

प्रथम तथा अंतिम बिल

FIRST AND FINAL BILL

मंडल
Division Hort. Div.

(केन्द्रीय लोक निर्माण कार्य लेखा संहिता पैरा 10-2-10 तथा 10-2-11)
(Central P.W.A. Cade Paragraphs 10-2-10 & 10-2-11)

उप - मंडल
Sub-Division IV

(टेकेदार तथा पूर्तिकर्ताओं के लिए * इस फार्म का उपयोग तब किया जाए जब एक जाब या टेके के लिए एक ही अदायगी की जाती है अर्थात् उस के समान पर एक ही फार्म का उपयोग अनेक टेकेदारों या पूर्तिकर्ताओं को अदायगीयां करने के लिए किया जा सकता है यदि उनका संबंध उसी निर्माण कार्य से है या पूर्तिकर्ताओं के मामले में उसी लेखा शीर्ष से है तथा उसी समय बिल बनाया गया है)।

For Contractor & Supplier — To be used when a single payment is made for a contract i.e. only on its completion. A Single form may be used for making payment to several contractors or suppliers if they relate to the same work or to the same head of account in the case of suppliers, and or billed for at the same time).

निर्माण कार्य का नाम (निष्पादित निर्माण कार्य के बिलों के विषय में)
Name of work (in the case of bills for work done) Upgradation of cremation ground at Nigamboli यही वाउचर संख्या तारीख.....
Cash book Voucher No. Dated

टेकेदार या पूर्तिकर्ता का काम तथा करार का निर्देश Name of Contractor or suppliers & reference to agreement	निर्माण कार्य या पूर्तियों की मदें (अनुमान के उपशीर्षों तथा उप निर्माण कार्यों के अन्तर्गत किये हुए) Items of works or suppliers (grouped under sub-heads and sub-works of estimate)	दर्ज किये गये मापों का निर्देश और तिथि Reference to recorded measurements and date	निर्माण की तारीख **Dates of		मात्रा Quantity	दर Rate	युनिट Unit	राशि Amount	टेकेदार या पूर्तिकर्ता को कुल देन Total Amount payable to contractor / supplier		(१) बिल की स्वीकृती तथा (२) अदायगी की प्रावती के लिये प्राप्तकर्ता के तारीख सहित हस्ताक्षर Payee's dated Signature in token of (1) acceptance of bill and (2) of payment	गवाह के तारीख सहित हस्ताक्षर Dated Signature of Witness	सवितरणों का तारीख सहित प्रमाण पत्र Dated Certificate of Distribution	
			निर्माण कार्यारम्भ के लिये लिखित आदेश Written order to commence work	निर्माण कार्य का वास्तविक पूर्ति Actual completion of work					अंकों में In Figure	शब्दों में In Words			अदायगी का प्रकार नकद या चेक द्वारा (संख्या तथा तारीख) Mode of payment Cash or cheque (No. and date)	मेरे द्वारा अदा की गई *Paid by me
			4	5	6	7	8	9	10	11	12	13	14	15

Agency :- Mrs. Sanjay Sharma
H.N. 2 Block N. 5 Cab. N. 8 Geeta Colony Delhi

Authority :- Ag No. 137 / Hort. Div. / DDM / 2009

As per schedule attached.

पु.सं. Book No. 583
पु.सं. Page No. 21-39
तिथि Date 29.6.09

29.6.09
21.7.09

Rs. P. Rs. P.
Rs. P.
Rs. P.
Rs. 9,89,823 = 20
Rs. 989893 = 20

(Two lac, eighty-two thousand eight hundred twenty-three only)

Certificate
① The work has been done as per specification.
2. No T & P issued to the cont.
3. P.H. value of good earth has been tested in authorized laboratory and found correct.
4. Feeling road & P.H. pipe has been tested and found correct.
5. No any labour combt. against to the contractor.
6. Taken in MAS P.No. 1-2

ASST. Director
Hort. Div.-VI
D.D.A

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	Total work done I. Tax 2% S charge 10% E/cass 3% Vat 2% L/cass 1% S. Deposit Labour Report	282823 = 0 5656 = 0 566 = 0 187 = 0 5656 = 0 2828 = 0 4641 = 0 100 = 0												
		- 19634 = 0												

तारीख 200
 Dated 200
 (रु०)
 Pay Rs.
 तारीख 200
 Dated 200

Bill passed for Rs. 282823 = 0 and pay Rs.
 one hundred eighty two thousand six hundred and thirty four only) to M/s. Sanyal Sharma
 by cheque

Asstt. Director
Hort. Divn.-VII
D.D.A.

Dy Director
 उद्यान खण्ड-7, दि०वि०प्रा०
 Hort. Divn. No: 7, D.D.A.

हस्ताक्षर }
 Signature }
 रैंक }
 Rank }
 हस्ताक्षर }
 Signature }
 रैंक }
 Rank }

बिल बनाने वाला अधिकारी
 Officer preparing the bill

अदायगी प्राधिकृत करने वाला
 अधिकारी
 Officer authorising payment

*निम्नलिखित फार्मों से जो उस मामले में लागू होता हो उस पर पूर्तिकर्ताओं को अदायगी करते समय पृष्ठ के आर पार सत्संबंधी प्रविष्टियों के ऊपर लाल स्याही से प्रविष्टि की जाए - (१) "स्टाक", (२) "खरीदी-स्टाक के लिए" (३) निर्माणकार्य को सीधे जारी करने के लिए खरीद", (४) निर्माणकार्य के लिए ठेकेदार को देने के लिए खरीद"।

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) "Purchase for Stock", (3) "Purchase for direct issue to work", (4) "Purchase for the work for issue to contractor"

**जिन मामलों में उक्ती काम के अनुबंध के अन्तर्गत निर्माणकार्य किया गया हो या पूर्ति की गई हो, वहां आवश्यकता नहीं है।
 **Net required in the case of works done supplies made under a piece work agreement.

†जिन निर्माण कार्यों के लेखे उपशीर्षों वार रखे जाते हैं, उन कार्य की एक ही उपशीर्ष के उन्तर्गत अपने वाली सभी मदों की राशियों का जोड़ लाल स्याही से करना चाहिए।
 †In the case of works the accounts of which are kept by sub-heads the amount relating to all items of works falling under the same "sub-heads" should be totalled in red ink.

:जब प्राप्तकर्ता की पावती किसी चिन्ह, मोहर या अंगुठे के निशान द्वारा दी जाए, तब अदायगी को किसी जाने पहचाने व्यक्ति द्वारा साक्षरित कनवाना चाहिए।
 :Payment should be attested some known person when the payees acknowledgement is given by a mark seal or thumb impression.

वास्तव में अदायगी करने वाले व्यक्ति को इस खाने में प्रत्येक अदायगी के सामने तारीख सहित अपने अद्याक्षर करने चाहिए।
 The person actually making the payment should initials and date in this column against each payment.

★ यह हस्ताक्षर तभी आवश्यक है जब अदायगी को प्रधिकृत करने वाला अधिकारी, बिल तैयार करने वाला अधिकारी न हो।
 ★ This signature is necessary only when the officer authorising payment is not the officer who prepares the bill.

(मंडल कार्यालय में उपयोग के लिए)
 (For use in Division office)

महालेखाकार के कार्यालय में उपयोग के लिए
 For use in A.G.'s Office

जांच कर ली गई
 Checked
 लेखा लिपिक
 Account Clerk

मंडल लेखाकार
 Divisional Accountant

लेखा परीक्षा कर ली गई
 Audited

लेखा परीक्षक
 Auditor

अधीक्षक
 Supd.

समीक्षा की गयी
 Reviewed

राजपत्रित अधिकारी
 Gazetted Officer.

Delhi Development Authority
Horticulture Division No. VII

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Name of work:- Up-gradation of cremation ground at Nigambodh Ghat PH I & II.
(SH: Preparation of land for lawn).

Description of items	Qty	Unit	Rate	Amount
1. Trenching in ordinary soil upto a depth of 60cm including removal and stacking of serviceable materials and then disposing of by spreading and neatly levelling within a lead of 50m and making up the trenched area to proper levels by filling with earth or earth mixed with sludge or and manure before and after flooding trench with water (excluding cost of imported earth, sludge or manure. (3280 Sqm x 0.30)	954.68 cuw	Per/cum	10 = w	9546.80
2. Supplying and stacking of good earth at site by mechanical transport including loading-unloading, royalty and carriage (10km) with all leads and lifts (good earth measured in stacks will be reduced by 20% for payment). (3280x0.050)	165.52 cum	Per/cum	100 = w	16552 = w
3. Supplying and stacking of cowdung manure at site by mechanical transport including loading-unloading, royalty and carriage (10km) with all lead and lift (Cowdung manure measured in stacks will be reduced by 8% for payment. (3280x0.0125)	41.67 cum	Per/cum	100 = w	4167 = w
4. Spreading of good earth and cowdung manure in required thickness (Cost of good earth and cowdung manure to be paid separately).	207.19 cum	"	1 = w	207.19
5. Fine dressing the ground.	3282.27 Sqm	Per/100 Sqm	30 = w	984.68
6. Turfing of grass (Selection No.1 grass) including watering and maintenance of the lawn for 30 days or more till the grass forms a thick lawn free from weeds and fit for mowing i/c supplying good earth if needed (the good earth shall be paid for separately).	3282.27 Sqm	Per/100 Sqm	64 = w	210065.28
7. Supply of plant Foliage (Well grown) in 8" earthen pots at site.	95 No.	Per pot	100 = w	9500 = w
a) Star light 1 1/2' height.	95 No.	Per pot	100 = w	9500 = w
b) Ficus Panda 3' height.				

Description of items	Qty	Unit	Rate	Amount
c) Ficus Benjamina 1½' height.	25 No.	per each	70=	1750=W
d) T.M.C. veg. (dwarf). -do-	50 No.	"	70=	3500=W
e) Junie Purse 4' height.	25 No.	"	80=	2000=W
f) Hibiscus veg. 2' height.	100 No.	"	40=	4000=W
g) Euphorbia Karkasana 2' height.	100 No.	"	60=	6000=W
h) Bottle Brush Golden 3' height.	25 No.	"	50=	1250=W
i) Ticoma Ghouri -Chori 2' height.	50 No.	"	40=	2000=W
8. Supply of ground cover in polythene bags at site.	50 No.	"	10=	500=W
a) Jacobina	100 No.	"	10=	1000=W
b) Satcassia	100 No.	"	10=	1000=W
c) Alternanthera	100 No.	"	10=	1000=W
d) Durenta Gold.	100 No.	"	10=	1000=W
e) Asparagus	100 No.	"	10=W	1000=W
f) Singhonium Veg.	100 No.	"	10=W	1000=W
9. Supply of R.H. pipe at site size 25mm dia double braided ISI mark IS-444/87 type-II with working pressure 10.2kgf/cm ² .	100 Mtr.	per Mtr.	100=W	10,000=W
				2,82,822.95

Say Rs. 2,82,823=W


 Dy. Director
 Hort. Div. No. 7; DDA

2
 ASST. Director
 Hort. Divn.-VII
 D.D.A.

Delhi Development Authority.
Hort. Division No. VII

Completion Certificate.

Name of work :- Upgradation of cremation ground at
Nigambodh Ghat Ph.-I, II

Sit: Restoration of land for lawn.

Agency :- Mr. Sanjay Sharma.

Authority :- Ag No. / 37 / HDA VD / DDA / 2009-10

Date of start - 29.6.09

Date of Comp. 21.7.09

Certified that the work has physically
been completed on 21.7.09 Quantity and
Quality has been checked by the Competent
Authorities and found satisfactory in all respects.

Asstt. Director
Hort. Divn.-VD
D.D.A

c/s

Dy. Director
एच.डी. वि. 7 दि. वि. 37
Hort. Divn: No: 7: DDA

Recovery Statement.

Name of work :- Upgradation of cremation ground at Nigambodh Ghat Ph. I, II

Sit :- Preparation of land for lawn.

Agency :- Mrs Sanjay Sharma.

Date of start - 29.6.09

Date of compl. 21.7.09

Recovery :-

- | | | | |
|---|---|-----------------|---|
| ① | 2% Income tax on Rs. 282823 = | 5656 = | ✓ |
| ② | 10% Surchage on I/Tax on Rs. 5656 = | 566 = | ✓ |
| ③ | 3% E. cess on I/Tax + S. charge = | 187 = | ✓ |
| ④ | 2% D. Vate on Rs. 282823 = | 5656 = | ✓ |
| ⑤ | 1% Labour Cess on Rs. 252823 = | 2528 = | ✓ |
| ⑥ | 5% Security on Rs. 282823 = $\frac{14141}{100}$ = | 14141 = | ✓ |
| | less 2% E/Money all ready deto. (-) | 5656 | |
| | | 9520 = | |
| | | <u>4675 =</u> | |
| ⑦ | Labour report. | 4641 = | ✓ |
| | | <u>100 =</u> | |

Total Recovery (1+7) = $\frac{19634}{100}$ = 19634 =

Net Paid Amt. 282823 - $\frac{19634}{100}$ = ~~263159 =~~ 263189 200

By Director
Dy Director
स्थान सं-7 प्रविण्डो
Hort, Divn: No: 7; DDA

Asstt. Director
Hort. Divn.-VI
D.D.A

Delhi Development Authority.
Hort. Division No. VII

Test check.

Name of work :- Upgradation of Cremation ground
at Nigambodh Ghat Ph-I, II
S.H :- Preparation of land for lawn.

Agency :- M/s Sanjay Sharma.

Authority :- Ag No. / 37 / Hort-VII / DDA / 2009-10

S.No.	Date	MB No. Page No.	Item	Qty.	Rate	Amt.	Checked by AN(H) 277
1.	29.6.09	<u>583</u> 31-32	Plants:-	25 No. 100 = ₹ 25 No. 100 = ₹ 25 No. 70 = ₹ 50 No. 70 = ₹ 25 No. 80 = ₹ 100 No. 40 = ₹ 100 No. 60 = ₹ 25 No. 50 = ₹ 50 No. 40 = ₹	100 = ₹ 100 = ₹ 70 = ₹ 70 = ₹ 80 = ₹ 40 = ₹ 60 = ₹ 50 = ₹ 40 = ₹	2500 = ₹ 2500 = ₹ 1750 = ₹ 3500 = ₹ 2000 = ₹ 4000 = ₹ 6000 = ₹ 12500 = ₹ 2000 = ₹	
2.	2.7.09	<u>583</u> 33	R.H. Pite	100 Mtr.	100 = ₹	10,000 = ₹	10,000 = ₹
3.	8.7.09	<u>583</u> 31-32	Good earth	165.52 cum	100 = ₹	16552 = ₹	
4.	15.7.09	<u>583</u> 33	Fine dress	1604.90	30 = ₹	481 = ₹	
	15.7.09	<u>583</u> 33	Fine dress	679.64	30 = ₹	20389	
5.	21.7.09	<u>583</u> 33	Turthing of grass	1604.90	64 = ₹	102714 = ₹	
	21.7.09	<u>583</u> 33	"	402.44 400.35	64 = ₹	43497 = ₹	25622 = ₹
						155,247 = ₹	357495 = ₹ 35622 = ₹

Asstt. Director
Hort. Divn. - VII
D.D.A.

By
Hort. Divn. - VII
D.D.A.