

FORMS

FORM D.F.R  
(See Rule  
YEARLY REGISTER  
PART-I-Articles

Name of Sub Division \_\_\_\_\_  
Year ending September 19 \_\_\_\_\_

RECEIPTS																
Class	Item No.	Name of Article	Balance brought forward	Oct 19	Nov	Dec	Jan 19	Feb	March	April	May	June	July	Aug	Sept	Total Receipts and balance
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

FORMS

(P.W.)14  
6.46)  
OF TOOLS AND PLANT  
On hand

ISSUES													Closing balance carried forward	REMARKS
Oct,19	Nov.	Dec.	Jan,19	Feb	March	April	May	June	July	Aug	Sept	Total		
18	19	20	21	22	23	24	25	26	27	28	29	30	31	32

**MEASUREMENT BOOK**

Particulars	Detail of actual Measurement				Contents of Area
	No.	L	B	D	
1	2	3	4	5	6

FORM D.F.R.( P.W.) 21  
(See Rule 7.16(b))  
REGISTER OF MEASUREMENT BOOKS

Punjab Public Works Department \_\_\_\_\_ Branch \_\_\_\_\_ Division \_\_\_\_\_  
Sub Division \_\_\_\_\_

PART-I For ordinary Measurement Books

Serial No. of Book	Name of Sub Division/Subordinate to whom issued( To be corrected according to its use in the Divisional or Sub-Divisional Office)	Date of Issue	Date of return	Year from the last day of which period of preservation is to be counted	REMARKS

FORMS No. 21  
PART-II- For Standard Measurement Books

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Serial No. Alphabetically	Sub Division	PARTICULARS OF WORKS		BY WHOM CETIFICATED AS CORRECT TO FORM THE BASIS OF				Remarks
				Annual Repair Estimates		Payment to Contractors		
		Name of buildings	Pages	Name and designation	Date	Name and designation	Date	
1	2	3	4	5	6	7	8	9

FORM D.F.R.  
(See FIRST AND

For Contractors and Suppliers\* To be used when a single payment is made for a job or contract, i.e. They relate to the same work or to the same head of account in the case of Name of work( in the case of bills for work done)

Name of contractor or supplier and reference to Agreement	Items of work or supplies( grouped under sub-heads and "sub-works" of estimate)	Reference to recorded measurements and date			DATES OF		Quantity	Rate	
					Written order to commence work	Actual completion of work		Rs.	P.
1	2	3			4	5	6	7	
		Book No.	Page No.	Date				Rs.	P.
							Total		

Date \_\_\_\_\_ 19\_\_\_\_  
Pay Rs.( ) in cash and Rs. By cheque  
Date \_\_\_\_\_ 19\_\_\_\_

\* In the case of payments to Suppliers a red ink entry should be made across the page above the (2) " Purchases For stock", (3) " Purchase for direct issue to work", (4) " Purchases for the work \_\_\_\_\_  
\*\* In case of works the accounts of which are kept by sub-heads the amounts relating to all  
I Payment should be attested by some known person when the payees' acknowledgement is given by  
II The person actually making the payment should initial( and date) in this column against each  
III This signature is necessary only when the officer authorizing payment is not the officer who

(P.W.)22  
 Rule 7.20)  
 FINAL BILL

\_\_\_\_\_ Division  
 \_\_\_\_\_ Sub Division

Only on its completion. A single form may be used for making payments to contractors or suppliers, if supplies and are billed for at the same time.

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

Unit	**Amount	TOTAL AMOUNT PAYABLE TO THE CONTRACTOR OR SUPPLIER		Payees dated signature in token of(1) acceptance of bill and(2) acknowledgement of payment	Dated signature of witness	DATED CERTIFICATES OF DISBURSMENTS	
		In figures	In words			Mode of payment-cash or cheque(No. and date)	Paid by me
8	9	10(a)	10(b)	11	12	13	14
	Rs. P	Rs. P					
Total							

III Signature,

\_\_\_\_\_ Rank  
 \_\_\_\_\_ Signature

Officer preparing the bill  
 Officer authorizing payment

\_\_\_\_\_ Rank

entries relating thereto, in one of the following forms, applicable to the case:- (1) " Stock" \_\_\_\_\_  
 for issue to Contractor \_\_\_\_\_ items of work falling under the same  
 head " Sub-head" should be totaled in red ink, a mark, seal or thumb impression

Payment

Prepares the bill





Total amount paid(in words) Rupees \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Rank \_\_\_\_\_

Dated, the \_\_\_\_\_

FORM D.F.R.(P.W.) IS-Conold.

Part-II Register of arrears of wages due to work people.

(The adoption of this method of recording arrears is left optional with Divisional Officer)

Month and period to which the arrears relate	Serial No. as per nominal muster roll	Names	Father's name	Amount due	Amount paid	Dated initials and remarks of paying officer	Serial No. as per nominal muster roll	Names	Father's name	Amount due
1	2	3	4	5	6	7	8	9	10	11
Arrears of previous muster rolls brought forward				Rs. N.P.	Rs. N.P.			Brought Over		
								Arrears As Per This Muster Roll		
								Total GRAND TOTAL		
								Deduct-Amount paid out of arrears of previous muster rolls Balance-Arrears carried to next nominal muster roll		
			Total Carried over							

Note-When wages are not claimed within three months, a report of this fact should be made to the Divisional Officer

Part-III-Detail of the measurement of work done by the labor employed as per this nominal Muster Roll in cases in which the work is susceptible of measurement

Description of work (Each district item of work, grouped by sanctioned Sub-heads where necessary.	As showing on the last Muster Roll	
	Quantity	Balance
1	2	3

Measurements taken on Measurement Book No. \_\_\_\_\_

Page \_\_\_\_\_

Signature \_\_\_\_\_

Rank \_\_\_\_\_

Dated the \_\_\_\_\_

- If the work is not susceptible of measurement of remark of this effect should be recorded
- If desired, rates may be struck where possible and shown in red ink just below the quantities in this column.

