

**No.RW/NH-11065/9/94-DO I**

***Dated, the 9th February, 1996***

To

The Secretaries (dealing with National Highways), Public Works Department of all State and Union Territories

Subject: Advance payment to Contractor/Supplier for the NH works - Form No. 26 as per C.P.W.A. Code

I am directed to say that it has been brought to the notice of this Ministry by the Chief Controller of Accounts that heavy advance payments are being made by the State Governments in connection with NH works, in the hand receipt form, which is inherently risky, as it may lead to double payment or advance payment remaining unadjusted due to oversight. So far as advance payment to Contractors/Suppliers is concerned, running account bill form No. 26 is adequate as per para 10.2.14 of C.P.W. Account Code, a copy of which is enclosed herewith. You are, therefore, requested to kindly use form No. 26 as provided in the C.P.W. Account Code for payment to Contractor/Supplier for the NH works. No other form will be acceptable. Suitable instructions may kindly be issued to all concerned in your department in this regard.

**Enclosure to Letter No.RW/NH-11065/9/94-DO I dated 9.2.96**

**(a) Review of Measurements**

10.2.11. The entries recorded in each completed measurement books may be subjected to a percentage check by the Divisional Accountant under the supervision of the Divisional Officer Detailed rules on this subject may be laid down by the Administrative Ministry/Administration concerned who will also prescribe the procedure for a system of test check of recorded measurements by the superior officers of the department.

**(b) Bills and Vouchers**

**(i) Forms of Bills and Vouchers**

10.2.12. The authorised forms of bills and vouchers are the following :

- (a) First and final Bill, Form 24**
- (b) Running Account Bill, Form 26**
- (c) Hand Receipt, Form 28.**

The use of the forms is explained in the following paragraphs and a few explanatory footnotes are printed on the forms.

10.2.13. **First and Final Bill, Form 24 :** This form should be used for making payments both to contractors for work and to suppliers, when a single payment is made for a job or contract, i.e., on its completion.

10.2.14. **Running Account Bill, Form 26** : This form is used for all running and final payments to contractors and suppliers (other than those relating to lump sum contracts for which Form 27-A and 27-B are prescribed), including cases where advance payments are proposed to be made or are already outstanding in respect of the same work against the contractor. In cases, where secured advances are to be made or are already outstanding in respect of the same work against the contractor, Account of Secured Advances, Form 26-A should be attached to the bill.

10.2.15. **Hand Receipt, Form 28** : This is a simple form of voucher intended to be used for all miscellaneous payments and advances, for which the special form 24 and 26 are not suitable. The claim for refund of lapsed deposit should, however, be preferred in Form G.A.R. 46.

(ii) Preparation Examination and Payment of Bills

10.2.16. Before the bill of a contractor is prepared, the entries in the measurement book relating to the description and quantities of work of supplies should be scrutinised and check measured by the Sub-divisional Officer as contained in Para 10.2.9. and the calculations of "Contents or area" should be checked arithmetically under his supervision. The bill should then be prepared, from the measurement entries in one of the forms prescribed in paragraph 10.2.12 applicable to the case. The rates allowed should be entered in the Abstract of measurements and in the bill. Full rates as per agreement catalogue, indent or other order should be allowed only if the quality of work done or supplies made is upto the stipulated specification. When the work or supplies fall short of that standard, and under the agreement it is permissible to make a final payment if the contract is to run on only, such a fraction of the full rate to be determined with regard to the work remaining to be done and the general terms of the agreement.