

FORM 24
FIRST AND FINAL BILL

(Referred to in paragraphs 10.2.12 and 10.2.13)

Division Sub-Division
 (For contractors and supplier-to be used when a single payment is made for a job or contract i.e. only on its completion)
 Name of work (in the case of bills for work done).....Cash Book Voucher No.dated
 Name of contractor or supplier
 Agreement/work order/supply order No. dated

Reference to recorded measurements and date		Date	
Page No		Page No	

**Date of written order to commence work Date of actual completion of work

I – Account of work executed

No.	# Name of work or supplies	Quantity	Unit	Rate	Amount	Payee’s dated signature in token of (i) Acceptance of bill and (ii) acknowledgement of payment	Dated signature of witness	Reamrks
1	2	3	4	5	6	7	8	9
						1) Dated Signature of Contractor <div style="border: 1px solid black; width: 50px; height: 50px; margin: 0 auto; text-align: center; line-height: 50px;">Stamp</div> 2) Signature of Contractor ±Witness		
		Total value of work done upto-date (A)					Dated Signature of officer preparing the bill } (Rank)..... §Dated Signature of officer authorising the payment } (Rank).....	

II – Memorandum of Payments

<p>1. Total Value as per Account I Col 6 Entry (A).....</p> <p>2. Payments now to be made as detailed below :-</p> <p style="padding-left: 20px;">By recovery of amounts credited to this work-</p> <p>(a) (a)</p> <p>.....</p> <p>Total 2 (a) Total 1- 2(a)(c)</p> <p style="padding-left: 20px;">By recovery of amounts credited to other work or head of accounts-</p> <table border="0" style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 70%;">(b) 0021-Taxes</td> <td style="width: 10%;">Rs.....</td> <td style="width: 20%;"></td> </tr> <tr> <td>8443-Civil Deposit (Part-I)</td> <td>Rs.....</td> <td>(b).....</td> </tr> <tr> <td>Security Deposit.....</td> <td>Rs.....</td> <td></td> </tr> <tr> <td>Other recoveries</td> <td>Rs.....</td> <td></td> </tr> <tr> <td colspan="3">Total 2 (b)</td> </tr> </table> <p>(c) By Cheque</p> <p style="text-align: right;">Total 2(b) +(c)(G)</p>	(b) 0021-Taxes	Rs.....		8443-Civil Deposit (Part-I)	Rs.....	(b).....	Security Deposit.....	Rs.....		Other recoveries	Rs.....		Total 2 (b)			<p style="text-align: center;">Rs.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>* Pay Rs.....</p> <p>..... (by cheque)</p> <p style="text-align: center;">Dated initials of disbursing officer</p> <p>§Paid by me vide cheque No..... dt.....</p> <p>Dated initials of person actually making the payment</p> <p style="text-align: center;">For use in Divisional Office</p> <p style="padding-left: 40px;">Checked</p> <p style="padding-left: 40px;">Accounts Clerk Divisional Accountant</p> <p style="text-align: center;">For use in Pay & Accounts Office</p> <p style="padding-left: 40px;">Audited Reviewed</p> <p style="padding-left: 40px;">Acctt./Jr.A.O./A.A.O Pay & Accounts Officer</p>
(b) 0021-Taxes	Rs.....																
8443-Civil Deposit (Part-I)	Rs.....	(b).....															
Security Deposit.....	Rs.....																
Other recoveries	Rs.....																
Total 2 (b)																	

In the case of payments to suppliers a red ink entry should be made across the page, above the entries relating thereto, in one of the following forms, applicable to the case : (1) “Stock”, (2) “Purchases for Stock”, (3) Purchases for direct issue to work” (4) “Purchase for the work for issue to contractor”

**Not required in the case of works done or supplies made under a piece-work agreement.
 ±Payment should be attested by some known person when the payee’s acknowledgement is given by a mark, seal or thumb impression.
 §The person actually making the payment should initial (and date) in this column against each payment.
 (This signature is necessary only when the officer authorizing payment is not the officer who prepares the bill.)

* This figures should be tested to see that it agrees with the total of items (a+b+c)-1.

