

FORM 32

**PETTY WORKS REQUISITION AND ACCOUNT**

*(Referred to in paragraphs 10.2.4(h) , 10.5.1 and 10.6.1(b) of the CPWA Code and paragraph 108 of the CPWD Code)*

(To be used for works and repairs, not likely to cost more than Rs.5000)

Requisition on the divisional officer, ..... Division for .....

**PART I – REQUISITION**

The undersigned wishes to have the following petty works carried out with as little delay as possible :-

Work to be indicated

Dated the .....

(Signature and designation of the Officer  
By whom requisition is made)

**PART II – REPORT OF P.W. SUBORDINATE AND ESTIMATED COST  
(REPORT)**

Rough estimate of probable cost

Description of work	Quantity	Rate	Unit	Amount	Amount recoverable if any	Remarks
				Rs.	Rs.	
Total						

(Signature of P.W. Subordinate ) (Rank)

Date .....

Sanctioned

Divisional Officer

Date .....

No.

Accepted

(Signature and designation of responsible  
Civil or Military Officer)

Date .....

**PART III – COMPLETION CERTIFICATE**

Brief particulars	Cash Book Voucher or transfer entry book item No.	Final Charges	Suspense Account	Total Cost	Total of the month	Uptodate total	Initials of S.D.O	Initials of Divisional Accountant
			(To be operated when necessary)					
			Grand Total					

The work was completed on .....

Checked and found correct

Remarks of Divisional Officer  
Passing excesses

Signature of Sub-Divisional Officer

Divisional Accountant

Divisional Officer