

ACCOUNT OF RECEIPTS OF TOOLS AND PLANT

Sub Division _____

Month _____ 19

Date	Reference to receipt or vouchers accompanying	To whom issued with particulars, etc.*	NAME OF ARTICLES, WITH CLASSIFICATION**																	TO BE FILLED IN THE DIVISIONAL OFFICE	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
	Total for the month																				

*The entries of this column in respect of articles lent or sent out (vide D.F.R. 6.43) should be made in red ink. The entries in respect of articles found short on actual count should also be made in red ink in this column but no entries should be made in the quantity column.

** The classification may be indicated by single Capital letters, i.e. Scientific Instruments and Drawing Materials=S; Plant and Machinery=P; Tools=T, Navigation Plant=N; Office Furniture=O; Camp Equipage=C

Sub Divisional Officer

Date _____

FORM D.F.R(P.W)13
(See Rule 6.45)
ACCOUNT OF ISSUES OF TOOLS AND PLANT

Sub Division _____
Month _____ 19

Date	Source of Receipt,*with particulars	NAME OF ARTICLES, WITH CLASSIFICATION**																	TO BE FILLED IN THE DIVISIONAL OFFICE
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	Total for the month																		

*The entries of this column in respect of receipt back of articles lent or sent out(vide D.F.R. 6.43) should be made in red ink quoting reference to the original entries in the Account of Issue of Tools and Plant.

** The classification may be indicated by single Capital letters, i.e. Scientific Instruments and Drawing Materials+ S; Plant and Machinery= P' Tools=T; Navigation Plant=N; Office Furniture=O; Camp Equipage=C

Sub Divisional Officer

Date _____

FORM D.F.R(P.W.)18
(See Rule 7.12)
MUSTER ROLL

_____ Division
_____ Sub Division

Name of work _____ Cash Book Voucher No. _____ Dated _____

Part-I- Nominal Roll

Description	No.	Names(grouped according to classes)	Father's name	Residence or address	DATES										Total	Rate	Amount	Dated initials and remarks of paying Officer made at the time of payment
																Rs. NP	Rs. P	
			Daily Total															
			Initials of persons marking the daily attendances															
			Dated initials of the Officer making payment															
			Initial of inspecting officer													Total		

Passed for Rs. _____
Dated the _____

Signature

Rank
Rs. NP

Grand total of this muster roll _____
Deduct- Payment not made, as per details transferred to register of arrears _____ Part-II
Balance paid _____
Add Arrears of previous muster roll now paid off, as per details of register of arrears _____ Part-II

Total amount paid(in words) Rupees _____
Signatures _____ Rank _____ Dated the _____

-24-
FORM D.F.R.(P.W.)19
(See Rule 7.13(h)
CASUAL LABOUR ROLL

_____ Division
_____ Sub Division

CASH BOOK VOUCHER No. _____ DATED _____ 19
Casual Labour Roll of Labour employed on _____ from _____ to _____

Number of 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 which chargeable
1	2	3	4	5	6	7	8
			Rs. NP	Rs. NP			

Total amount paid(in words) Rupees _____

Dated the _____ 19

Signature _____
Office or designation _____

* Amounts remaining unpaid should be specified with necessary details.

Total amount paid(in words)Rupees _____
 _____ Signature
 _____ Rank

Dated _____

FORM D.F.R.(P.D)-Concid.

Part-II-Register of arrears of wages due to work people

(The adoption of this method of recording arrears is left optional with Divisional Officer)

Method and period to which the arrears relate	Serial No. as per nominal muster roll	Names	Father's name	Amount due	Amount paid	Dated initials and remarks of paying officer	Serial No. as per nominal muster roll	Names	Father's name	Amount due
1	2	3	4	5	6	7	8	9	10	11
Arrears of previous muster rolls brought forward				Rs.N.P.	Rs.N.P.			Brought Over		Rs.N.P.
								Arrears As Per This Muster Roll		
								Total GRAND TOTAL		
			Total Carried Over					Deduct-Amont paid out of arrears of previous muster rolls Balance-Arrears carried to next nominal muster roll		

Note: When wages are not claimed within three months, a report of this fact should be made to the Divisional Officer.

 Part-III- Detail of the measurement of work done by the labor employed as per this nominal Muster Roll in cases in which the work is susceptible of measurement.

Description of work(Each district item of work, grouped by sanctioned sub-heads where necessary)	Quantity	As shown on the last Muster Roll	Balance

Measurements taken on
 Measurement Book No.

Page

Signature _____
 Rank _____

Dated the

- If the work is not suscesceptible of measurement a remark to this effect should be recorded
- If desired, rates may be struck where possible and shown in red ink just below the quantities in this column.

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

FORM DER(PW) 25
(See rule 7.20)
RUNNING ACCOUNT BILL

Division _____
Sub-Division _____

(For Contractors and Suppliers-This form provides only for payments for work or supplies actually measured)

Cash Book Voucher No. _____ dated _____

Name of Contractor or Supplier _____

Name of Work _____

Purposes of Supply 1. "Stock _____
2. "Purchases" for issue to _____ (Contraction)

_____ direct to work _____

Serial No. of this Bill _____
No. & date of his last bill for this work _____

Reference to agreement _____

Date of written order to commence work _____

Date of actual complete on of work _____

I-Account of work done or supplies make

Unit	Quantity	Items of work or Supplies(ground under "Subhear" and "Sub-Works" of estimates)	Rate		AMOUNT		REMARKS
			Rs.	Np	Rs	Np	
1	2	3	4	5	6	7	
Total value of work done or supplies made to date(A) Deduct value of work or suppliers shown on previous bill Net value of work or supplies since previous bill(F) Figure in (F) Words-----							

- The full name of the work as given in the estimate should be entered here except in the case of bills for "stock" materials.
- The "purpose of supply applicable to the case should be filled in and rest scored out.
- If the expenditure on the work is recorded by sub-heads, the total for each sub-head should be shown in column 5 and against this total there should be an entry in column 5 also. In no other case should any entries be made in column 6.

No. 25

FORMS
FORM DFR (P.W.) 25-CONTD.

II Certificates and signatures

1. The measurements were made by ----- on ----- and are recorded at page----- of Measurement Book No.-----No. advance payment has been made previously without detailed measurements.

Dated signature of officer -----
Preparing the bill (Rank)-----

Dated signature of contractor ----- Dated signature of officer authorizing payment (Rank)-----

The signature is necessary only when the officer who prepares the bill is not the officer who authorizes the payment. In such a case two signatures are essential.

FORMS
FORM D.F. R(P.W) 34
(See Rule 7.83)
WORKS SLIP

Name of work-----
Month-----

-----Division
-----Sub-Division

Sub-head	Unit	As per Estimates			As executed			Probable cost of work remaining to be done and value of work already done but not brought to account	Explanations of deviations		
		Quantity	Rate	Cost	Quantity	Rate	Actual cost to date				
1	2	3	4	5	6	7	8	9	10	11	12
			Rs. np	Rs. np		Rs:np	Rs		Rs np	Rs	

No. 25

FORMS

FORMS D.F.R.(PW)25-CONCLD.
III-Memorandum of payments

1. Total value of work done, as per Acct. I Col.5, entry(A)		Rs	NP		
2. Deduct amount withheld:					
Figures for Work Abstract		Rs.	NP		
Rs	N.P.	a) From previous bills, as per last Running Account Bill b) From this Bill 3. Balance. i.e. "Up to date payments (Items1-2) (K) 4. Total amount of payments already made as per Entry K of last Running Account Bill No.----- forward with accounts for -----19 5. Payment now to be made, as detailed below: Rs.NP (a) By recovery of amounts creditable to this work: a. <table border="1" style="margin-left: 40px;"> <tr> <td>Rs.</td> <td>N.P.</td> </tr> </table> Total 2(b)+(a) (G) (b) By recovery amounts creditable to other works or b. heads of accounts. (c) By cheque Rs.NP. ----- Total 5(b)+(c) (H)		Rs.	N.P.
Rs.	N.P.				

Pay Rs.-----

-----by cheque

----- (Dated Signature of Disbursing Officer)

Received Rs.-----

----- as per above memorandum, on account of this work. (Amt in words)

Dated the Stamp

(Full signature of contractor)

Witness-----

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

(Dated signature of person actually making the payment)

This figure should be tested to see that it agrees with the total of items 4 and 5. 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 alterations atest by dated initials.

Here specify the net amount payable- vide item 5(c)

The payee;s acknowledgement should be for the gross amount paid as per item 5(i.e., a++b++c++)

Payment should be attested by some known person when the payee's acknowledgement is given by mark, seal or thumb- impression.
Net required in the case of bills of suppliers.

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 account.)

No.35 FORM D.F.R.(PW)35-CONCLD.
 Explanation of Excesses

Name of work-----
 Major head-----
 Minor head-----
 Detailed head of Classification-----
 REFERENCE OF LAST SCHEDULES DOCKET SUBMITTED No.-----FOR
 THE MONTH OF-----19
 Authority-----

Sub heads of estimates	AS ESTIMATED			AS EXECUTED			DIFFERENCES			Reference to paragraph leaf explaining excesses
	Quantity	Rate	Amount	Quantity	Rate	Amount	Quantity	Rate	Amount	
1	2	3	4	5	6	7	8	9	10	11
Total										

Excesses to be entered in red ink Divisional Officer
 Dated

N.B. - In the case of original works and special repairs, if any considerable deviations from the sanctioned design have occurred the report specification drawing and details of measurement of the work actually done in the same form as the estimate should accompany the Completion Report- vide paragraphs 2.21 and 2.122 of the public Works Department Code.

FORMS
FORM D.F.R.(P.W.) 35
(See Rule 7.86)
DETAILED COMPLETION REPORT

DIVISION-----	NAME OF WORK-----	Amount of Estimate	Expenditure	Percentage of excess	Date of commencement	Date of completion	
		Rs
		Rs
		Rs
		Rs

FORM D.F.R(P.W)12
(See Rule 6.44)
ACCOUNT OF RECEIPTS OF TOOLS AND PLANT

Sub Division _____
Month _____ 19

Date	Reference to receipt or vouchers accompanying	To whom issued with particulars, etc.*	NAME OF ARTICLES, WITH CLASSIFICATION**																	TO BE FILLED IN THE DIVISIONAL OFFICE		
																						Reference to recovery of value
1	2	3	4		5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
	Total for the month																					

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** The classification may be indicated by single Capital letters, i.e. Scientific Instruments and Drawing Materials= S; Plant and Machinery=P; Tools=T, Navigation Plant=N; Office Furniture=O; Camp Equipage=C

Sub Divisional Officer

Date _____

FORMS

Name of Sub Division _____
Year ending September 19 _____

FORM D.F.R
(See Rule
YEARLY REGISTER
PART-I-Articles

RECEIPTS																
Class	Item No.	Name of Article	Balance brought forward	Oct 19	Nov	Dec	Jan 19	Feb	March	April	May	June	July	Aug	Sept	Total Receipts and balance
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

