

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:

Departmental Bill no:

Date:

Name of the Work:

Division:

Sub-Division:

Sanctioned Estimate:

Date of written order to commence the work:

Code No:

Date of commencement of the Work:

Contract Agreement No:

Dated:

Due date of completion as per Agreement:

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 | Quantity since last running | Payment on the basis of actual measurement | Remarks |
|--|-----|----------------------------|---------------------------|--------------------------------------|---------------------------------------|------|------|---|--------------------------------------|---|---------|
| Total | | since last | Total | | | | | measure- ment up to date | account bill | | |
| As per Running Account bill | | running account bill | up to date | | | | | | | | |
| Rs. | Rs. | 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. | 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.

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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 recoverable 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.

* Here specify the net amount payable.

Signature of Senior Engineer
Date:

FORMS & PROCEDURES RUNNING ACCOUNT BILL

Form WAM 6 (contd...)

V. ENTRIES TO BE MADE IN THE ACCOUNTS OFFICE

Accounts Bill No Dated
Entered in Journal Book vide entry No..... Dated
Passed for..... Rs.....
Less Deductions..... Rs.....
Net Amount Payable..... Rs.....
(Rupees..... only)
Payable to Shri/M/s..... by cheque/cash
Entered in Contractor's Ledger No..... Page.....

ALLOCATION

Estimate No: Code no:
Name of the Work:

| Ledger Head | Debit (Gross amount) Rs. P. | Credit (Deductions) Rs. P. |
|-------------|-----------------------------------|----------------------------------|
| ----- | ----- | ----- |
| ----- | ----- | ----- |
| ----- | ----- | ----- |
| Total | ----- | ----- |

Assistant
Date: Accountant
Date: Account Officer
Date:

VI. Received Rs..... (Rupees..... only)
as per Memorandum of Payments on account of this work.

Signature of witness
Address:
Date:

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:

FORMS & PROCEDURES

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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 | Issue voucher | Description of material | 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 |
|------------|-----------------|------------------|--------------------------------|--------------------|--|---|------------------------------------|---------|--------|--------|---------------------------------|
| | Voucher No. | No. and date | issued to the contractor | at | recover- able | Amount recover- ed up to previous bill | Amount now | Balance | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | Rs. P. | Rs. P. | Rs. P. | Rs. P. | Rs. P. |
| | | | | | | | | | | | |

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 | 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 No Dated

| Sl. No. | Particulars | Unit | Quantity | Rate | Amount recover- able | Amount recovered upto pre- vious bill | Balance now recovered | Remarks |
|------------|---|------|----------|------|----------------------------|--|-----------------------------|---------|
| | | | | | 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

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Form WAM 6 (contd...)

ANNEXURE D

Name of the Contractor:

Contract Agreement No:

Name of the Work:

Date:

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

| Rate as Executed | Amount as per agreement | | Amount as executed | | Amount | Total amount | | Difference | | Reason for the deviation with authority, if any |
|---------------------|----------------------------|----|-----------------------|----|------------------------|--------------|-----|------------|---------|---|
| | Rs. | P. | Rs. | P. | further Anticipated | Rs. | P. | Excess | savings | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | Rs. | P. | 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 checked measured to the prescribed extent by (Name & designation). And by the undersigned at site and relevant 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 plant, labour, electricity charges etc, have been correctly made vide Annexures A
- 6 Certified that the issues of all stores as per statement attached (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 for 19

| Ledger Head | Debit | | Credit | |
|-------------|----------------|-------|-------------|-------|
| | (Gross Amount) | | (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:

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

| ALLOCATION | | Code No |
|--------------|------------------------|-------------|
| Estimate No: | Name of the Work | |
| Ledger Head | Debit | Credit |
| | (Gross Amount) | (Deduction) |
| | Rs | P |
| | | |
| Total | | |

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 | | If recoverable from contractor | | Amount recoverable up to previous bill | | Balance Now recovered Rs. P | Remarks 12 |
|---------|---|--|--|--------------------|---|---|---|-----------------------------------|-------|---|----|--------------------------------------|---------------|
| | | | | | | 7 | 8 | 9 | Rs. P | Rs. P | 10 | Rs. P | |
| 1 | 2 | 3 | 4 | 5 | 6 | | | | | | | | |

Total
.....Signature of Contractor
DateSignature of Engineer Incharge
DateSignature 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. | 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 | Issue Rate Rs. P | Amount Recoverabl e Rs. P | Amount recoverable up to previous bill Rs. P | Balance Now recovered Rs. P | Remarks |
|---------|---|--|--|--------------------|---|---------------------|------------------------------------|--|-----------------------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |

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 5 | | Amount recoverable up to previous bill Rs. P 6 | Balance Now recovered Rs. P 7 | Remarks 8 |
|-------------|--|------------------------------------|--|--------------------------------|---|---|--|--------------|
| | | | | Rs. | P | | | |
| | | | | | | | | |

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 | |
| 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 incorpo- Rated 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 | Amount recover- able for excess/ short | R E M A R K S |
|---------|----------------------------|------|--------------------------------|--|---------|--|---|--|--|--|---------------------------------|
| | | | | | | | | | | | |
| 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.....
ект of Contract Agreement/ Work Order No.

Name of work:

FREE OF COST