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 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	since last running account bill	Total 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.

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 entere 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.

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:

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:

Form WAM 6 (contd…)

ANNEXURE A

Statement showing details of materials issued to the contractor Shri/M/s…… In respect of Contract Agreement 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 incorp-rated in the work	Whether recover-able from the contrac-tor or supplied free	If recoverable from the contractor				REMARKS
							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:

Form WAM 6 (contd…)

ANNEXURE B

Statement showing tools and plant issued to the contractor Shri/M/s……..…
In respect of Contract Agreement No ……..Dated……

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:

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.	Rs. P.	
1	2	3	4	5	6	7	8	9
1.		Water Charges						
2.		Electricity charges						
3.		Seignorage charges						
4.		Medical charges						
5.	Empty containers not returned	Cost of empty gunny bags and						
6.								
7.								
8.								
9.								
10.								
				Total				

Signature of contractor
Date:

Signature of Engineer in Charge
Date:

Signature of Senior Engineer
Date:

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 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 Rs. P.	Amount as per agreement Rs. P.	Amount as executed Rs. P.	Amount further Anticipated Rs. P.	Total amount anticipated on completion Rs. P.	Difference _ _ _ _ _ _ _ _ _ _ _ _ Excess Rs. P.	savings Rs. P.	Reason for the deviation with authority, if any
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	Description 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 pa\lant, e\water, 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 for ……..19

Ledger Head	Debit (Gross Amount) Rs. P	Credit (Deduction) 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	If recoverable from contractor: Rate at which recoverable Rs. P	Amount Recoverable 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	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…….. Dated ……..and 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 Recoverable 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…….. Dated ……..and not covered by the agreement

Sl. No	Description of tools & plants issued	Period for which issued	Rate at which Recovery is to be made	Amount recoverable Rs. P	Amount recoverable up to 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 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							
5	Cost of empty gunny bags and empty containers not 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.	Description Of item	Unit	Quantity as per agreement	Quantity as executed	Rate as per agreement Rs. P	Rate as executed Rs. P	Amount as per agreement Rs. P	Amount as executed Rs. P	Different Excess Rs. P	Different Savings Rs. P	Reason for the deviation with authority, if any
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 diposal 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 consu-mption, If any	Amount recover-able for excess/ short consum-ption, including materials not returned	REMARKS
								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.