

FORM 27-A  
**RUNNING ACCOUNT BILL**  
*(Referred to in paragraph 11.3.2)*

*(To be used for "intermediate payments" to contractors on lump-sum contracts)*

Cash Book Voucher No. \_\_\_\_\_

date \_\_\_\_\_

Name of Contractor – \_\_\_\_\_

Name of Work – \_\_\_\_\_

Serial No. of the Bill – \_\_\_\_\_

No. and date of his previous Bill for this work – \_\_\_\_\_

Reference to agreement – \_\_\_\_\_

Date of written order to commence work – \_\_\_\_\_

I. - ACCOUNT OF WORK

	Rs.
<ol style="list-style-type: none"> <li>1. Approximate value of work done up to date excluding the measured up additions and alterations.</li> <li>2. Value of measured up additions and alterations.</li> <li>3. <i>Deduct</i> amount to be withheld.</li> <li>4. Balance i.e. "up to date" intermediate payments (Items 1+2-3)K</li> <li>5. <i>Deduct</i> intermediate payment already made as per entry "K" of the last Running Account Bill</li> <li>6. Intermediate payment now to be made (Item 4 – 5) D</li> <li>7. Amount of 'Secured' advances as per entry "E" of Account II</li> <li>8. Total payments now to be made as detailed below* -               <ol style="list-style-type: none"> <li>(a) By recovery of amounts creditable to this work .. .. . G</li> <li>_____</li> <li>_____</li> <li>(b) By recovery of amounts creditable to other works or heads of account .. .. H                   <ol style="list-style-type: none"> <li>(i) Taxes _____</li> <li>(ii) Security Deposit _____</li> <li>(iii) Other recoveries _____</li> </ol> </li> <li>(c) By Cheque .. .. .</li> </ol> </li> </ol>	<div style="border: 1px solid black; width: 100%; height: 100%;"></div>

\* The total figures against item 8 should be tested to see that it agrees with the total of items 6 & 7

FORM 27-A – Contd

II. Account of “Secured” Advances Allowed on the Security of Materials Brought to Site

Quantity outstanding from previous bill	*Deduct quantity utilized in work measured since previous bill	Quantity outstanding (including quantity brought to site since previous bill)	Full rate as assessed by the Divisional Officer	Description of materials	Unit	Reduced rate on which advance is made	¶ Up to date amount of advance	Reference to Divisional Officer’s written order authorizing the advance	Reasons for non-clearance of advance when outstanding more than three months
1	2	3	4	5	6	7	8	9	10
							Rs.		
Total amount outstanding as per this account								(c)	
Deduct : - amount outstanding as per entry (c) of previous bill									
Net amount since previous bill (in words) Rupees.								(E)	

\* Entries relating to each description of materials should be posted in column 3. First enter the difference between the quantities in columns 1 and 2, then show this entry below the quantities if any brought to site against which a further advance has been authorised, this entry being prefixed by the plus sign. Finally, strike the total of the two entries which will represent the total quantities outstanding.

¶ Entries in column 8 show the money values of the total quantities outstanding as in column 3.

FORM 27-A – Contd

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III. CERTIFICATES AND SIGNATURES

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I have satisfied myself by \*  
that the value of work done up to date excluding the measured up additions and alterations is not less than Rs. .... Conformably with the contractor's agreement and that with the exception of authorised additions and alterations the work has been done according to the prescribed drawings and specification.

2. The detailed measurements of authorised additions and alterations upto date were made by ..... on ..... and are recorded at page ..... of Measurement Book No. ....

3. Certified that the plus quantities of materials shown in column 3 of Account II above have actually been brought by the contractor to the site of the work and the contractor has not previously received any advance on their security (2) that those materials are of imperishable nature and are all required for use on the work for which a lump sum for finished work has been agreed upon and (3) that a formal agreement signed and executed by the contractor in accordance with paragraph 10.2.24 (a) of the central P.W.A. code is recorded in the Divisional office.

Signature of Contractor

Dated signature of officer  
Preparing the bill

{ .....  
Rank.....

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Pay ₹ (Rs.....only )

Dated signature of officer  
Authorizing the payment

{ .....  
Rank.....

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IV – ACQUITTANCE

Received Î (Rs. ....) as an intermediate payment in connection with the contract referred to above.

Stamp

\$ Witness

Full Signature of Contractor

Paid by me by <sup>Cash</sup> \_\_\_\_\_ dated  
 Cheque No.

Dated signature of the person  
 actually making the payment

{ .....  
 Rank.....

\* Here specify the method employed for estimating the value of work.

¶ Here specify the net amount payable vide Item 8(c) of Account I.

Î The Payee’s acknowledgement should be for the gross amount paid as per item 8 (a +b+c) of Account I.

\$ Payment should be attested by some known person when the payee’s acknowledgement is given by mark, seal or thumb impression.

**FORM 27-A – Contd**

V – REMARKS

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(This space is reserved for any remark which the Disbursing Officer or the Divisional Officer may wish to record in respect of the execution of the work/check of measurements or the state of contractor's account.)

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*For use in Divisional Office*

Checked

*A/c. Clerk*

*Divi. Actt.*

*For use in Pay and Accounts Office*

Audited

Reviewed

Accountant

JAO/AAO

Pay & Accounts Officer

**To be printed on yellow papers only**

**FORM 27-B  
FINAL BILL**

*(Referred to in paragraph 11.3.1,11.3.3,11.4.5 and 11.5.3 of C.P.W.A Code. )*

*(To be used for "final payments" to contractors on lump-sum contracts)*

Cash Book Voucher No.

dated

Name of Contractor –

Name of Work –

Serial No. of this Bill –

No. and date of his previous Bill for this work –

Reference to agreement –

Date of written order to commence work –

Date of actual completion of work –

**I. - ACCOUNT OF WORK EXECUTED**

Sub-work, Sub-Head or item of work	Rate	Unit	Up to date		Remarks
			Quantity	Amount	
	Rs.	Lump sum for each		Rs	
Additional Work					
Deduct Omissions					
Total Value of Works done to date 'F'					

FORM 27-B – Contd.

*II. Certificates and signatures*

I certify that the work has been completed in accordance with the prescribed drawings and specification and after taking into account all the authorized additions and alterations the value of work done, up-to-date, conformably with the terms of the contractos’s agreement, is Rs. ....

2. The detailed measurements of the authorized additions and alterations mentioned above were made by .....on..... and are recorded at page.....of Measurement Book No..... and I am satisfied that they are correct.

Signature of Contractor

Dated signature of the certifying Engineer.

Rank.....

\* This certificate must be signed by the Executive Engineer or any officer empowered by the local Administration to sign it.

**III. Memorandum of payments**

1. Total Value of Work done up-to-date as per ‘F’ of Account I Of this Bill		Rs.
2. Deduct:-		
(i) Up-to-date intermediate payments already As per entry ‘K’ of Account I of last Bill No.....dated..... (D)		
(ii) Total Secured Advances outstanding as per Entry ‘C’ of Account II last Bill No..... Dated..... (E)		
3. Payments now to be made:-		
(a) By recovery of amounts creditable to this Work (G)		
(b) By recovery of amounts creditable to Other works or heads of account.....		
(C) By Cheque..... (H)		

Pay ₹ (Rs.....only )

Dated signature of officer  
Authorizing the payment

{ .....  
Rank.....





V – REMARKS

---

(This space is reserved for any remarks which the Disbursing Officer or the Divisional Officer may wish to record in respect of the execution of the work, check of measurements or the state of contractor's account.)

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*For use in Divisional Office*

Checked

*A/c. Clerk*

*Divi. Actt.*

*For use in Pay and Accounts Office*

Audited

Reviewed

Accountant

JAO/AAO

Pay & Accounts Officer