

**Rajasthan Urban Infrastructure Development Project**

AVS Building, Jawahar Circle, JLN Marg, Jaipur - 302017

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F3 (106) (32)/RUSDIP/PMU/CMS/2007/178

Dated: 06/03.2009

**Sub: Construction Management System - Circular No. - 29.**

**Ref: Payments Procedure for Contractors for RUSDIP-(RUSDIP - Phase II) works.**

Payment shall be made to the contractors for monthly bills submitted by them as per the procedure outlined below. It is directed that the monthly bills shall be made for the works executed up to the last day of the calendar month only.

**Before submission of the bill by the contractor**

Items	Responsibility	Period	Procedure
Detailed measurements of works executed up to the last day of previous month	DSC support engineer, JEN or AEN IPIU / Contractor	1 <sup>st</sup> to 5 <sup>th</sup> working days of current month i.e. 5 days	<ol style="list-style-type: none"> <li>1. Record measurements by DSC Support Engineer &amp; JEN or AEN IPIU are to be taken and entered in M.B throughout the execution of work with documentation of all test results of samples drawn &amp; Tested during execution.</li> <li>2. Joint detailed measurements will be taken by DSC Support Engineer / JEN or AEN IPIU/ Contractor.</li> <li>3. DSC Support Engineer will enter the record measurements as well as detailed measurements in the MBs maintained separately for each category.</li> <li>4. DSC support engineer, JEN or AEN IPIU / Contractor will sign on the measurements entered in the M.B.</li> <li>5. The M.B will be submitted to ACM or Dy. CM and CM at DSC Head Quarter &amp; XEn IPIU for their joint checking of the measurements.</li> <li>6. These measurements are to be taken irrespective of the fact that the bill is submitted or not.</li> </ol>
Site Inspection and checking of measurements	ACM or Dy. CM and CM at DSC Head Quarter & XEn IPIU	6 <sup>th</sup> & 7 <sup>th</sup> Working day i.e. 2 days	<ol style="list-style-type: none"> <li>1. Site will be inspected by ACM OR DY. CM and CM at DSC Head Quarter, DSC &amp; XEn IPIU jointly for checking the measurements in the M.B.</li> </ol>
Submission of bill	Contractor	8 <sup>th</sup> Working day day	<ol style="list-style-type: none"> <li>1. The contractor will submit his monthly bill in prescribed bill format along with the required enclosures, for which Support Engineer DSC will give him formal receipt.</li> </ol>

**After submission of the bill by the contractor**

Processing of Bill	Support Engineer DSC and JEN or AEN IPIU	9 <sup>th</sup> & 10 <sup>th</sup> Working day i.e. 2 days	<p><b>Support Engineer, DSC to observe the following procedure:</b></p> <ol style="list-style-type: none"> <li>1. Standard bill format &amp; items of contract should be loaded on computer once in the beginning of work only.</li> <li>2. If the bill is not in standard format or without required enclosures etc. and are required to be returned to the contractor, it shall be returned by DSC support engineer in writing mentioning reasons, only after the written permission from ACM OR DY. CM and CM at DSC Head Quarter, DSC. No bill should be returned without informing the contractor in writing.</li> <li>3. Measured quantities as per MB for the bill under consideration should be</li> </ol>
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Scrutiny checking & verification of Bill by ACM or Dy. CM and CM at DSC Head Quarter	ACM or Dy. CM and CM at DSC Head Quarter, DSC	2 days	<p>entered in computer.</p> <p>4. Bill is to be printed out, in three copies, after filling the requisite details, in respect of General Particulars, Part I &amp; II of the bill, as recorded in MBs.</p> <p>5. Submit three copies of the bill along with MBs to ACM or Dy. CM and CM at DSC Head Quarter, DSC, after signature of DSC support engineer / JEN or AEN IPIU.</p>
Scrutiny, Checking & verification of Bill by XEn IPIU	XEn & Head IPIU	2 day	<p><b>ACM or Dy. CM and CM at DSC Head Quarter,</b> to observe the following procedure after receiving the bill from DSC Support Engineer &amp; JEN or AEN IPIU:</p> <ol style="list-style-type: none"> <li>1. Scrutinize and check the entire Bill for accuracy and correctness.</li> <li>2. Give certificate on quality, quantity of work and test results taking in to account his site inspections and checking of measurements done during the execution of work.</li> <li>3. Check and verify measurements from MBs and rates from the BoQ and MBs.</li> <li>4. After satisfying himself, to affix signature on all the three copies of the bill &amp; MB.</li> <li>5. Forward two copies of bills along with MBs to XEn IPIU. Retain one copy of bill for record purposes.</li> <li>6. Get the measurements in the bill checked &amp; verified by ACM or Dy. CM and CM at DSC Head Quarter, duly signed by him before forwarding the same (bill + MB) to XEn IPIU.</li> </ol>
Scrutiny, Checking & verification of Bill by Accountant, IPIU	Accountant IPIU	1 days	<p><b>XEn, IPIU</b> to observe the following procedure:</p> <ol style="list-style-type: none"> <li>1. To oversee the entire Bill for accuracy and correctness.</li> <li>2. Give certificate on quality, quantity of work and test results taking in to account his site inspections and checking of measurements done during the execution of work.</li> <li>3. Test Check and verify measurements from MBs and rates from the BoQ and MBs.</li> <li>4. After satisfying himself, to affix signature on both the copies of the bill &amp; MB.</li> <li>5. Forward both the copies of the bills along with MBs to Accountant, IPIU.</li> </ol>
Passing of the bill by IPIU	XEn & Head IPIU / Accountant	1 day	<p><b>Accountant, PIU,</b> to observe the following procedure:</p> <ol style="list-style-type: none"> <li>1. Scrutinize and check the entire Bill for accuracy and correctness.</li> <li>2. Check items, quantities and rates from the BoQ and MBs.</li> <li>3. Check the bill with contract terms and conditions for quantities, rates etc. and ensure compliance.</li> <li>4. Fill all details related to part-III (Memorandum of payments) of the bill and to check all the statutory deductions to be made under the Contract.</li> <li>5. After satisfying himself, to affix signature on both the copies of the bill &amp; MB.</li> <li>6. Forward both the copies of the bills along with MBs to XEn IPIU.</li> </ol> <p>1. XEn IPIU to review the bill for completeness and after satisfying himself, affix signature for passing the</p>

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Passing of the bill by Treasury	Treasury	Approx. 2 day
Payment of the bill	Cashier, IPIU	1 day

bill for payment.

2. Accountant to prepare the sanction order for payment and sent it to Treasury along with FVC for further action from Treasury.

Return the MBs to the ACM or Dy. CM and CM at DSC Head Quarter, DSC for further use.

Retain one copy with concerned contract file.

**Cashier, IPIU** to observe the following procedure:

1. Note the payment details (cheque no. etc.) on the bill and make necessary entries in cash book, encashment register and any other required record.
2. Keep record of the statutory deductions account (i.e. income tax, works tax, royalty etc.) and arrange for the same to be deposited with respective authorities on or before the due dates.
3. Intimate the contractor about release of payment and request him to collect. Cheque to be handed over to Contractor; if cheque received from Treasury.
4. In case of passed bill / cheque in the name of head of office; get the cheque / DD issued from bank in favour of Contractor.
5. Retain one copy of bill with cash vouchers in support of entries made in cash book.

Record of the bill Accountant IPIU

1. Accountant IPIU to enter the details of payments in computer (both for project accounts and MIS reporting).

**Total Period**

**19 working days**

**Total Period for payment to the contractors after submission of bill by contractor.**

**11 working days**

The above procedure should be strictly followed by all concerned to make timely payments to the contractors. It shall be primary responsibility of the XEn and Head IPIU to ensure that the overall limit of 11 working days of time period for payment to the contractors after submission of bill by contractor is not exceeded under normal circumstances. In case of payment beyond 15 working days, it should be reported to the PMU with specific reason of delay.

All concerned officers are required to make regular site inspections and continuously monitor quantity & quality of work and overall performance of the work. The measurement books are to be procured by IPIU, office and will be issued to Support Engineer, DSC, who will be entitled to fill the measurements in M.B. The Running Bill / Final Bill Proforma and checklist are enclosed for submission and payment of bills.

All the members of PMU, IPIU, IPMC and DSC should abide this circular.

  
 (Dinesh Kumar)  
 Project Director  
 Dated: 06/04.2009

F3 (106) (32)/RUSDIP/PMU/CMS/2007/ 178-83

Copy to follow for information and necessary action:

Addl. PD -I & II/ FA/ Dy. PD (T)/ Dy. PD (Adm.)/ SE (WW)/ WS / PO (all)/ Sr. AO / All APOs / AAO/ PA to PD PMU, RUIDP, Jaipur

2. SE Jodhpur, Executive Engineer/APO's, IPIU, RUSDIP (Concerned), Alwar, Baran-Chhabra, Barmer, Bharatpur, Bundi, Chittorgarh, Churu, Dhaulpur, Jaisalmer, Jhalawar-Jhalrapatan, Karauli, Nagaur, Rajsamand, Sawai Madhopur & Sikar.
  3. Team Leader IPMC, DSC-I, Bharatpur, DSC-II, Nagaur, DSC-III, Jhalawar, RUSDIP.
  4. DSC-I, Alwar/ Dholpur/ Karauli/ Sawai Madhopur, DSC-II, Churu/ Jaisalmer/ Barmer/ Sikar and DSC-III, Chittorgarh/ Rajsamand/ Bundi/ Baran, RUSDIP.
- ACP, RUIDP, Jaipur to send by e-mail and put up the circular on the website.

  
 Dy. Project Director (T)

Form No.  
PMU / IPIU

**Running / Final Account Bill**

Name of work \_\_\_\_\_

Package No. \_\_\_\_\_

A & F Sanction no. & Date \_\_\_\_\_

Technical Sanction No. & Date \_\_\_\_\_

Package Description \_\_\_\_\_

Serial No. of this Bill \_\_\_\_\_

No. & Date of Previous Bill \_\_\_\_\_

Name of Contractor / Supplier \_\_\_\_\_

Work Order No. & Date \_\_\_\_\_

Amount of Contract \_\_\_\_\_

Cash Book Vouch No. \_\_\_\_\_ dated \_\_\_\_\_

Stipulated Date of Commencement \_\_\_\_\_

Stipulated Date of Completion \_\_\_\_\_

Actual Date of Completion \_\_\_\_\_

**i. Account of Work Executed**

TABLE - 1

Description of Item	Unit	Rate	Details of Measurements		M.B No.	Page No.	Date	Measurement Recorded By	Measurement Checked By	Quantity executed as per			Amount on the basis of actual		Remarks
			Upto Date	Upto Date						As per previous running bill	As per this Bill	Upto Date	As per previous running bill	As per this Bill	
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	

Amount in Rupees

**ii. Certificate and Signatures**

1. Certified that the details entered in Table 1 - " Account of Work Executed" is correct and accurate.

2. Certified that in addition to and quite apart from the quantities of work actually executed, as shown in column 10 of "Account of Work Executed" (I above), some work has actually been done in connection with several items. The value of such work (after deduction therefrom the proportionate amount of secured advances, if any, ultimately recoverable on account of the quantities of materials used therein) is in no case, less than the advance payments as per item 2 of the Memorandum, of payments made or proposed to be made, for the convenience of the contractor, in anticipation of and subject to the result of detailed measurements, which will be made as soon as possible.

Dated signature of contractor

Dated Signature of Support Engineer - DSC (Name & Designation)

Dated Signature of Jenor AEn - IPIU (Name & Designation)

Dated Signature of ACM / Dy. CM DSC (Name & Designation)

Dated Signature of CM - DSC for head quarter bills (Name & Designation)

Dated Signature of Xen & Head - IPIU (Name & Designation)

iii. Memorandum of Payments

Advance Payments & Secured Advances

TABLE - 2

Items	Mobilization Advance	Advance for work not yet measured	Secured Advance Against Material	Others - to Specify
1 Advance Paid upto Pervious Bill (A)				
2 Advance Paid since Pervious Bill (B)				
3 Advance Paid upto this bill (C=A+B)				
4 Advance Adjusted upto pervious bill - (D)				
5 Advance to be Adjusted in this bill - (E)				
6 Total Advance Adjusted upto date (F= D+E)				
7 Net Advance due on Contractor (G=C-F)				

2 Amount of Deductions / Recoveries

TABLE - 3

Particulars	Deductions / Recoveries						
	Income Tax	Sales Tax	Royalty	Advance, if any	Retention Money	Liquidated Damages	Others - to Specify
Upto Previous Bill (H)							
To be With held in this bill (I)							
Total upto this bill							

3 Payment Schedule

TABLE - 4

Items	Upto Date	Upto Previous bill	In this Bill
1 Value of Work (K) from Table - 1			
2 Advances to be adjusted (E) from Table - 2			
3 Amount to be with held (I) from Table - 3			
4 Net Payable (L) = (K-E-I)			

Dated Signature of Accountant (PIU Name & Designation)

ised for ( value of work in this bill ) Rs. \_\_\_\_\_  
et payable in this bill ) Rs. \_\_\_\_\_

\_\_\_\_\_ (Rupees)  
\_\_\_\_\_ (Rupees)

) and

Dated Signature of AAO / AO (Name & Designation)

Dated Signature of S.E - PIU (Name & Designation)

Rupees \_\_\_\_\_ by cheque no. \_\_\_\_\_ dated \_\_\_\_\_

Dated Signature of Accountant (PIU Name & Designation)

Dated Signature of Xen & Head - IPIU (Name & Designation)

The cheque will be for net amount payable. The payee's acknowledgement should be for the gross amount paid. Form is used for all running and final payment to contractors and suppliers including cases where advance payments are proposed to be made outstanding in respect of same work against the contractor.