

FORMS & PROCEDURES

RUNNING ACCOUNT BILL

Form WAM 6

BHARAT HEAVY ELECTRICALS LIMITED

DIVISION.....

Running Account Bill

(Para 4.31.1 of Works Accounts Manual)

Name of the Contractor:

Name of the Work:

Sanctioned Estimate:

Code No:

Contract Agreement No:

Dated:

Departmental Bill no:

Division:

Date of written order to commence the work:

Date of commencement of the Work:

Due date of completion as per Agreement:

Date:

Sub-Division:

1. ACCOUNT OF WORK EXECUTED

| On account payment for work not previously previously measured** | | Item No of | Description of Work | Quantity as per agree- ment | Quantity executed up to date | Rate | Unit | Payment on the basis of actual measure- ment up to date | Quantity since last running account bill | Payment on the basis of actual measurement since last running account bill | | Remarks |
|--|---|------------------------|---------------------------|--------------------------------------|---------------------------------------|------|------|--|---|--|----|---------|
| Total As per Running Account bill Rs. | since last running account bill Rs. | Total up to date | Rs. | | | Rs. | P. | Rs. | P. | Rs. | P. | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |

* *1. Whenever payment is made on 'on account' basis without actual measurements the amount in whole rupees should be entered in columns 1 to 3 only and not in columns 7 to 12.

2. Whenever there is an entry in column 12 on the basis of actual measurement, the whole of the amount previously paid without detailed measurement should be adjusted by a minus entry in column 2 equivalent to the amount shown in column 1, so that the total up to date in column 4 may become nil.

FORMS & PROCEDURES
RUNNING ACCOUNT BILL

Form WAM 6 (contd...)

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|---|---|---|---|---|---|---|---|---|----|----|----|----|

| | |
|--|---------|
| Total value of work done up to date | (A) ... |
| Deduct value of work shown on the last Running Account Bill | (B) ... |
| Net value of work done since last | (C) ... |

Rupees (in words) only.

FORMS & PROCEDURES

RUNNING ACCOUNT BILL

Form WAM 6 (contd...)

II.MEMORANDUM OF PAYMENTS

| | | I | | II | |
|---|-----|-------|----|-------|----|
| | | Rs. | P. | Rs. | P. |
| 1. Total value of work actually measured as per Account No. I. Column 10 | (A) | | | | |
| 2. Total up to date 'on account' payment for work covered by approximate Or plan measurements as per Account No. I, Column 3 | (B) | | | | |
| 3. Total up to date secured advances on security of materials as per column 8 Of the enclosed Account (Form WAM 10) | (C) | | | | |
| 4. Total up to date payments [(A) + (B) + (C)] | (D) | | | | |
| 5. Total amount of payments already made as per Entry (D) of last Running Account Bill No..... Dated.....forwarded to the Accounts Office on | (E) | | | | |
| 6. Balance [(D)-(E)] | | | | | |
| 7. Payments now to be made: | | | | | |
| a) By cash/ cheque | | | | | |
| b) By deduction for value of materials supplied | | | | | |
| c) By BHEL vide Annexure A attached | | | | | |
| d) By deduction for hire of tools and plant vide Annexure B attached | | | | | |
| e) By deduction for other charges vide Annexure C Attached | | | | | |
| f) By deduction on account of security deposit | | | | | |
| h) By deduction on account of Income Tax | | | | | |

Note: Amounts relating to items 4 to 6 above should be entered in column II and those relating to item 7 in column I. The amount shown against item 6 and the total of item 7 should agree with each other.

FORMS & PROCEDURES RUNNING ACCOUNT BILL

Form WAM 6 (contd...)

III. CERTIFICATE OF THE ENGINEER IN CHARGE

1. The measurements on which the entries in column 7 to 12 of Part I of this Bill (Account of work executed) are based were made by
..... (Name and Designation) and are recorded at pages.....of Measurement Book No
2. Certified that the methods of measurement are correct and the work has been carried out in accordance with the terms and conditions, schedules, specifications and drawings etc, forming part of the contract agreement, subject to deviations included in the deviation statement (Annexure D).
3. Certified that in addition to and quite apart from the quantities of work actually executed as shown in column 10 of Part I, some work has actually been done in connection with several items and the value of the such work is, in no case, less than 'on account' payments as per column 3 of Part I, made or proposed to be made, for the convenience of the contractor in anticipation of, and subject to the results of, detailed measurement which will be made as soon as possible.

Signature of Contractor
Date:

Signature of Engineer in charge
Designation:
Date:

IV. CERTIFICATE OF THE SENIOR ENGINEER

1. Certified that measurements have been check measured to the prescribed extent by(Name and Designation) at site and also by the undersigned and the relevant entries have been intialled in the Measurement book. (vide pages.....)
2. Certified that all the measurements recorded in the measurement book have been correctly billed for
3. Certified that all recoberable amounts in respect of materials tools and plant etc, and other charges have been correctly made vide Annexures A to C attached.

Certified for payment * of Rs.....(Rupees.....only)
To be paid in cash/by cheque in the presence of

ALLOCATION

The expenditure is chargeable as under and to be included in the accounts for.....20.....

Ledger Head

Debit (Gross amount)
Rs. P.

Credit (Deductions)
Rs. P.

Total

* Here specify the net amount payable.

Signature of Senior Engineer
Date:

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FORMS & PROCEDURES

RUNNING ACCOUNT BILL

Form WAM 6 (contd...)

ANNEXURE A

Statement showing details of materials issued to the contractor Shri/M/s..... In respect of
Contract Agreement NoDated.....

| Sl. No. | Stores issue Voucher No. And Date | Issue voucher No. and date allotted by stores to the SIV | Description of material issued to the contractor | Quantity issued | Quantity actually incorp- rated in the work | Whether recover- able from the contrac- tor or supplied free | If recoverable from the contractor | | | | R E M A R K S |
|------------|--|--|--|--------------------|--|---|---|----------------------------|--|----------------------------------|---------------------------------|
| | | | | | | | Rate at which recover- able | Amount recover- able | Amount recover- ed up to previous bill | Balance now recover- ed | |
| | | | | | | | Rs. P. | Rs. P. | Rs. P. | Rs. P. | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |

Total

Signature of contractor
Date:

Signature of Engineer in Charge
Date:

Signature of Senior Engineer
Date:

FORMS & PROCEDURES RUNNING ACCOUNT BILL

Form WAM 6 (contd...)

ANNEXURE B

Statement showing tools and plant issued to the contractor Shri/M/s.....
In respect of Contract Agreement NoDated.....

| Sl. No. | Description of tools and plant issued | Period for which Issued | Rate at which recovery Is to be Made Rs. P. | Amount recover- able Rs. P. | Amount recovered upto previous bill Rs. P. | Balance now recovered Rs. P. | Remarks |
|------------|--|-------------------------------|--|--|---|---|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

Total

Signature of contractor
Date:

Signature of Engineer in Charge
Date:

Signature of Senior Engineer
Date:

FORMS & PROCEDURES

RUNNING ACCOUNT BILL

Form WAM 6 (contd...)

ANNEXURE C

Statement showing details of other recoveries to be made from the contractor Shri/ M/s

In respect of Contract Agreement NoDated.....

| Sl. No. | Particulars | Unit | Quantity | Rate | Amount recoverable | Amount recovered upto previous bill | Balance now recovered | Remarks |
|---------|-------------------------------|------------------------------|----------|--------|--------------------|-------------------------------------|-----------------------|---------|
| | | | | Rs. P. | Rs. P. | Rs. P. | Rs. P. | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1. | | Water Charges | | | | | | |
| 2. | | Electricity charges | | | | | | |
| 3. | | Seignorage charges | | | | | | |
| 4. | | Medical charges | | | | | | |
| 5. | | Cost of empty gunny bags and | | | | | | |
| | Empty containers not returned | | | | | | | |
| 6. | | | | | | | | |
| 7. | | | | | | | | |
| 8. | | | | | | | | |
| 9. | | | | | | | | |
| 10. | | | | | | | | |
| | | | | Total | ----- | | | |

Signature of contractor
Date:

Signature of Engineer in Charge
Date:

Signature of Senior Engineer
Date:

FORMS & PROCEDURES

RUNNING ACCOUNT BILL

Form WAM 6 (contd...)

ANNEXURE D

Name of the Contractor:
Name of the Work:

Contract Agreement No:
Date:

| Sl. No. | Description of item | Unit | Quantity as per Agreement | Quantity as executed | Quantity further anticipated | Total quantity anticipated on completion | Rate as per agreement Rs. P. |
|---------|---------------------|------|---------------------------|----------------------|------------------------------|--|---------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

| Rate as Executed | | Amount as per agreement | | Amount as executed | | Amount further Anticipated | | Total amount anticipated on completion | | Difference | | | | Reason for the deviation with authority, if any |
|------------------|----|-------------------------|----|--------------------|----|----------------------------|----|--|----|------------|----|-------------|----|---|
| | | | | | | | | | | ----- | | | | |
| Rs. | P. | Rs. | P. | Rs. | P. | Rs. | P. | Rs. | P. | Excess Rs. | P. | savings Rs. | P. | |
| 9 | | 10 | | 11 | | 12 | | 13 | | 14 | | 15 | | 16 |

Signature of Engineer in Charge
Date:

Signature of Senior Engineer
Date:

BHARAT HEAVY ELECTRICALS LIMITED

DIVISION.....

.....And Final bill

(Para 4.3.2 Of Works Accounts Manual)

| | | | | | |
|----------------------------------|--|--|--|----------|--|
| Name of Contractor | | Departmental Bill no. | | Date | |
| Name of the work | | Division | | Division | |
| Sanctioned estimate | | Date of written order to commence the work | | | |
| Contract Agreement/work Order No | | Date of commencement of work | | | |
| | | Due date of completion as per agreement | | | |
| | | Date of actual completion of the work | | | |

I. ACCOUNT OF WORK EXECUTED

| On Account payment for the work not previously measured ** | | | Item No of the agreement/ work order | Descripti on of work | Quantity as per agreement | Quantity executed up to date | Rate Rs. P | Unit | Payment on the basis of actual measurement up to date Rs P | Quantity since last running account bill | Payment on the basis of actual measurement since last running account bill Rs P | Remarks |
|--|---|---------------------------|---|----------------------------|---------------------------------|------------------------------------|---------------|------|---|--|--|---------|
| Total as per last running account bill Rs. | Since last running account bill Rs | Total up to date Rs | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|---|---|---|---|---|---|---|---|---|----|----|----|----|

| | | |
|---|-----|--|
| Total Value of Work Done up to date | (A) | |
| Deduct Value of work shown on the last running account bill | (B) | |
| Net Value of work done since last running account bill | (C) | |

| |
|----------------------------|
| Rupees (In Words).....Only |
|----------------------------|

II MEMORANDUM OF PAYMENT

- | | Rs. | P |
|---|-----------------|---|
| 1. Total Value of work actually measured as per Account no I column 10 | (A) | |
| Deduct amount of payments already made as per last running account bill No. Dated..... | | |
| 2. Forwarded to the Accounts Office on..... | (B) | |
| 3. Payments now to be made {(A) – (B)} | (C) | |
| 4. Deduct amounts recoverable from the contractor on account of : | Rs. | P |
| a. Material supplied by BHEL vide annexure A attached | | |
| b. Hire of Tools & Plants vide Annexure B attached | | |
| c. Other charges vide Annexure C attached | | |
| d. Income Tax | | |
| | Total deduction | |
| 5. Balance | | |
| 6. Refund of 50% of security deposite on completion of work | | |
| 7. Net amount to be paid to the Contractor | | |

III. CERTIFICATE OF THE ENGINEER IN CHARGE

The measurement on which the entries in columns 7 to 12 of Part I of this bill (Account of work executed) are based were made by

-
- | | |
|---|---|
| 1 | (Name and designation) |
| 2 | A statement showing the quantities of stores issued to the contractor (whether free or on recovery basis) and their disposal is attached. |

Date:

Signature of Engineer in charge
Designation

IV CERTIFICATE OF THE SENIOR ENGINEER

- 1 Certified that I have personally inspected the work and that the work has been physically completed on the due date in accordance with the terms and Certified that the measurements have been check measured to the prescribed extent by (Name & designation). And by the the undersigned at site and relevent entries have been initiated in the measurement book (vide pages.....)
- 2 Certified that the methods of measurement are correct
- 3 Certified that the measurements have been technically checked with reference to contract drawings, deviations etc
- 4 Certified that all the measurements recorded in the measurement book have been correctly billed for at the contract rates or approved rates.
- 5 Certified that all the recoverable amounts in respect of stores, tools and pallant, elwater, electricity charges etc, have been correctly made vide Annexures A
- 6 Certified that the issues of all stores as per statement atytached (whether charged to the contractor or direct to the work) have been technically checked and

Certified for payment of * Rs (Rupees.....) (Only). To be paid in cash/by cheque in the presence of

ALLOCATION

The expenditure as under and to be included in the accounts for19

| Ledger Head | Debit (Gross Amount) | | Credit (Deduction) | |
|-------------|-------------------------|-------|-----------------------|-------|
| | Rs. | P | Rs. | P |
| | | | | |
| Total | | | | |

* Here specify the net amount payable

Signature of Senior Engineer
Date

V. ENTRIES TO BE MADE IN THE ACCOUNTS OFFICE

Account Bill no..... Dated
 Entered in Journal book vide entry No..... Dated.....
 Passed for.....Rs.....
 Less Deductions.....Rs.....
 (Rupees.....Only)
 Payable to Shri/M/s..... by cheque/cash
 Entered in contractors' Ledger no..... Page

Assistant Accountant Accounts officer
 Date: Date: Date:

ALLOCATION
 Estimate No: Code No
 Name of the Work

| Ledger Head | Debit (Gross Amount) Rs P | Credit (Deduction) Rs |
|-------------|---------------------------------|-----------------------------|
| | | |
| Total | | |

VI. Received Rs..... (Rupees.....only) in full and final settlement of all moneys due under this contract
 and I/ we have no further claims of this contract.

Signature of Witness
 Address

Revenue Stamp
 Signature of Contractor
 Date:

VII. ENTRIES TO BE MADE BY TREASURY SECTION

Cash book entry no and date:

Amount Paid Rs.....
 Amount unpaid Rs.....
 Total Rs.....

Signature of Cashier
 Date:

ANNEXURE A
Part I

Statement showing details of material issued to the contractor Shri/ M/s..... in respect of Contract Agreement/ Work
Order no..... Dated.....

| Sl. No. | Stores Issue Voucher No. and date | Issue voucher No. and date allotted by stores to the SIV | description of material issued to the contractor | Quantity issued | Quantity actually incorporated in the work | Whether recoverable from the contractor or supplied free | Rate at which recoverable | | Amount Recoverabl e | | Amount recoverable up to previous bill | | Balance Now recovered | | Remarks |
|---------|--|--|--|--------------------|---|---|---------------------------------|---|---------------------------|---|---|---|-----------------------------|---|---------|
| | | | | | | | Rs. | P | Rs. | P | Rs. | P | Rs. | P | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 9 | | 10 | | 11 | | 12 |

Total

Signature of Contractor
Date

Signature of Engineer Incharge
Date

Signature of Senior Engineer
Date

ANNEXURE A
Part II

Statement showing details of material issued to the contractor Shri/M/s..... in respect of Contract Agreement/Work Order
No..... Datedand not covered by the agreement.

| Sl. No. 1 | Stores Issue Voucher No. and date 2 | Issue voucher No. and date allotted by stores to the SIV 3 | description of material issued to the contractor 4 | Quantity issued 5 | Quantity actually incorporated in the work 6 | Issue Rate | | Amount Recoverabl e | | Amount recoverable up to previous bill | | Balance Now recovered | | Remarks 11 |
|--------------|---|---|---|-------------------------|--|------------|---|---------------------------|---|---|---|--------------------------|---|---------------|
| | | | | | | Rs. | P | Rs. | P | Rs. | P | Rs. | P | |
| | | | | | | 7 | | 8 | | 9 | | 10 | | |

Total

Add Departmental Charges

Add Sales Tax (wherever applicable)

Total

Signature of Contractor
Date

Signature of Engineer Incharge
Date

Signature of Senior Engineer
Date

ANNEXURE B

Statement showing TOOLS & PLANTS issued to the contractor Shri/M/s..... In respect of Contract Agreement/Work Order

No..... Datedand not covered by the agreement

| Sl. No 1 | Description of tools & plants issued 2 | Period for which issued 3 | Rate at which Recovery is to be made 4 | Amount recoverabl e | Amount recoverable up to previous bill | | Balance Now recovered | | Remarks 8 |
|-------------|--|------------------------------------|--|---------------------------|---|--------|--------------------------|--------|--------------|
| | | | | Rs. P 5 | Rs. | P 6 | Rs. | P 7 | |

Total

Signature of Contractor
Date

Signature of Engineer Incharge
Date

Signature of Senior Engineer
Date

ANNEXURE C

Showing detail of other recoveries to be made from the contractor Shri/ M/s.....

Agreement/ Work Order No.Dated.....

| Sr. No. | Particulars | Unit | Quantity | Rate Rs .P. | Amount recoverable Rs. P | Amount Recovered Up to Previous Bill Rs. P | Amount now Recovered Rs. P | Remarks |
|---------|--|------|----------|----------------|--------------------------------|---|-------------------------------------|---------|
| 1 | Water Charges | | | | | | | |
| 2 | Electricity Charges | | | | | | | |
| 3 | Seignorage Charges | | | | | | | |
| 4 | Medical Charges | | | | | | | |
| | Cost of empty gunny bags and empty containers not 5 returned | | | | | | | |
| 6 | | | | | | | | |
| 7 | | | | | | | | |
| 8 | | | | | | | | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |
| Total | | | | | | | | |

Signature of Contractor
Date

Signature of Engineer Incharge
Date

Signature of Sr. Engineer
Date

ANNEXURE D

DEVIATION STATEMENT

Name of the Contractor:

Contractor Agreement/ Work Order No.:

Name of the Work:

Date:

| Sl. No. | Descrip- tion Of item | Unit | Quantity as per agree- ment | Quantity as executed | Rate as per agree- ment | Rate as execu- ted | Amount as per agree- ment | Amount as executed | Different ----- | | Reason for the deviation with autho- rity, if any |
|------------|-----------------------------|------|--------------------------------------|----------------------------|----------------------------------|-----------------------------|------------------------------------|--------------------------|--------------------|---------|--|
| | | | | | Rs. P | Rs. P | Rs. P | Rs. P | Excess | Savings | |
| | | | | | | | | | Rs. P | Rs. P | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |

Signature of Engineer Incharge
Date:

Signature of Senior Engineer
Date:

ANNEXURE E

Statement showing the consumption of materials issued to the contractor Shri/ M/s.....
in respect of Contract Agreement/ Work Order No.....Dated.....

Name of the Work:

ON RECOVERY BASIS

| Sl. No. | description Of material | Unit | Quantity actually Issued | Quantity actually incorporated in the work | Balance | Particulars of disposal of balance | Quantity to be issued as per approved data for work actually done | Variation in consumption (Difference) between column 5 and 8) | Rate charge- able for excess/ short consumption, If any | Amount recover- able for excess/ short consumption, including materials not returned | R E M A R K S |
|---------|----------------------------|------|--------------------------------|---|---------|--|---|--|--|---|---------------------------------|
| | | | | | | | | More Less | Rs. P. | Rs. P. | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 12 | 13 |
| 1. | Cement | | | | | | | | | | |
| 2. | Bricks | | | | | | | | | | |
| 3. | Wood..... | | | | | | | | | | |
| 4. | Asbestors Sheet | | | | | | | | | | |
| 5. | Iron Materials | | | | | | | | | | |
| 6. | | | | | | | | | | | |
| 7. | | | | | | | | | | | |
| 8. | | | | | | | | | | | |
| 9. | | | | | | | | | | | |
| 10. | | | | | | | | | | | |

Signature of Contractor
Date:

Signature of Engineer Incharge
Date:

Signature of Senior Engineer
Date:

- Note: 1. The quantities shown in columns 4 and 5 above should tally with those shown in columns 5 and 6 respectively of Annexure A (Part I and II).
2. Data statement of theoretical consumption should be attached in support of quantity specified in column 8.

ANNEXURE F

Statement showing detail of materials issued to the contractor Shri/ M/s.....

ect of Contract Agreement/ Work Order No..

Name of work:

FREE OF COST

| Sr. No. | Stores issue voucher No. | Description of material | Unit | Quantity issued | Quantity required as per data | Quantity consumed in the work | Balance (If any) | Nature of disposal for the balance | Rate chargeable for material not returned Rs. P. | Amount recoverable for material not returned Rs. P. | Remarks |
|------------|-----------------------------------|----------------------------|------|--------------------|--|--|---------------------|--|--|--|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |

Total

Signature of Contractor
Date

Signature of Engineer Incharge
Date

Signature of Sr. Engineer
Date

Note: Data statement of theoretical consumption should be attached in support of the quantity specified in column 6.