

FORM 38
REGISTER SHOWING THE CLEARANCE OF THE SUSPENSE HEAD “MATERIALS”
(Referred to in paragraph 10.3.18 of CPWA Code)

Division.....

Name of work.....

Sub-Division.....

Part-I Statement showing the Quantities and Value of materials used in Construction *

Sl. No.	Name of work	Quantity Executed	Description of material	Cement	Steel								Total Value
1	2	3	4	5	6	7	8	9	10	11	12	13	14
													Rs.
		Unit											
		Rate											
		Quantity/ Value											

* Total used in construction.

The quantity used in construction should be calculated on the basis of quantities of work executed. Such authorized formulae being adopted for the purpose as may be in use locally.

PART-II STATEMENT SHOWING THE ADJUSTMENT OF SURPLUSES/DEFICITS

Sl. No.	Name of work	Quantity Executed	Quantity Executed	Description of material	Cement	Steel								Total Value
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
			1. Quantities issued as per Material Register											Rs.
			2. Quantities used as per Part I of this Register											
			3. Difference											
			(+) Excess Issue											
			(--) Less Issue											
			4. Explanation of differences											

Certified that the quantities of the various items shown in the above statement have been worked out as accurately as possible on the basis of the quantities of work actually done.

Sub-Divisional Officer

Executive Engineer

Division.....

Orders of the Divisional Officer

PART – III STATEMENT SHOWING THE DISPOSAL OF MATERIALS REMAINING UNUSED AS PER MATERIAL AT SITE ACCOUNTS

How disposed of (With reference to authority)	Description	TOTAL	Total value to be adjusted			Head of Account to be debited	Divisional Accountant's dated initial
	Quantity		If debited to sub-heads of this work	If debited to other accounts			
	Value			Amount	Month of Adjustment		
TOTAL							

Signature of S.D.O.