

**FORM 21  
MUSTER ROLL**

*(Referred to in paragraphs 10.1.2, 10.2.3 and 10.2.4)*

Name of work ..... Cash Book Voucher No. .... dated .....

**PART I – NOMINAL ROLL**

No .	Description	Names grouped according to classes	Father's Name	Dates .....20.....																												Rate	Amount	Signature or thumb impression of payee	Dated initials of paying officer at the time of payment
Daily Total																																Total		Rupees .....	
Initials of person marking the daily attendance																																Certified that payment has been made on my identification and in my presence.			
Initials of Inspecting Officer																																			
Grand Total of this muster roll ..... <i>Deduct</i> – Payment not made, as per details transferred to register of unpaid wages				Rs.		Details of unpaid wages paid off			Passed for Rupees .....																				Junior Engineer						
						Item No	Amount	Date																											
Dated .....20.....				Balance paid					Dated .....																				Signature.....						
									Signature.....																				Rank.....						

\* PART II – DETAILS OF THE MEASUREMENT OF THE WORK DONE BY THE LABOUR EMPLOYED AS PER THIS NOMINAL MUSTER ROLL  
IN CASES IN WHICH THE WORK IS SUSCEPTIBLE OF MEASUREMENT.

Item of works grouped under “sub-head” and “sub-works” of estimate)	Quantity executed up-to-date as per measurement book	Deduct as shown on the last muster roll	** Balance Quantity	Amount	Remarks (Excess/Saving as compared to the amount paid with work done to be explained)
1	2	3	4	5	6
			Total		

Measurements taken on .....20.....  
Measurement Book No..... Page .....

Signature .....  
Dated .....20.....  
Rank .....

- \* If the work is not susceptible of measurement a remark to this effect should be recorded
- \*\* If desired rate may be struck whose possible and shown in red ink just below the quantities in this columns.