
The Governor of the State of Rajasthan
Through.....

Whereas the Governor of the State of Rajasthan through.....(Designation of the Officer), (here-in-after called "the Government") having entered into an Agreement No.....dated..... with M/s..... (herein after called the Contractor) for.....(name of work), here-in-after called "the said Agreement" under which the contractor(s) M/s.....have applied to furnish Bank Guarantee to make up the full Security Deposit.

1. In consideration of the Governor of State of Rajasthan having made such a stipulation in agreement. We.....(indicate name of the Bank), here-in-after referred to as "the Bank") at the request of M/s....., contractor(s) do hereby undertake to pay to the Government an amount not exceeding Rs.....(Rupees.....only) on demand.
2. We.....(indicate the name of Bank), do hereby undertake to pay Rs.....(Rupees..... only), under this guarantee without any demur or delay, merely on a demand from the Government. Any such demand made on the bank by the Government shall be conclusive and payable by the Bank under this guarantee. The Bank Guarantee shall be completely at the disposal of the Government and We.....(indicate the name of Bank), bound ourselves with all directions given by Government regarding this Bank Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (Rupees.....only).
3. We.....(indicate the name of Bank), undertake to pay to the Government any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any Court or Tribunal or Arbitrator etc., relating thereto, our liability under these presents being absolute, unequivocal and unconditional.
4. We.....(indicate the name of Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Government under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the Government certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.
5. We.....(indicate the name of Bank) further agree with the Government that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligations, hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not

be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor (s) or for any forbearance, act of omission on the part of the Government or any indulgence by the Government, to the said Contractor(s) or by any such matter or thing whatsoever which would but for this provision, have the effect of so relieving us.

6. The liability of us.....(indicate the name of Bank), under this guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).
7. We.....(indicate the name of Bank), lastly undertake not to revoke this guarantee except with the previous consent of the Government in writing.
8. This Performance Guarantee shall remain valid and in full effect, until it is decided to be discharged by the Government. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs.....(Rupees.....only).
9. It shall not be necessary for the State Government to proceed against the contractor before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank notwithstanding any security which the State Government may have obtained or obtain from the contractor.
10. The Bank Guarantee shall be payable at the Headquarters of the Division, or the nearest District Headquarters. If the last date of expiry of the Bank Guarantee happens to be a holiday of the Bank, the Bank Guarantee shall expire on the close of the next working day.

Dated.....day of.....

For and on behalf of the Bank (indicate the Bank)

Signature & Designation

The above Guarantee is accepted by the Government of the State of Rajasthan

For and on behalf of the Governor of State of Rajasthan

Signature

GOVERNMENT OF RAJASTHAN
.....Department

Division.....

Sub-Division.....

FORM OF INVOKING BANK GUARANTEE
(See Note-2 below PWF & A Rule 595)

Office of theEngineer.....Division.....

To,
The Manager,

.....(here give name and address of the Bank,
.....where the Bank Guarantee is payable)

This is to inform you that the Bank Guarantee furnished by your Bank vide No.....dated.....for Rupees..... in favour of the Governor of Rajasthan is hereby invoked, and you are called upon to pay the amount of Rs.....(Rupees.....only) mentioned in the said Bank Guarantee, to the undersigned immediately.

Yours Faithfully,

.....Engineer
.....Division
**On behalf of the Governor
of the State of Rajasthan**

GOVERNMENT OF RAJASTHAN
Department

Division.....

Sub-Division.....

REGISTER OF BANK GUARANTEES

[Referred to in PWF & A Rules 338 and Note 1 and 2 below Rule 595(iii)]

S. No.	Date of receipt of Bank guarantee	Name & Address of Contractor/ Supplier furnishing the B.G.	Name of work awarded to contractor	Purpose of B.G. (Form 87 or 88 or 88A)	Reference to Agreement No. and date	Particulars of Bank Guarantee				Dated Initials of officer concerned	Date of refund /return of B.G.	Remarks reg. completion of work/conditions of contract agreement
						Name & Address of Bank	B.G. No. & date	Amount covered	Validity of B.G.			
1	2	3	4	5	6	7	8	9	10	11	12	13

Note : The register is to be maintained like cash book, and to be compulsorily seen and signed by the Divisional Officer.

GOVERNMENT OF RAJASTHAN
.....Department

Division.....

Sub-Division.....

PROCEDURE & APPLICATION FOR SETTLEMENT OF DISPUTES BY STANDING COMMITTEE
(See Clause 23 of Conditions of Contract Appendix XI)

1. An application seeking reference of the "dispute" for settlement by the Standing Committee shall be submitted in the proforma given in the Annexure to Form RPWA 90.
2. The application duly filled in shall be submitted by the contractor to the Chief Engineer concerned, with two copies thereof to the concerned Executive Engineer. All the three copies of the application form shall be accompanied by a Statement of Claims, in the manner indicated in the Application form.
3. The Executive Engineer on receipt of the application (in triplicate) from the contractor shall prepare Columnar Statement giving his comments against every claim. The additional columns will be reserved for comments of (1) Executive Engineer, (2) Superintending Engineer, (3) Additional Chief Engineer, (4) Highest level officer of Finance & Accounts (Financial Advisor/Chief Accounts Officer) in the Department, (5) Chief Engineer and send two copies thereof to the Superintending Engineer without waiting for a reference from the Chief Engineer/Superintending Engineer within 10 days from the date of receipt of contractor's application in his office, alongwith the following -
 - (a) An attested copy of relevant Clause for settlement of disputes (Clause 23 of Conditions of Contract - Appendix XI)
 - (b) A note regarding verification of the actual facts and data furnished by the contractor in the application from.
 - (c) Brief comments on each claim of the contractor, while giving such comments, the admissibility of the claim in the light of Clause 23 and Limitation Act will be kept in view.
 - (d) Statement of counter claims of the department, if any. However, if counter claims are not readily enlisted or available, comments on contractor's claims should not be delayed. The Standing Committee can consider counter claims of the department even if separately filed for settlement.
4. The counter statement of facts/views should in all cases be got quickly cleared from the Superintending Engineer, and Senior/Junior Counsel by the Executive Engineer through a D.O. letter and by keeping watch on such reference. The Superintending Engineer will send his comments to the Additional Chief Engineer within a week, and the Additional Chief Engineer will send his comments to the Chief Engineer within a week.

Public Works Financial & Accounts Rules Part-III

5. Before sending the case for settlement by the Standing Committee under Clause 23, Chief Engineer will get the views of the F.A./C.A.O. recorded in the columnar statement and after recording his own views, will refer the case to Administrative Secretary concerned. All such correspondence should be through confidential D.O.letters and should be sent through Special Messenger if located at the same station, or otherwise considered expedient.
6. On receipt of the Award of the Standing Committee, the Executive Engineer will record his comments on the award of the Standing Committee and send the same in duplicate to the Chief Engineer direct, with a copy to the Superintending Engineer. The financial statement and comments should be combined in the covering letter itself.
7. The Executive Engineer will await executive instructions of the Chief Engineer before acting upon the Award.
8. The Executive Engineer will send a quarterly statement in duplicate ending June, September, December and March of pending settlement cases with the Standing Committee on 7th of the month following the last month of the quarter, to the Superintending Engineer, who shall send a one statement to the concerned Chief Engineer on 15th of the month as aforesaid every year, with his remarks (if any).

**APPLICATION FOR SETTLEMENT OF DISPUTES BY STANDING COMMITTEE UNDER CLAUSE 23
OF THE CONDITIONS OF CONTRACT (Appendix XI)**
(to be submitted in triplicate)

To,

The Chief Engineer,

Sub : Reference to the Standing Committee for settlement of Disputed claims under Clause 23 of the Conditions of Contract.

Sir,

In terms of Clause 23 of the Conditions of Contract, vide Agreement No.....dated..... entered between the Governor of Rajasthan through the Executive Engineer.....Division.....Departmentfor execution of.....(name of work). I.....(name of the person having the authority to sign the contract) hereby request you that the claims given in the enclosed statements having become "disputed" and may kindly be referred to the Standing Committee for settlement as referred to in the aforesaid Clause.

Particulars

Verification by Executive Engineer

1. Name of the Applicant
2. Whether the applicant is individual or partnership firm or Limited Company
3. Name of the work
4. Agreement Number under which settlement is sought
5. Name of the Division which entered into contract
6. Contract amount of the work
7. Date of contract
8. Date of commencement of work
9. Stipulated date of completion of work
10. Actual date of completion of work
11. Whether the normal channels of settlement of cases have been exhausted and "disputed clam" established. Copy of letter of refusal of claims by competent authority be attached.
12. Total number of claims made
13. Total amount claimed
14. Date of payment of final bill
15. Amount of final bill paid or pending
16. Amount of Bank Guarantees available and dates of expiry of each
17. Amount of Security Deposit held by the Department
18. Amount of the Contractors dues available under other contracts
19. Receipts Number, date and amount of Settlement Fee @ 2% of the amount in "dispute" deposited by the contractor
20. Signatures of the person authorised to enter into contract.

GOVERNMENT OF RAJASTHAN
.....Department

Division.....

Sub-Division.....

ANNUAL CERTIFICATES OF BALANCES
(Referred to in PWF & A Rule 745)

For the year ended 31st March, 19.....

Certificate No.1 - Stock

- (A) **Manufacture** - Certified (1) that the closing balance of Rupees.....in the accounts of the head "Manufacture" for March 19....., consisted with exceptions noted below, only of the unadjusted charges, upon operations in progress, (2) that outturn from the operations has been duly brought to account, and (3) that the closing balance does not relate to any operations, the accounts of which under the Rule 538 should have been closed and adjusted during the previous twelve month.
- (B) **Land, Kilns, etc.** - Certified (1) that the closing balance of Rupees.....in the accounts of the head "Land, Kilns, etc." for March 19....., consists of the items enumerated below, (2) that all charges recoverable from other heads of account under Rule 591 have been duly credited to this head during the year, and (3) that the balance in respect of each item represents, in my opinion, a fair residue which the operations of coming seasons may be reasonably expected to bear at the prescribed rates of recovery :-

Item No.	Particulars	Total number of years in which the capital account is to be cleared	Year in which the capital charges were first incurred	Gross Capital chargeable to end of year						Total Credits on account of recoveries to end of year						Balance outstanding at end of the year	Remarks	
				To end of previous year		During year		Total		To end of previous year		During year		Total				
1	2	3	4	5		6		7		8		9		10		11		12
				Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	

In nearest Rupees only

- (C) **Other Sub-heads** - Certified (1) that the closing balance of Rupees..... under the head "Other Sub-heads" in the Stock Account for March 19....., represents the value of Stock materials, detailed quantity accounts whereof have been maintained in accordance with the prescribed procedure, and (2) that the exceptions noted below, none of the materials stocked are in excess of the probable requirements of the works of the division for the subsequent twelve months :-

Public Works Financial & Accounts Rules Part-III

Item No.	Particulars	Value	Remarks
1	2	3	4
1.	*Unserviceable Stock (No details required)	*Rs. P.	+.....
2.	+Serviceable Stock in excess of the requirement for next twelve months, but which in my opinion it is necessary to keep in reserve (no details required). Surplus Stock, i.e. serviceable materials which are available for sale or transfer. (No details required)		As per separate list forwarded to the Superintending Engineer for orders under cover of letter No..... dated.....
	Total		

**In nearest Rupees only*

+State the steps taken to obtain the necessary sanction to write off the loss.

Certificate No. 2 - Workshop Suspense

Certified (1) that the closing balance of Rs.....in the accounts of the head "Workshop Suspense" for March 19.....consists of the unadjusted charges for labour and materials on the undermentioned jobs in progress, which for the reasons noted against each it was not possible to adjust in the accounts for March 19....., as required by Rule 587 and (2) that action has been taken to ensure their clearance in the supplementary account.

Certificate No. 3 - Other Suspense Accounts and Deposits

M.P.S.S.A.	Credit Balance Rs.....
Stores/Services Advance	Debit Balance Rs.....
Stores Services Rendered	Credit Balance Rs.....
Miscellaneous Works Advance	Debit Balance Rs.....
Deposits	Credit Balance Rs.....

Certified (1) that the closing balances of accounts named in the margin (as specified against each) for March 19.....have been reviewed in detail, (2) that no items are included therein which under rule do not pertain to the account concerned; (3) that with the exceptions noted below, none of the items, in view of the period it has been outstanding or of any other circumstances which may diminish the chance of its recovery, calls for any special action, to effect clearance and (4) that in respect of the exceptions specified necessary action is being taken under my orders.

Certificate No. 4 - Works Accounts

- (A) **General** - Certified (1) that the account of all works, the actual construction of which is completed, have been closed as far as possible, and (2) that in cases in which the accounts of such works have still to be kept open, arrangements have been made to ensure that no further charges will be incurred without my permission as required by Rule 492.
- (B) **Materials** - Certified (1) that in respect of each work in progress in the accounts of which the suspense head "Materials" is being operated upon the balances as per the Register of Material-at-site Accounts as on 31st March, 19....., have been verified and the report of verification reviewed by me and (2) that necessary action to clear the suspense head "Materials" has been taken in the case of all works completed during the year.
- (C) **Contractors and labourers** - Certified (1) that the closing balances of the account of "Contractors" and "Labourers" as maintained in Registers of Works in respect of works the accounts of which were open on the 31st March 19....., were as detailed below, (2) that the total of the Contractors balances as shown in Certificate (1) has been reconciled by the Divisional Accountant with the total of the balances in the Contractor's ledger, (3) that the labourers balances have been similarly reconciled by the Sub-Divisional Officers concerned with the relevant records of unpaid wages (vide Rule 406), (4) that there has been no abnormal delay in closing or adjusting the accounts of Contracts which are no longer in operation, (5) that all "Secured Advances" are covered by duly executed indentures in Form RPWA 31 which I have seen are in existence in the Divisional Office, and (6) finally, that none of the other outstanding debit balances represents any overpayments, or have become or likely to be irrecoverable :-

S. No.	Full name of work	Detail of Balances			Labourer's	Remarks
		Contractors				
		Advance Payments (Debits)	Secured advances *(Debits)	Other transactions Debits/Credits		
1	2	3	4	5	6	7
		*Rs. P.	*Rs. P.	*Rs. P.	*Rs. P.	
	Total					

**In nearest Rupees only*

Certificate No. 5 - Arrears of Revenue

Certified (1) that the Register of Licence Fee of Buildings and Lands and other records of assessment and realisation of revenue (vide Rule 264) for the year ending 31st March 19....., have been reviewed in detail and that all immovable properties belonging to the division which are available for letting out and other important sources of revenue, are entered in the relevant registers with full particulars, (2) that adequate action is being taken under my orders in respect of revenue which remains unrealised for more than one month by reason of delay on the part of the tenant or other person concerned, and (3) that there are no arrears which have become, or are likely to be, irrecoverable.

Certificate No. 6 - Cash Settlement Suspense Account

Certified that the closing balance of Rupees.....in the accounts of the head "Cash Settlement Suspense Account" consist with the exceptions noted below only of outstanding transactions pertaining to the month of March, 19...., for which the Intimations of claim were duly despatched to the Divisions concerned within the prescribed period, (2) that no inward claims outstanding for more than ten days and (3) that action has been taken to ensure the clearance of the outstanding amount.

Divisional Accountant
Date

Divisional Officer
Date

GOVERNMENT OF RAJASTHAN
Department

Division.....

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REGISTER OF MEASUREMENT BOOKS
(Referred to in PWF & A Rule 411)

PART I - FOR ORDINARY MEASUREMENT BOOK

Serial No. of Book	Name of Sub-Division/Subordinate to whom issued (To be corrected according to its use in the Divisional or Sub-Divisional Office)	Date of Issue	Date of Return	Year from the last day of which period of preservation is to be completed	Date of review by Divisional Accountant with initials vide Rule 416	Remarks
1	2	3	4	5	6	7

PART II - FOR STANDARD MEASUREMENT BOOKS

Serial No. Alphabetical	Sub- Division	Particulars of works		By whom certified as correct to from the basis of				Remarks
		Name of Building	Pages	Annual Repair estimates		Payment to contractors		
				Name and Designation	Date	Name and Designation	Date	
1	2	3	4	5	6	7	8	9

GOVERNMENT OF RAJASTHAN
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Division.....

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LIST OF MONTHLY SUB-DIVISIONAL ACCOUNTS
 (Referred to in PWF & A Rules 24 and 704)

Month.....19.....

RPWA Form No.	*Name Document	No. of Documents	Remarks
1	2	3	4
18	Survey Reports		
19	Sale Accounts		
94	Detailed list of Works Abstracts A		
33	Works Abstracts A. For Major Works		
35	Register of Material-at-site Accounts		
36	Outturn Statement of Manufacture		
53	Transfer Entry Orders		
94	Detailed list of Works Abstracts B		
34	Works Abstracts, B. For minor works		
53	Transfer Entry Orders		
94	Detailed list of Petty works requisition and accounts		
32	Petty works Requisition and Accounts		
53	Transfer Entry Order		
53A	Omnibus Transfer Entry Orders		

* Strike out the Form No. of any document not forwarded, submission of which is unnecessary, if any document due is not ready, a suitable note of explanation for delay and the probable date of its submission should be recorded against it in the column for remarks.

GOVERNMENT OF RAJASTHAN
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DETAILED LIST OF WORKS ABSTRACTS
(Referred to in PWF & A Rule 704)

A. FOR MAJOR WORKS
 B. FOR MINOR WORKS
 PETTY WORKS REQUISITION & ACCOUNTS

Month.....19.....

Serial No.	Full name of work as given in the estimate	Accompanied by		
		Register of materials at site Accounts (Form 35)	Outturn statement of manufacture (Form 36)	Transfer entry orders (Form 53)
1	2	3	4	5

GOVERNMENT OF RAJASTHAN
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REGISTER OF MISCELLANEOUS RECOVERIES
 (Referred to in PWF & A Rule 716)

Period.....

Item No.	Number and date of authority ordering recovery	Substance of order				Dated initials of Divisional Accountant	Note of recoveries made against each order				Dated initials of Divisional Accountant	Remarks
		Nature and particulars of the recovery and of the account concerned	From whom due	Amount recoverable	Due date or dates of recovery		No. of voucher of account	Month	Amount	Progressive Total of recoveries		
1	2	3	4	5	6	7	8	9	10	11	12	13
				Rs. P.					Rs. P.	Rs. P.		

GOVERNMENT OF RAJASTHAN
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MEMO OF REVIEW OF.....FOR THE YEAR.....
 (Referred to in PWF & A Rule 760)

State.....

Month of account	Dated Initials of		Remarks
	Divisional Accountant	Divisional Officer	
1	2	3	4
April.....			
May.....			
June.....			
July.....			
August.....			
September.....			
October.....			
November.....			
December.....			
January.....			
February.....			
March.....			
March Supplementary Account			
March Final Account			

GOVERNMENT OF RAJASTHAN
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REGISTER OF DESTRUCTION OF RECORDS
(Referred to in PWF & A Rule 762)

Item No.	Description of records to be destroyed			Authority for Destructions		Date of destruction	Dated Signature of the Officer witnessing destruction	Remarks
	Nature of document	Volume or size	Period to which the records relates	Reference to rule or correspondence	Dated initials of Divisional Officer			
1	2	3	4	5	6	7	8	9

GOVERNMENT OF RAJASTHAN
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REGISTER OF DEPRECIATION RENEWAL RESERVE FUND AND MAJOR OVERHAULS RESERVE FUND
ADJUSTED UNDER HEAD 8115-104 GOVT.COMMERCIAL DEPARTMENTS & UNDERTAKINGS
 (Referred to in PWF & A Rule 589)

Note : Separate folios should be earmarked for each and every Machinery and Equipment, for which (i) the Depreciation Renewal Reserve Fund (D.R.R.F.), and (ii) Major Overhauls Reserve Fund (M.O.R.F.) are proposed to be kept. An overall Abstract of the Reserve Funds showing Opening Balance, Credits during the year, Debits during the year and closing balance shall be prepared towards the end of the register separately for each fund.

S. No.	Name of Machinery & Equipment	Machine/Chassis No. etc.and reference of Register of Tools & Plant where entered in Form RPWA 15	Acquisition Particulars			Adjustment of Outturn			Gross amount of the fund	Expenditure booked out of the fund on replacement or MOH upto the end of the previous year respectively
			Voucher No. and Date	Amount/Value on commissioning	Source or Receipt	Log Book No.	Date of Adjustment with T.E.O. Number	Amount credited to the Depreciation Renewal Reserve Fund/Major Overhauls Reserve Fund		
1	2	3	4	5	6	7	8	9	10	11

Expenditure on Replacement/MOH during the year			Net Balance in Reserve Fund, Depreciation Renewal Reserve Fund/MOH Reserve Fund	Disposal of Machinery and Equipments			Reference of sanction of competent authority for disposal/transfer	Remarks
Voucher No. and date	Amount	Reference of sanctioned estimate		Voucher No. and date	Amount of Sale Price/Transfer Value	To whom sold/ transferred		
12	13	14	15	16	17	18	19	20

GOVERNMENT OF RAJASTHAN
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REPORTS OF STORE VERIFICATION (Including Materials-At-Site)
(Referred to in PWF & A Rule 194 and 458)

Date of Verification	Name of Article	Reference to Measurement Book		Reference to last voucher Nos.	Reference to last Indent Nos.	Quantity or weight etc. as per actual count	Bin Card Balance	Difference between Bin Card & actual count		Signature of Storekeeper (Explanation to be attached)	Quantity with folio & item No. of Half yearly Register of Stock or Ledger	
		Books Balance	Excess				Shortage	Folio	Quantity			
1	2	3	4	5	6	7	8	9	10	11	12	13

DIFFERENCE BETWEEN HALF-YEARLY REGISTER OF STOCK OR LEDGER AND ACTUAL COUNT						REMARKS			Orders of Superintending Engineer/Chief Engineer
EXCESS			SHORTAGE			Sub-Divisional Officer	Divisional Accountant	Divisional Officer	
Quantity	Rate	Amount	Quantity	Rate	Amount				20
14	15	16	17	18	19	20	21	22	23

Form RPWA 100
(Referred to PWF & A Rule 322)

Agreement for Percentage Rate Contract

Please see Appendix XI of PWF & AR Part-II

GOVERNMENT OF RAJASTHAN
.....Department

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CONDITIONS OF CONTRACT FOR ITEM RATE TENDERS
(Referred to in PWF & A Rule 322)

1. Appendix XI containing Notice Inviting Tenders for works, General Rules and Directions for the guidance of Contractors (Form RPWA 100) shall constitute Form RPWA 101, as Conditions of Contract for Item Rate Tenders with the Changes given below :-
2. (i) Under the heading "Tender for Works" reading as "I/We hereby tender for the execution for the Governor of the State of Rajasthan of the work specified in the memorandum at.....% below or above the rate entered in the Schedule, mentioned in Rule 1" shall be substituted by the following :-

"I/We hereby tender for the execution for the Governor of the State of Rajasthan the works specified in the Memorandum within the time specified in the memorandum at rates specified by me/us in the Schedule attached, mentioned in Rule 1".
- (ii) In Clause 12 of the Condition of Contract, the words "plus or minus the tendered premium" wherever occurring shall be deleted.
- (iii) Clause 30 of the Conditions of Contract shall be deleted.

GOVERNMENT OF RAJASTHAN
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CONDITIONS OF CONTRACT FOR LUMP SUM TENDERS
(Referred to in PWF & A Rule 322)

1. Appendix XI containing Notice Inviting Tenders for works, General Rules and Directions for guidance of Contractors and Conditions of Contract (Form RPWA 100) shall constitute Form 102, as "Conditions of Contract for Lumpsum Tenders" with the Changes given below :-
2. (a) The first sentence under the heading "Tender for Works" reading as "I/We hereby tender for the execution for the Governor of the State of Rajasthan of the work specified in the under-written Memorandum within the time specified in such Memorandum at.....percentage below/above the rate entered in the Schedule mentioned in Rule 1" shall be substituted by the following :-

"I/We hereby tender for the execution for the Governor of the State of Rajasthan of the work specified in the under-written Memorandum within the time specified in such Memorandum at lumpsum amount of Rs.....(in figures) Rs.....
(in words) specified in the Schedule attached mentioned in Rule 1".
- (b) In Clause No.12 of the Conditions of Contract, the words "plus or minus the tendered premium", wherever occurring shall be deleted.
- (c) Clause 30 of the Conditions of Contract shall be deleted.

GOVERNMENT OF RAJASTHAN

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(See Rule 323, Appendix VII Rule 2(e))

Division.....

Works Order No.....

Sub-Division.....

WORK ORDER

Memorandum of Agreement made the.....day of.....betweens/o.....resident of which expression where the context so admits includes his heirs, executors, administrators and assigns hereinafter called the contractor of the one part and the Governor of the Rajasthan through the Divisional Officer of the.....Department, (which expression where the context so admits includes his successors and assigns) hereinafter called the Governor, of the other part. Whereby it is agreed as follows :-

1. That in consideration of a sum to be calculated at the rate set forth in the schedule hereto annexed which said sum, the said Governor hereby agrees to pay to the said contractor within.....months after the said contractor has completed the works as set forth in the specifications and special instructions hereto attached, the said contractor hereby agrees that all the works shall be executed with great promptness, care and accuracy in a workman-like manner and shall be completed within.....months from the date of these presents.
2. That all material used must be of the best quality and articles of Government stock must be taken after giving a due receipt and used carefully.
3. The contractor will be paid first and final bill on completion of the work to the satisfaction of the Engineer-in-charge. No security deposit/performance guarantee will be obtained from the contractor.
4. If the Engineer-in-charge shall at any time during progress of the work be dissatisfied with the rate of progress or the quality of the material that have been used or of the workmanship, the said Engineer may without notice immediately determine this agreement and call in another contractor or employ departmental labour to dismantle bad work, if necessary, and to renew and complete the said works and may pay the cost of such contractor or daily labour for such dismantling, renewing or completion out of such sum as would have been payable under this agreement to the said contractor or the balance of that sum, if payments on account of work done have been made to the said contractor and if

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such cost be more than such sum or the balance of such sum, then the difference between it and such sum or balance shall be a debt due from the said contractor to the Governor, which shall not exceed 10% of the cost of unexecuted work, which may be recovered from any dues pending with the department and/or enlistment deposit of the contractor.

5. If the said contractor fails to complete as aforesaid the said works by the time fixed in this agreement for completion, the said Governor may deduct from the sum found to be payable under this agreement or the balance of the sum then unpaid the sum of Rs.....for every day that shall elapse between the day fixed for completion and the actual completion.

6. (i) In every case in which by virtue of the provisions of section 12, sub-section (1) of the Workmen's Compensation Act, the Governor has to pay compensation to a workman employed by the contractor or by any sub-contractor from him in the execution of the said works, the Governor will recover from the contractor the amount of the compensation so paid, and without prejudice to this rights under section 12 sub-section (2) of the said Act, the Governor shall be at liberty to recover such amount or any part thereof by deducting it either from the security money of enlistment deposited by the contractor or from any other sum due by him to the contractor whether under this contract or otherwise.

(ii) The Governor shall not be bound to contest any claim made against him under section 12, sub-section (1) of the said Act except on the written request of the contractor and upon the contractor's giving to the Governor full security for the costs for which the latter might become liable in consequence of contesting the claim.

7. In case of any dispute arising under this agreement the Divisional Officer of the Division, shall decide the same and his decision shall be final.

Specification and Special Instructions attached

Item	Approximate number or quantity	Detail	Rate	
1	2	3	4	
			Rs.	P.

Signature of Contractor in presence of :-

Witness _____

Witness _____

Signed by _____

On behalf of the Governor of Rajasthan

Witness _____

GOVERNMENT OF RAJASTHAN
Department

Division.....

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PIECE WORK AGREEMENT
(See PWF & A Rule 323)

No.....of.....19

Approx. amount of works Rs.....

I hereby agree to execute the undermentioned description of work by piece work and in accordance with the conditions noted on reverse in consideration of payment being made by the Executive Engineer/Asstt.Engineer, Rajasthan for the quantity of work executed at the rates specified in the following schedule :-

S.No. of Item	Class and description of work to be executed	Quantity	Unit of calculation	Rate of Payment	Amount	Remarks
1	2	3	4	5	6	7
					Rs. P.	

Recommended

Accepted by me

Jr.Engineer/Asstt.Engineer

Divisional Officer

Signature of Party
 making the tender

	<p style="text-align: center;"><u>Notes</u></p> <p>1. If the agreement is terminated before the work is completed a notice in writing specifying the date of its termination should be served on the contractor and a receipt obtained.</p> <p>2. If materials at site are taken over, a valuation statement should be prepared by the Engineer-in-charge signed by him and sent to the contractor who should be given a fixed time within which to accept it. He should be informed that unless accepted in writing within the time the materials must be taken away or that they will be removed at his expense.</p> <p>3. On no account should materials at site be used until the valuation statement has been accepted in writing by the contractor.</p>	<p style="text-align: center;">Rajasthan GovernmentDepartment</p> <p style="text-align: center;">PIECE WORK AGREEMENT (See PWF&A Rule 323)</p> <p>Sub-Division.....</p> <p>Division.....</p> <p>Name of Work.....</p> <p>Job No.....</p> <p>Chargeable Head.....</p> <p>Sanctioned Est. No.....</p> <p>Name of Contractor.....</p> <p>Stipulated Date of Commencement.....</p> <p>Stipulated Date of completion.....</p>
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CONDITIONS

1. The work is to be carried on with due diligence and work executed is to be done in workmen like manner. The materials used when supplied by the party tendering are to be the best of several kinds procurable, and in all cases to be subject to the approval of the Executive Engineer, Assistant Engineer for the time being, whose decision as to the rate of progress and quantity/quality of work or material shall be final.
2. The quantity of work executed shall be measured and payment made on the completion of the work or the termination of this agreement when final measurements will be made and the account adjusted accordingly; maximum period for a piece work agreement shall be 21 days from the date of award of work.
3. The Executive Engineer may put an end to this agreement at his option at any time, paying for work actually executed to date at the rates entered in agreement. In case the agreement is terminated before the work is completed, the Executive Engineer/Assistant Engineer will take over approved materials (actually at the site of the work) required for its completion provided the contractor accepts the Executive/ Assistant Engineer's valuation. The contractor has the option of removing materials (but must do so within 14 days) or they will be removed at his expense.
4. In the case of bad work or materials, the Executive Engineer/Assistant Engineer may remove the same and have it replaced deducting the value of the work rejected or materials removed or the cost of replacing the same as he may think proper from any amount due or that may become due to the party making this tender. In the

Public Works Financial & Accounts Rules Part-III

case of defective work where in the Executive/Assistant Engineer's opinion rectification is undesirable, rates may be reduced and the decision of Executive Engineer will be final and binding.

5. All approved work will be paid for on account in accordance with the rates specified and agreed. No deduction of on account of Security Deposit or Performance Guarantee shall be obtained from the Contractor, who will be paid first and final payment on completion of the work. On failure of contractor to complete the work by the date fixed or if it is not in accordance with the terms and condition of standing orders, maximum compensation limited to 10% of the cost of unexecuted work, may be recovered from any dues/enlistment deposit of the contractor.
6. The contractor must be personally present at the time of measurement. No subsequent objection will be sustained.
7. The agreement shall be executed only with the registered contractors of the Department at.....% below/above "G" Schedule or on the basis of prevalent tenders of similar works in the area, fixed by the Additional Chief Engineer for every Division in his Zone.

राजस्थान सरकार
.....विभाग

.....खण्ड

.....उप-खण्ड

कार्यो/सामान क्य आदि के लिए अनुबन्ध का रजिस्टर
(देखें लोक निर्माण वित्तीय एवं लेखा नियम 327)

क्रम संख्या	अनुबन्ध संख्या	कार्य का नाम एवं कार्य (जोब) सं.	ठेकेदार/सप्लायर का नाम	संविदा की राशि	प्रतिशत मद, प्रकार दर, एक मुश्त	प्रतिशत दर अधिक/कम	प्राधिकारी एवं अनुमोदन का संदर्भ	ठेकेदार को कार्य देने (अवार्ड) के पत्र की संख्या एवं दिनांक	निर्धारित दिनांक	
									प्रारम्भ करने की	पूरा करने की
1	2	3	4	5	6	7	8	9	10	11

लघु हस्ताक्षर		पूर्ण करने की वास्तविक दिनांक	अन्तिम बिल के अनुसार कार्य की वास्तविक लागत	अन्तिम बिल के भुगतान की दिनांक एवं केश बुक वाउचर संख्या व दिनांक	प्रतिभूति जमा के भुगतान की दिनांक केश बुक संख्या एवं दिनांक	विशेष विवरण	अधिशायी अभियंता के दिनांकित हस्ताक्षर
लेखाकार	अधिशायी अभियंता						
12(अ)	12(ब)	13	14	15	16	17	18

GOVERNMENT OF RAJASTHAN
Department

Division.....

Sub-Division.....

REGISTER OF WORK ORDERS
(Referred to in PWF & A Rule 323 & Appendix - VII)

S.No.	Work order no. and date	Name of work/sub-work	Sanctioned Estimate			Name of Contractor	Rate BSR or % below BSR	Amount of Work order
			No.	Date	Amount			
1	2	3	4	5	6	7	8	9
					Rs. P.			Rs. P.

Reference of sanctioning authority		Date of start	Date of Completion	Actual date of Completion	Reasons for allotting work order	Lowest rate if tenders invited	Remarks
Sanctioning Officer	No. and date						

राजस्थान सरकार
.....विभाग

.....खण्ड

.....उप-खण्ड

उजरती कार्य (पीस वर्क) के लिए अनुबन्धों का रजिस्टर
(लोक निर्माण वित्तीय एवं लेखा नियम 323)

क्रम संख्या	पी.डबल्यू. ए. संख्या एवं दिनांक	कार्य का नाम	कार्य (जॉब) संख्या	स्वीकृत अनुमान की संख्या एवं दिनांक	ठेकेदार का नाम	% कम दर बी एस आर/ अनुमोदित दर	राशि	काम प्रारम्भ करने की निर्धारित दिनांक	काम पूरा करने की निर्धारित दिनांक
1	2	3	4	5	6	7	8	9	10
							रु. पै.		

काम पूरा करने की वास्तविक दिनांक	अन्तिम बिल के भुगतान का हवाला			प्रतिभूति जमा (एस.डी.) को लौटाने का हवाला		पी.डबल्यू.ए. दर्ज करने का कारण व औचित्य	अधिशाषी अभियंता के दिनांकित लघु हस्ताक्षर	अभ्युक्ति
	संख्या	दिनांक	राशि	बिल वाउचर संख्या	तारीख			
11	12-ए	12-बी	12-सी	13-ए	13-बी	14	15	16
			रु. पै.					

GOVERNMENT OF RAJASTHAN
.....Department

Division.....

Sub-Division.....

PROFORMA OF APPLICATION FOR ENLISTMENT OF CONTRACTORS

(See PWF & A Rule 334 and Appendix -XVI)

1. Name of applicant, his present nationality and full address.
2. Whether applicant is a Private or Public Ltd. concern or Hindu Undivided Family, Individual or a registered partnership firm (Attested copies of Deeds or Articles of Association to be enclosed).
3. Name of person holding the Power of Attorney and his present nationality with their liabilities.
4. Name of partners, their present nationality with their liabilities (Attested copy of the partnership deed and certificate of Register of Firms to be enclosed).
5. Name of Bankers and full address.
6. Place of Business.
7. Class and category in which enlistment is sought.
8. List of works executed (separate statement may be enclosed)
 - (i) Name of work.....
 - (ii) Year of execution.....
 - (iii) Amount.....
 - (iv) Authority under which carried out.....
- Note :** For work done in Departments other than this Department, Original or attested copies of certificates from officers under whom works were carried out should be enclosed. If it is not possible to obtain such certificates, the applicant should clearly indicate this.
9. Area in which the Contractor wants to work.
10. Whether the applicant has a permanent Engineering Organisation capable of dealing with large works in all their stages and has sufficient machinery and tools etc. at their disposal (Full details of organisation and machinery and tools to be given for AA, A & B Class Contractors).

Public Works Financial & Accounts Rules Part-III

11. Whether the applicant has any officer-in-charge or a Graduate Engineer or Junior Engineer as per rules.
12. Whether the applicant is licensed plumber or has licensed plumber under his employment. Attested copy of plumbers license to be enclosed. (For sanitary and water supply contractors).
13. Whether the applicant possesses a valid Electric License and has an office with sufficient technical personnel capable of preparing estimates and submitting tenders and bills for works done and supervision of works (full details to be furnished), (Attested copy of Electric License to be enclosed for Electrical contractors).
14. Whether the applicant is already enlisted -
 - (i) If so, in which class and category.
 - (ii) Whether enlisted with any other departments? If so, in which Department, class and category showing amount upto which qualified to tender.
15. Whether the applicant is share-holder or partner of any firm already enlisted in this Department.
16. Has the applicant or any his partners or share-holders been black-listed or removed from the approved list of contractors or demoted to lower class or orders passed banning/suspending business with the applicant etc. by any Department in the past.
17. Whether the contractor has read the rules for enlistment of contractors and is prepared to abide by them and fulfills all the requirements of eligibility for enlistment.
18. List of persons who are working with the applicant in any capacity and who are near relatives to any Gazetted officer posted in this Department or gazetted Officers who have not completed two years after retirement. The applicant should also intimate the name of such persons who are employed by him subsequently.

I/We certify that I/We will not get myself/ourselves registered as contractor(s) in the Department under more than one name.

Dated :

Signature of the applicant and address

Note : All relevant certificates as required in enlistment rules should be enclosed.

GOVERNMENT OF RAJASTHAN
Department

Division.....

Sub-Division.....

REGISTER OF ENLISTMENT OF CONTRACTORS

(See PWF & A Rule 334 & Section I.4 of Appendix -XVI)

.....
Note : Each office shall maintain the Register showing the enlistment of various contractors, in different classification (separate Register for every class). Whenever contractors are black listed, removed or temporarily suspended from the list of approved contractors, necessary remarks shall be made in this Register against the contractor concerned.

Class.....Entitled to tender upto.....

(Total work load not to exceed 5 times at a time)

S.No.	Name of Contractor	Enlistment No. and date allotted to him	Date of Application	Amount of Registration fee deposited	Enlistment Deposit	Form of enlistment fee deposit	Designation of the officer ordering enlistment	Reference of orders of any recovery and the amount actually recovered	Balance amount of enlistment fee made up	Remarks of black listing etc. as per note above.
1	2	3	4	5	6	7	8	9	10	11

GOVERNMENT OF RAJASTHAN
Department

Division.....

Sub-Division.....

ANNUAL CONFIDENTIAL REPORT OF CONTRACTORS
(Section VII.4 of Appendix -XVI)

1. Name of Contractor & Address.....
2. Class of Contractor.....
3. Sub-Division.....
4. Division.....
5. Work done & Comments.....
 Work done during the Year.....

PART (I)

S.No.	Name of Work	Amount	Period of completion	
			Stipulated	Actual
1	2	3	4	5

PART (II)
COMMENTS

1. Capacity to understand & implementation of work.
2. Quality of works.
3. Rectification of works.
4. Penalty (if any imposed).
5. Technical staff employed.

6. Recoveries, if any.
7. Attachment pending.
8. Fair wages to labour.
9. Hygiene of labour.
10. Dispute with labour.
11. Promptness in disbursement of wages.
12. Integrity & Reputation.
13. Notices for Prorata Progress.
14. Completion of work in time.
15. Behaviour towards staff & labour.
16. General Remarks.

REMARKS OF SUPERINTENDING ENGINEER

Executive Engineer

Superintending Engineer

Note : To fill the ACR, detailed guide lines have been given in the PWD Manual of Orders in Sec. 2 Para 6 of Chapter 22 " Enlistment & Performance of Contractors".

GOVERNMENT OF RAJASTHAN
Department

Division.....

Sub-Division.....

REGISTER OF BLACK LISTED CONTRACTORS

(See PWF & A Rule 334 & standard code Section VIII of Appendix -XVI)

S.No.	Name of Contractor and class of Enlistment and Enlistment number and date	Individual or Firm names of partners in case of Firm	Reference No. and date of orders of competent authority for black listing	Department Zone, Circle, Division of Rajasthan	MES/Railways/P&T, CPWD, or other State Governments where originally enlisted	Period for which disqualified	Orders of Restoration, if any	Remarks (about intimation sent to various authorities)
1	2	3	4	5	6	7	8	9

Public Works Financial & Accounts Rules Part-III

Form RPWA 112

GOVERNMENT OF RAJASTHAN
Public Health Engineering Department

Division.....

Sub-Division.....

REVENUE & NET REVENUE ACCOUNT
(See PWF & A Rule 753 and Appendix -XVI B)

Name of Urban Water Supply Scheme.....

Year of Account.....

Previous year's Figures	EXPENDITURE	Amount	Preveious Year's Figures	INCOME RECEIPTS	Amount
	(i) DIRECT CHARGES To Salaries & Allowances Less Prorata Charges Capitalized To Wages To Power charges To Chemical charges To Raw Water charges To Repair & Maintenance of Pump and Machinery To Repair & Maintenance of Pipe lines To Repair & Maintenance of Civil Works including Minor Works and others. To Office Expenses To Repair & Maintenance of Motor Vehicles To Labour Welfare Charges and Liveries To Meters Installation Charges To Water Bills Collection charges To interest on LIC Loans To Others, if any TOTAL DIRECT CHARGES			By Sale of Water including Meter Rent (1) State Government Department..... (2) Central Government Department..... (3) Others, Private Parties : (a) Domestic..... (b) Commercial..... (c) Industrial..... TOTAL (3) (4) Total (1+2+3) (5) Public Stand Posts..... (6) Grand Total (4+5) By Misc. Receipts By Net Loss Carried over to Balance Sheet	
	(ii) INDIRECT CHARGES Direction & Supervision Charges Pension & Contributory Provident Fund Contribution Depreciation charges Interest on Government Capital Audit Fee Bad Debt Provision To Net profit carried to Balance Sheet				
	Grand Total				

Public Works Financial & Accounts Rules Part-III

Form RPWA 113

GOVERNMENT OF RAJASTHAN
Public Health Engineering Department

Division.....

Sub-Division.....

(See PWF & A Rule 753 and Appendix -XIV B)
Balance Sheet (As on.....)

Name of Urban Water Supply Scheme.....

Year of Account.....

Previous year's Figures	CAPITAL & LIABILITIES	Amount	Preveious Year's Figures	ASSETS & PROPERTIES	Amount
	<p>Government Capital (Schedule E) Government Capital Amount of Deposit works of Local Bodies executed forming part of Departmental fixed assets</p> <p>Loans from LIC (Schedule F) Opening Balance Add : Fresh Loans received during the year.....</p> <p>Depreciation, Renewal Reserve Fund : Opening Balance.....(Net) Additions during year.....(Net) Add : Interest on Investment during the year Total (Net)</p> <p>Major overhaul, Reserve Fund Opening Balance(Net) Additions during year.....(Net) Add: Interest on Investment during the year Total (Net)</p> <p>Sundry Creditors for Supplies (i) Material Purchase Settlement Suspense Account (ii) Stores/Services Rendered (iii) Stores received credit on DGS&D Rate Contract (iv) Other Creditors Deposits (Security and Others) Outstanding Expenses Undischarged Liability for Audit Fees : Opening Balance..... Additional During the Year..... General Revenue Account (Net Profit)</p>	Rs. P.		<p>FIXED ASSETS : Fixed Assets created out of Govt. Funds (Schedule A):</p> <ol style="list-style-type: none"> 1. Water Production Assets 2. Water Storage Assets 3. Water Distribution Assets 4. Buildings & Other Civil works 5. Water Meters 6. Building & Residential 7. Motor Vehicles 8. Loose Tools 9. Furniture & Fixutres 10. Office Equipment 11. Other Fixed Assets <p>TOTAL FIXED ASSETS</p> <p>FIXED ASSETS CREATED OUT OF LIC LOANS (SCHEDULE B)</p> <ol style="list-style-type: none"> 1. Water Production Assets 2. Water Storage Assets 3. Water Distribution Assets 4. Buildings & Civil Works <p>Total</p> <p>CAPITAL WORKS IN PROGRESS (SCHEDULE C) (Category wise break up of these Fixed assets may be enclosed as an Annexure to Form RPWA 113)</p> <p>Current assets/Loan Advance (I) Stock in hand (II) Miscellaneous works advance</p>	Rs. P.

Public Works Financial & Accounts Rules Part-III

				(III) Cash Settlement Suspense a/c (IV) Stores/Services Advance Total SUNDRY DEBTORS FOR WATER (SCHEDULE D) (a) State Govt. Departments (b) Central Govt. Departments (c) Other Private Parties Total Add : for Public Stand Posts Depreciation Res: Fund Investment A/c Opening Balance Additions During the Year Add Interest During the Year Total Cash in Hand Other, if any General Reve. A/c Net Loss Opening Balance Additions During the Year	
			Grand Total		Grand Total

Public Works Financial & Accounts Rules Part-III

Schedule 'A' attached to Balance Sheet Form RPWA 113

GOVERNMENT OF RAJASTHAN
Public Health Engineering Department

Division.....

Sub-Division.....

Depreciation Statement of Assets Created out of Govt. Funds

Name of water supply Scheme :

Year of Accounts :

Category of Assets	Original Value Opening Balance	Additions During the Year	Less Sale/ Transfer/ Write Off	Closing Balance	Rate of Depreciation	Less : Depreciation Charges Add: Replacement done Add: Overhauls done			Net Value at the end of year	Net Value at the end of Previous Year
						To end of Previous Year	During Year	To end of Year		
1	2	3	4	5	6	7	8	9	10	11
1. Water Production Assets : (i) Bore Holes (ii) Intake wells & other wells (iii) Pumping sets (iv) Filtration Bed & Plant (v) Conveyance pipelines and Rising mains <p align="right">TOTAL. 1</p>										
2. Water Storage Assets : (i) Clear Water Reservoirs & Tanks (ii) Other Reservoirs & Tanks <p align="right">TOTAL. 2</p>										
3. Water Distribution Assets : (i) Water Channel Transmission mains & Accessories (ii) Distribution mains and Accessories (iii) Public stand posts & Hand Pumps <p align="right">TOTAL. 3</p>										

Public Works Financial & Accounts Rules Part-III

Schedule 'A' attached to Balance Sheet Form RPWA 113 Contd.....

Category of Assets	Original Value Opening Balance	Additions During the Year	Less Sale/ Transfer/ Write Off	Closing Balance	Rate of Depreciation	Less : Depreciation Charges Add: Replacement done Add Major Overhauls done			Net Value at the end of year	Net Value at the end of Previous Year
						To end of Previous Year	During Year	To end of Year		
1	2	3	4	5	6	7	8	9	10	11
4. Building & Other Civil Works : (i) Office Buildings I Class (ii) Office Buildings II Class (iii) Residential Buildings I Class (iv) Residential Buildings II Class (v) Other Civil Works <p align="right">TOTAL. 4</p> 5. Water Meters 6. Loose Tools 7. Motor Vehicles 8. Furniture & Fixtures 9. Office Equipment <p align="right">GRAND TOTAL. 1-9</p> Capital Works in Progress <p align="right">GRAND TOTAL</p>										

Schedule 'B' attached to Balance Sheet Form RPWA 113

GOVERNMENT OF RAJASTHAN
Public Health Engineering Department

Division.....

Sub-Division.....

Depreciation Statement
(Assets Created out of LIC Loan)

Name of water supply Scheme :

Year of Accounts :

Category of Assets	Original Value Opening Balance	Additions During the Year	Less Sale/ Transfer/ Write Off	Closing Balance	Rate of Depreciation	Less : Depreciation Charges Add: Replacement done Add: Overhauls done			Net Value at the end of year	Net Value at the end of Previous Year
						To end of Previous Year	During Year	To end of Year		
1	2	3	4	5	6	7	8	9	10	11
1. Water Production Assets : (i) Bore Holes (ii) Intake wells & other wells (iii) Pumping sets (iv) Filtration Bed & Plant <p style="text-align: right;">TOTAL. 1</p>										
2. Water Storage Assets : (i) Clear Water Reservoirs & Tanks (ii) Other Reservoirs & Tanks <p style="text-align: right;">TOTAL. 2</p>										
3. Water Distribution Assets : (i) Distribution mains and Accessories <p style="text-align: right;">TOTAL. 3</p>										
4. Building & Other Civil Works : (i) Office Buildings I Class Residential Buildings (ii) Other Civil Works <p style="text-align: right;">TOTAL. 4</p>										

Public Works Financial & Accounts Rules Part-III

Schedule 'C' attached to Balance Sheet Form RPWA 113

GOVERNMENT OF RAJASTHAN
Public Health Engineering Department

Division.....

Sub-Division.....

STATEMENT OF CAPITAL WORKS IN PROGRESS
(Referred to in PWF & A Rule 753 Appendix XIV B)

Name of water supply Scheme :

Year of Accounts :

S.No.	Name of work	Code No.	Category of Fixed Assets	Estimated Cost	Opening Balance i.e. Expenditure incurred to end of Preveious Year	Add Expenditure incurred during the year	Total Expenditure incurred to end of the year	Less Works completed and commissioned during the year	Closing Balance of Capital Works in progress at end of the year	Remarks
1	2	3	4	5	6	7	8	9	10	11

Public Works Financial & Accounts Rules Part-III

Schedule 'D' attached to Balance Sheet Form RPWA 113

GOVERNMENT OF RAJASTHAN
Public Health Engineering Department

Division.....

Sub-Division.....

STATEMENT SHOWING POSITION OF SUNDRY DEBTORS FOR WATER
(Referred to in Appendix XIV B)

Name of water supply Scheme :

Year of Accounts :

S.No.	Category of Consumers	Outstanding Balance in beginning of year	Assessment during the year	Total	Less Realization during the year	Closing Balance Outstanding at end of the year
1	2	3	4	5	6	7
		Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.
1.	State Govt. Departments					
2.	Central Govt. Departments					
3.	Other Consumers:					
	(a) Domestic					
	(b) Commercial					
	(c) Industrial					
4.	Total (a+b+c)					
5.	Total (1+2+3)					
	Add for Public Stand Posts (Municipality)					
6.	Grand Total					
		Statistical Data		No. of Consumers		
		Current Year	Last Year	At end of current year	At end of current year	At end of last year
Quantity of Water Produced (in K.L.)				State Govt. Departments		
Quantity of Water Distributed (in K.L.)				Cent. Govt. Departments		
				Other Consumers - Domestic		
				-Commercial		
				- Industrial		

Schedule 'E' attached to Balance Sheet Form RPWA 113

GOVERNMENT OF RAJASTHAN
Public Health Engineering Department

Division.....

Sub-Division.....

STATEMENT SHOWING DETAILS OF CAPITAL

Name of water supply Scheme :

Year of Accounts :

GOVERNMENT CAPITAL	MEMO OF CALCULATION OF INTEREST ON CAPITAL
Opening Balance :	(A) On Opening Balance :
(1) General Capital & Revenue Heads of A/c Direct Charges.....	Govt. Capital.....
(2) Direction & Supervision.....	Less Accumulated Loss.....
(3) Pension & CPF ontribution.....	Net.....
(4) D.R.R.F. Investment.....	Interest @% (Full year)
(5) Repayment of LIC Loans.....	
(6) Others.....	
(7)	(B) On Additions During Year :
(8)	Govt. Capital.....
(9)	@% (For 1/2 year)
(10)	Total Interest
TOTAL ADDITION	
Less Remittances (Net)	
(1) Sundry Creditors.....	TOTAL
(2) Miscellaneous Receipts.....	
(3) Deposits.....	
(4) L.I.C. Fresh Loans.....	
(5)	
(6)	
(7)	

Schedule 'F' attached to Balance Sheet Form RPWA 113

GOVERNMENT OF RAJASTHAN
Public Health Engineering Department

Division.....

Sub-Division.....

STATEMENT SHOWING POSITION OF LOANS FROM LIC

Name of water supply Scheme :

Year of Accounts :

S.No.	Date/Month/Year of Loan	Original Amount of Loan	Repayment made to end of Previous year	Outstanding Amount in beginning of year	Repayment made during the year	Total Repayments made to end of year	Balance outstanding at end of year	Interest paid during year

1. Deleted by Order No.F.2(4)FD/Exp.III/99, dated 23.3.2001 with immediate effect for -

राजस्थान सरकार

.....विभाग

(See PWF & AR Appendix XI - Clause-1 Conditions of Contract for C & D Class Contractors only)

श्रीमान अधिशाषी अभियंता,

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विषय : परफोरमेंस गारण्टी (5%) को प्रथम रनिंग बिल की देय राशि से काट कर जमा करवाने बाबत।

महोदय,

हम आपके विभाग में.....(जहां पंजीकृत हैं वहां का नाम लिखें) के यहां.....श्रेणी के ठेकेदार के रूप में पंजीकृत हैं। हम चाहते हैं कि.....(कार्य का नाम) का ठेका जो हमारे पक्ष में पत्र क्रमांक.....दिनांक.....के द्वारा स्वीकृत किया गया है, को निर्धारित समय एवं क्वालिटी में सम्पूर्ण किये जाने की जो परफोरमेंस गारण्टी के रूप में राशि रुपये.....हमें संविदा अनुबन्ध के निष्पादन के समय जमा करानी है, उसे हमें इस कार्य के आंशिक निष्पादन के पश्चात् राज्य सरकार द्वारा भुगतान किये जाने वाले प्रथम रनिंग बिल से काट ली जावे।

हम वादा करते हैं कि उक्त कार्य को हमारे द्वारा निर्धारित समय पर प्रारम्भ किया जावेगा एवं निविदा की शर्तों के अनुसार सम्पादित किया जावेगा। यदि हमारे द्वारा कार्य शुरू नहीं किया जावे अथवा पूरा नहीं किया जावे तो हम राज्य सरकार को अधिकृत करते हैं कि राज्य सरकार द्वारा हमारे पक्ष में आपके खण्ड/अन्य खण्डों/विभागों द्वारा भुगतान करने योग्य धनराशियों अथवा पंजीकरण के समय मेरे द्वारा जमा कराई गई डिपोजिट राशि में से परफोरमेंस गारण्टी के बराबर की राशि काट ली जावे तथा ऐसा किये जाने पर इस संबंध में हमें किसी तरह का ऐतराज उठाने का वैधानिक अधिकार नहीं होगा।

दिनांक :

भवदीय

ठेकेदार.....

पूरा पता.....

ठेकेदार क्लास सी एवं डी.....

संख्या.....

रजिस्ट्रिंग आफिसर.....

Government of Rajasthan
.....Department

HINDRANCE REGISTER

(Refer Note 3 of Item No.23 of Appendix -XIII of PWF&AR Part-II)

- Name of Work:
- Agreement No. & Date:
- Name of Contractor/Firm :
- Contract amount :
- Date of commencement :
- Stipulated date of completion :

S. No.	Details of Hindrance	Date of occurrence of Hindrance	Communication date in writing from contracting firm w.r.t. Hindrance	Date of overcome of Hindrance	Details of corrective measures taken by Engineer(s)*
1	2	3	4	5	6

Total days of Hindrance (7=5-3)	Days attributable to contractor (with reasons)	Days not attributable to contractor (with reasons)	Signature of Engineer		
			JEn.	AEn.	Ex.En.
7	8	9	10		

*It should mention specifics like letters written or meetings done to sort out Hindrances.

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1. Added by Order No.F.2(4)FD/PWF&AR/99 Pt.II dated 22.5.2017 (63/2017) with immediate effect.