
ACCOUNTS MANUAL

OF

THE PRADHAN MANTRI
GRAM SADAK YOJANA

MAINTENANCE FUND

**National Rural Roads Development Agency
Ministry of Rural Development
Government of India**

FOREWORD

It is aptly said that a civilization can be assessed from its standards of maintenance of public assets. International experience shows that maintenance of infrastructure assets receives much lesser attention than creation of new assets. In fact an early World Bank study shows that spending US \$12 billion on maintenance in the developing countries could have saved US \$45 billion on reconstruction expenditure. Problems associated with maintenance of rural roads are even more serious and challenging than those associated with the maintenance of higher order roads (state and national highways). Rural roads, by their very nature, are small in size and dispersed over a wide geographical area. Maintenance of rural roads is, therefore, not easily amenable to centralized planning, supervision and monitoring. Efficiency considerations strongly weigh in favour of a decentralized system in maintenance of rural road assets. Recognizing this, PMGSY guidelines envisage that eventually the responsibility for maintenance of rural roads should be transferred to the Panchayati Raj Institutions (PRIs). Of course, the guidelines also provide that State Governments should make necessary endeavour to build up the capacity of the PRIs to discharge this onerous responsibility efficiently and cost effectively.

In order to ensure proper upkeep and maintenance of the new road assets created under the programme, contracts for five year maintenance are awarded upfront alongwith the construction contracts. However, our focus is not limited to the maintenance of the roads built under PMGSY only. Our sustained advocacy is for ensuring that the entire Core Network of rural roads is maintained by the State Governments at a minimum level of acceptable serviceability.

Even now, in many States multiple agencies are involved in the construction and maintenance of rural roads. This inevitably leads to problems of coordination and accountability. That is why we are persuading State Governments to entrust this responsibility to the State Rural Road Development Agencies (SRRDAs) which have been set up to oversee implementation of PMGSY. To facilitate this task we have prepared a

separate accounting system for the SRRDAs. A manual dealing with the accounting of the programme funds has already been brought out by the NRRDA in May 2005. The present manual deals with the accounting of the maintenance fund. Even though this manual has been primarily developed for PMGSY we do hope that the State Governments will make use of the systems and procedures prescribed in this manual for maintenance of the entire segment of rural roads.

Suggestions are solicited for bringing about further improvements in our Financial Management systems including the Accounting Systems and Procedures.



(JK Mohapatra)
Joint Secretary &
Director General, NRRDA

January, 2007

**Accounts Manual of PMGSY
Maintenance Fund**

C O N T E N T S

Chapter No.	Chapter Heading	Subjects Covered	Page No.
1	Introduction	PMGSY Guidelines	1
		Maintenance of Rural Roads	1
		Flow of Funds	2
		Accounting System for the PMGSY	2
		Road Maintenance Expenditure	3
		Major differences and similarities between the CPWA Code and PMGSY Accounting System	3
2	Opening Balance Sheet and the Double Entry System	Opening Balance Sheet	5
		Double Entry System of Accounting	7
		Depreciation	7
3	Definitions	Defines all the technical, finance and accounting terms	8
4	Outline of the Accounting System of the Maintenance Fund	Classification of PMGSY Maintenance Funds	12
		Chart of Accounts	12
5.	Relations with Accounts Officer	General	22
		Post Check in the Accounts Offices	22
		Divisional Accountant	22
		Inspection by the Audit Officer/Auditor/Accounts Officers/Internal Auditors	24
		Communication of Sanctions to Accounts Officer	24
6	Sanctions	Introductory	25
		Re-appropriation of Funds	25
		Watching of Actuals	25
7	Cash	Introductory	26
		Modes of Obtaining Cash	26
		Procedure for cancellation of a cheque	27

Chapter No.	Chapter Heading	Subjects Covered	Page No.
		Receipt of Money-Account Procedure	29
		Disposal of Receipts	29
		Manner of Payment	30
		Bills	30
		Vouchers	30
		Remittances to Accredited Bank	31
		Cash book	31
		Rectification of Errors	31
		Cash Verification	32
		Imprest	32
		Temporary Advance	33
		Cheque Books and Receipt Books	33
		Custody of Cash	33
8	Stores	Introductory	35
		Stock General	36
		Priced Vocabulary Stores	36
		Quantity Accounts-Receipts, Issues, Bin Cards	36-38
		Value Accounts-Payment for Stock Received, Recoveries for Stock Issued, Issue Rate, Storage Charges, Handling and Other Incidental Charges, Valuation of Quantity Accounts and Monthly Summaries of Stock Receipts and Issues	38-40
		Priced Stores Ledger	40
		Adjustment of Profit & Loss on Stock	41
		Stock Taking	41
		Rectification of Accounts	41
		Tools and Plant	42
		Road Metal-Quantity Accounts	42
		Rectification of Accounts	43
		Schedule of Rates	43
9	Transfer Entries	General	44
10	Income	General	46
11	Works Accounts	General	47
		Cash payments	47

Chapter No.	Chapter Heading	Subjects Covered	Page No.
		Payment to Labourers - Departmental Labour, Labour Engaged through Contractor and Travelling Expenses	48-49
		Payment to suppliers and Contractors	49
		Measurement Books	49
		Detailed Measurement and Records	50
		Test Check of Measurements	52
		Review of Measurements	52
		Bills and Vouchers	52
		Preparation, Examination and Payment of bills, Bill Register	53
		Aid to Contractor	55
		Advances to Contractors	55
		Payment to Work-Charged Establishment	56
		Issue of Materials	56
		General Conditions	56
		Accounts-Procedure of Material	57
		Return of Surplus Material by Contractor	58
		Issue of Material to Work	58
		Disposal of Surplus Material	58
		Verification of Unused Balances of Material	58
		Repair Works	59
		Adjustment of Material	59
		General Ledger of Debit Balances	59
		Classification and Record of Final Charges	59
		Suspense Accounts	60
		Contractors Account	60
		Unpaid Wages	60
		Liabilities Awaiting Incorporation	61
		Register of Works	61
		Examination of Register of Works by Divisional Officer	62
		Closing the Accounts on Completion of Works	62
		Correction of Errors after Closing of Accounts	63
		Schedule of Rates	63
		Contractor's Ledger	63
		Carriage & Incidental Charges	65
		Expenditure on Inauguration Ceremonies	66
		Scope of Sanction	66

Chapter No.	Chapter Heading	Subjects Covered	Page No.
12	Miscellaneous Works Advance	Introductory	67
		Accounts of Miscellaneous Works Advances	67
13	Deposits Repayable	Introductory	68
		Earnest Money/Security Deposits	68
		Sums due to Contractors on Closed Account	69
		Accounts of Interest-bearing securities	69
14	Accounts of Divisional Officers of PIUs	Introductory	70
		Scrutiny of Accounts	70
		Bank Authorisation Statement	71
		Compilation of Accounts-Monthly Accounts	71
		Registers and Schedules	72
		Monthly Account	73
		Monthly Income and Expenditure Account	73
		Monthly Balance Sheet	73
		Submission to Accounts Officer	73
		Authenticating the Accounts	74
		Review of Un-settled Accounts	74
Closing the Accounts of the Year	74		
15	Accounts of State Rural Roads Development Agency	Introduction	76
		Single Bank Account	76
		Accounting Procedure	77
		Monthly Account of Receipts and Payments	78
		Income and Expenditure Account	78
		Balance Sheet (including consolidating the balance sheets of all PIUs)	78
		State Income and Expenditure Account and Balance Sheet	79
		Annual Account	80
		Bank Reconciliation	80
16	Audit	Statutory Audit	81
17	Miscellaneous	Cheque Books	82
		Receipt Books	82
		Transfer of Charge of Divisional Officers	83
		Reconstitution of Executive Charges	84
		Preservation of Records	84

FORMS OF ACCOUNTS

S.No.	Name of Record	PMGSY Form No.	Relevant Programme Fund Form	Page No.
MONTHLY ACCOUNT, INCOME AND EXPENDITURE ACCOUNT & BALANCE SHEET				
1	Monthly Account of Receipts and Payments (FOR SRRDA)	PMGSY/F-1-MNTN	No Change	86-87
2	Monthly Account of Receipts and Payments (FOR PIU)	PMGSY/F-1A-MNTN	No Change	88-89
3	Master Sheet of Accounts of All the PIUs	PMGSY/F-1AA-MNTN	No Change	90-91
4	Master Sheet of Consolidated Balance Sheet of SRRDA and PIUs	PMGSY/F-1AAA-MNTN	No Change	92
5	Annual Account of Receipts and Payments (FOR SRRDA)	PMGSY/F-1A (ANNUAL)-MNTN	No Change	93-94
6	Annual Account of Receipts and Payments (FOR PIU)	PMGSY/F-1B (ANNUAL)-MNTN	No Change	95-96
7	Consolidated Income and Expenditure Account (State)	PMGSY/F-1(I&E-1)-MNTN	New	97
8	Income and Expenditure Account (SRRDA)	PMGSY/F-1(I&E-2)-MNTN	New	98
9	Income and Expenditure Account (PIU)	PMGSY/F-1(I&E-3)-MNTN	New	99
10	Consolidated Balance Sheet of SRRDA & PIUs (State)	PMGSY/F-2-MNTN	New	100
11	Balance Sheet Monthly/Annual (SRRDA)	PMGSY/F-2A-MNTN	New	101
12	Balance Sheet Monthly/Annual (PIU)	PMGSY/F-2B-MNTN	PMGSY/F-2B (RR)	102
INITIAL ACCOUNT RECORDS				
13	Cash Book of SRRDA	PMGSY/IA/F-3	No Change	103
14	Cash Book of PIU	PMGSY/IA/F-3A	No Change	104
15	Register of Cheques Received and Adjusted	PMGSY/IA/F-3B	No Change	105
16	Imprest Cash Book	PMGSY/IA/F-4	No Change	106
17	Money Receipt Book	PMGSY/IA/F-5	No Change	107
18	Payment Voucher	PMGSY/IA/F-6	No Change	108
19	Transfer Entry Book	PMGSY/IA/F-7	No Change	108
20	Bank Authorisation Transfer Entry Book	PMGSY/IA/F-7A	No Change	109
21	General Ledger (Debit balances)	PMGSY/IA/F-8	No Change	109
22	General Ledger (Credit balances)	PMGSY/IA/F-9	No Change	110
23	PIU-wise Maintenance Fund Register	PMGSY/IA/F-10-MNTN	No Change	110
24	Abstract PIU-wise Register of Maintenance Funds Transferred by SRRDA	PMGSY/IA/F-10A-MNTN	No Change	111
25	Register of PIU-wise Bank Authorisations	PMGSY/IA/F-10B-MNTN	No Change	111
26	Abstract of PIU-wise Outstanding Bank Authorisations	PMGSY/IA/F-10C-MNTN	No Change	112
27	PIU-wise Register of Cheques Issued	PMGSY/IA/F-10D-MNTN	No Change	112
28	Register of Remittances into the Bank	PMGSY/IA/F-10E-MNTN	No Change	113
29	Running / Final Account Bill	PMGSY/IA/F-11	Form-26/R	113
30	Running / Final Account Bill for Performance based Maintenance of Roads	PMGSY/IA/F-11-A-MNTN	New	118-120
31	Account of Secured Advance	PMGSY/IA/F-12	Form-26A/R	121
32	Indenture for Secured Advance	PMGSY/IA/F-14	Form-31/R	122
33	Measurement Book	PMGSY/IA/F-15	Form-23	123

S.No.	Name of Record	PMGSY Form No.	Relevant Programme Fund Form	Page No.
34	Performance Check Book	PMGSY/IA/F-15-A-MNTN	Form-23	124
35	Bill Measurement Book	PMGSY/IA/F-16	New	125
36	Transfer Entry Order	PMGSY/IA/F-17	No Change	126
37	Contractor's Ledger	PMGSY/IA/F-18	Form-43/R	126
38	Register of Works	PMGSY/IA/F-19-MNTN	Form-40/R	127
39	Detailed Completion Report	PMGSY/IA/F-20	Form-44	128
SUBSIDIARY REGISTERS etc.				
40	Register of Statutory Deductions from Contractors/ Suppliers	PMGSY/SR/F-21	Form-67	128
41	Register of Deposits Repayable	PMGSY/SR/F-22	No Change	129
42	Register of Miscellaneous Works Advance	PMGSY/SR/F-23	No Change	129
43	Register of Sanctioned Estimates	PMGSY/SR/F-24-MNTN	New	130
44	Register of Interest Bearing Securities/Bank Guarantees	PMGSY/SR/F-27	Form-85/R	130
45	Register of Sanctions Releasing Maintenance Fund	PMGSY/SR/F-28-MNTN	No Change	131
46	Register of Measurement Books/Performance Check Books	PMGSY/SR/F-31-MNTN	Form-92	131
47	Register of Cheque/ Receipt Books	PMGSY/SR/F-32	No Change	131
48	Register of Miscellaneous Recoveries	PMGSY/SR/F-32A	No Change	132
49	Bill Register	PMGSY/SS/F-33	Form-33	133
STORES AND STOCK ACCOUNTS RECORDS FOR DEPARTMENTAL EXECUTION				
50	Goods Received Sheet	PMGSY/SS/F-35	Form-8A	133
51	Summary of Stock Receipt	PMGSY/SS/F-36	Form-9	134
52	Stores Indent	PMGSY/SS/F-37	Form-7	134
53	Summary of Indents	PMGSY/SS/F-38	Form-10	135
54	Register of Indents	PMGSY/SS/F-38A	Form 7A	135
55	Bin Cards	PMGSY/SS/F-39	Form-8	136
56	Priced Stores Ledger	PMGSY/SS/F-40	Form-12	136
57	Register of Goods Received Sheet	PMGSY/SS/F-41	Form-12A	137
58	Register of Bin Cards	PMGSY/SS/F-42	Form-12B	137
59	Sale Account	PMGSY/SS/F-42A	Form 19	138
60	Statement of Receipts, Issues and Balance of Road Metal	PMGSY/SS/F-42B	Form 16	139
61	Register of Materials at Site Account	PMGSY/SS/F-43	Form-35	140
62	Register showing Materials used in Works	PMGSY/SS/F-44	Form-38	140
63	Register of Materials Issued to Contractors	PMGSY/SS/F-44A	Form-35A	141
64	Register of Advances to Suppliers	PMGSY/SS/F-45	New	141
65	Register of Unpaid Bills	PMGSY/SS/F-46	No change	142
66	First & Final Bill	PMGSY/SS/F-47	Form-24	142
67	Muster Roll	PMGSY/SS/F-48	Form-21	143
68	Register of Unpaid Wages	PMGSY/SS/F-49	Form-21A	143
69	Application -Cum-Bill for Refund of Lapsed Deposit	PMGSY/SS/F-51	No change	144
SUPPORTING SCHEDULES WITH MONTHLY ACCOUNT/ BALANCE SHEET				
70	Bank Authorisation Utilisation and Reconciliation Statement	PMGSY/SCH/F-52-MNTN	No change	145
71	Bank Remittances Reconciliation Statement	PMGSY/SCH/F-52 (REM)-MNTN	No change	146

S.No.	Name of Record	PMGSY Form No.	Relevant Programme Fund Form	Page No.
72	Schedule of Maintenance Fund	PMGSY/SCH/F-52A-MNTN	Revised	147
73	Schedule of Surplus Funds/Misc. Income	PMGSY/SCH/F-52B-MNTN	No change	147
74	Schedule of Deposits Repayable	PMGSY/SCH/F-52C-MNTN	No change	148
75	Schedule of Current Liabilities	PMGSY/SCH/F-52D-MNTN	No change	148
76	Schedule of Routine Maintenance of Roads	PMGSY/SCH/F-53A-MNTN	New	149
77	Schedule of Periodic Renewal of Roads	PMGSY/SCH/F-53B-MNTN	New	150
78	Schedule of Special Repairs to Roads	PMGSY/SCH/F-53C-MNTN	New	150
79	Schedule of Current Assets	PMGSY/SCH/F-53D-MNTN	No change	151
80	List of Schedules to be Annexed with Balance Sheet of PIU	PMGSY/SCH/F-55-MNTN	No Change	151
81	Account of Interest Bearing Securities	PMGSY/SCH/F-56	No Change	152
82	Schedule for Cash Balance	PMGSY/SCH/F-57	No Change	153
83	Register of Miscellaneous Sanctions	PMGSY/GEN/F-58	No Change	153
84	Register of Divisional Accountant's Audit Objections	PMGSY/GEN/F-59	No Change	154
85	Divisional Officer's Report of Scrutiny of Accounts	PMGSY/GEN/F-60	No Change	154
86	Annual Certificates of Balances	PMGSY/GEN/F-61	No Change	155
87	Requisition for Bank Authorisations	PMGSY/GEN/F-62-MNTN	No Change	156
88	Register of Destruction of Records	PMGSY/GEN/F-63	Form 97	156
89	Bank Authorisation Authority	PMGSY/GEN/F-64-MNTN	New	157

GLOSSARY OF ABBREVIATIONS

ADB	Asian Development Bank
BATE Book	Bank Authorisation Transfer Entry Book
IRC	Indian Road Congress
MAS Account	Material at Site Account
MoRD	Ministry of Rural Development
NRRDA	National Rural Roads Development Agency
OMMAS	On line Management, Monitoring and Accounting System
PIU	Programme Implementation Unit
PMGSY	Pradhan Mantri Gram Sadak Yojana
PWD	Public Works Department
SRRDA	State Rural Roads Development Agency

CHAPTER 1

INTRODUCTION

1.1 PMGSY Guidelines

1.1.1 The Government of India launched the Pradhan Mantri Gram Sadak Yojana (PMGSY) as a 100 percent centrally sponsored scheme on the 25th December, 2000. It provides the PMGSY funds from 50 percent of the cess on high speed diesel.

1.1.2 PMGSY aims to provide good connectivity to the unconnected habitations in rural areas by way of an All-weather Road with necessary culverts and cross-drainage structures which is operable throughout the year. An unconnected habitation means its location is at a distance of at least 500 metres or more (1.5 km of path distance in case of hills) from an all-weather road or a connected habitation. A habitation is not a revenue village or a panchayat. It means cluster of population, living in an area, the location of which does not change over time. The population of all habitations within a radius of 500 metres (1.5 km. of path distance in case of Hills) may be clubbed together for the purpose of determining the population size.

1.1.3 The roads constructed under this programme are expected to be of very high standard, requiring no major repairs for at least five (5) years after completion of construction.

1.1.4 State Rural Road Agencies have been created in all States to execute the programme. After the works are completed, the maintenance is being carried out by different bodies in different States.

1.2 Maintenance of Rural Roads

1.2.1 Proper maintenance of the roads in the core network is an essential part of the PMGSY. Accordingly, the putting in place institutional measures to ensure systematic maintenance and providing adequate funding for maintenance of the rural core network will be the key to the continuation of PMGSY programmes in the States. To this end State Government will take step to build up capacity in the district panchayat and shall endeavor to devolve the funds and functionaries onto the panchayats to manage maintenance contract for rural roads. All PMGSY roads (including associated main rural links through routes of PMGSY link routes) are covered by five years maintenance contracts which are entered into along with the construction contracts, with the same contractor as per Standard Bidding Document. Funds for the maintenance works are to be budgeted by the State Government concerned and placed at the disposal in a separate Maintenance Fund Account. On the expiry of five years post constructions maintenance, Through Routes/Main Rural Links Roads are to be placed under Zonal maintenance contracts consisting of five years maintenance including renewal as per cycle. The State Government will make the necessary budget provision and place the funds to service the Zonal maintenance contracts at the disposal of the SRRDA in the Maintenance Fund Account.

Maintenance component is to be funded by the State Government out of its resources on the following basis:-

- a. In case of link routes (new construction) the component shall comprise of 5 year routine maintenance.
- b. In case of associated rural Through Routes not requiring up-gradation, the component shall include 5-year routine maintenance including one renewal as per cycle.
- c. In case of Through Routes taken up for up-gradation, 5 year routine maintenance and a renewal at the end of the period.
- d. In the case of hill roads, if construction is in 2nd stages, the initial 5 years maintenance contracting will be done at the time of contracting the work for the 2nd Stage. Interim maintenance, clearance of slip etc. in the period between the 1st and 2nd stage may be done departmentally.

Till such time as District Panchayats take over maintenance functions, the PIUs will continue to be responsible for administration of post-construction and zonal maintenance contracts on PMGSY roads.

1.3 Flow of Funds

1.3.1 The accounts manual for maintenance funds has been prepared keeping in view the fund flow arrangements prescribed for other PMGSY accounts though the source of funds is different. The system being proposed is advisory and not compulsory as in the case of Programme Fund and Administrative Expenses. Those SRRDA's where the maintenance funds are being transferred by the States to their account could adopt this system. This system provides for flow of funds from all possible sources. Provision of the account heads does not imply that funds should mandatorily flow from all these sources. It is an enabling provision

1.3.2 The SRRDA will declare the Executive Engineers of the PIUs/Heads of PIUs (who are the drawing and disbursing officers of the PIU) as its ex-officio members or officers so as to enable them to draw on the funds of the Agency from the Maintenance Fund. They shall be the Authorised Signatories.

1.3.3 There shall be no separate bank account of the PIUs.

1.3.4 The SRRDA shall designate a senior officer as the Financial Controller of this Agency so that he can oversee the implementation of the accounting system. The Financial Controller would be Senior Accounts Officer, with adequate experience in works accounting.

1.3.5 The SRRDA will nominate one of its senior officers, normally of the rank of Chief Engineer, as the Empowered Officer. It shall be open only to the Empowered Officer to inform the Bank of the names of Authorised Signatories for issuing cheques on the Agency's bank account.

1.3.6 The Empowered Officer will furnish this list of Authorised Signatories along with attested signatures to the Bank, apart from himself maintaining a record of it. This list will be verified quarterly and up-dated list supplied to the Bank each quarter. As soon as there is a change in the name of Authorised Signatory the Bank will immediately be informed, with instructions on the disposal of cheques issued.

1.3.7 The Bank will issue Cheque Books to each of the Authorised Signatories on the basis of written requisition from the Empowered Officer. Cheque Book numbers shall be intimated to the Financial Controller.

1.3.8 When a work is awarded, the PIU shall obtain the Bank details and account number of the contractors and intimate the Empowered Officer of all the Account Payee information for each package, including the total amount admissible for each account payee. The Empowered Officer will inform the Bank of the names of Authorised Payees (Contractors and suppliers with whom Agreements have been duly entered into, as well as Statutory Authorities, such as ITO etc.) and their designated payee accounts.

1.3.9 The Empowered Officer will lay down suitable limits on monthly/quarterly payments in line with the existing routine maintenance agreements. Standing instructions will be issued to the Bank branches in this regard.

1.3.10 The Authorised Signatories will make payments, as per the established procedure, by account payee cheque mentioning the designated payee accounts. They will immediately enter the cheque and payee details in the payment module of the OMMS; and also issue an advice to the bank which may consist of electronic advice available on the OMMAS Accounting Module.

1.3.11 On presentation of the cheque, the Bank would satisfy itself after checking the advice from the PIU that the payment details have been entered in the Payment Module, and that the cheque meets with all other requirements, among others, like signatures agreeing with the specimen signatures, the cheque amount being within the balance of authorized limit, and the payee being the authorized payee, payee account details being fully and correctly specified etc. The Bank will then make payments and confirmatory entries in the OMMAS Accounting Module. The Bank will not allow the funds to be used by any person other than the authorised signatories and for any purpose other than the authorized payment for work done under PMGSY. It will not be open to the SRRDA to invest these funds in any other Bank / Branch, whether for short term or medium term, including under Fixed Deposits.

1.4 Accounting System for the PMGSY

1.4.1 The Public Works Department or equivalent has its divisions for executing public works in each district. The division follows the accounting system laid down in the Account Code Volume III, prescribed by the President of

India on the advice of the Comptroller and Auditor General of India, under Article 150 of the Constitutions of India. In this system, the division withdraws funds from the district treasury, to which a branch of the State Bank of India is attached. It renders each month an account to the State Accountant General (AG) showing the details of receipts and payments, supported by vouchers. The district treasury also sends to the AG an account of receipts and payments made by the division. Similarly, the bank branch also informs the AG, through the Reserve Bank of India, the details of receipts and payments at each treasury. The accounting system for the division has been elaborated in the State Public Works Account Code which are based on Account Code Volume III. Therefore, the engineers and the finance and accounts staff are well-versed in this system.

1.4.2 The accounting system for the PIU is based on the Central Public Works accounting system, with some changes to take care of the fact that the State Accountant General and the district treasury are no longer in the picture. The SRRDA has assumed their functions.

1.5 Road Maintenance Expenditure

The accounting system for the PMGSY Maintenance Fund is primarily based on the accounting system of the PMGSY Programme fund. However, some differences between the two systems do exist. These are:

- (i) The conceptual difference: The programme fund creates capital assets, namely, new roads, up-graded roads etc. Maintenance Fund meets expenditure on the maintenance of roads, through the contractors who constructed the roads. This expenditure does not create an asset.
- (ii) Funds for the Maintenance Fund will primarily flow from the State Government who have committed themselves for this expenditure. Programme Funds come from the MoRD.
- (iii) Programme Fund creates assets, therefore, an income and expenditure account is not prepared in its accounting system. Maintenance Fund, meant for the maintenance of roads, does have an income and expenditure account. Expenditure on road maintenance does not create any new tangible asset. Its balance sheet shows the unused amount of the grants.
- (iv) Other differences of detail flow from the above three items.
- (v) In all other aspects, the accounting systems for Programme Fund and the Maintenance Fund have common features, because both relate to normal activities of the public works department.

1.6 Major differences between the CPWA Code and the PMGSY accounting system

1.6.1 The major differences between the CPWA code (similar to the codes of the States) and the PMGSY accounting system are:

- (i) The Cash Book in the public works division has only 'cash column' on the receipt side and 'cash column' and 'bank column' on the payment side. The reason for this is: a public works division does not have a separate bank account; it operates on the treasury balances of the State Government. Since the PIU works on bank authorization from the SRRDA, its Cash Book has two columns on the receipt side, namely, cash column and the bank authorization column to show the cash received or the authorization received. Similarly, its payment side will have two columns, namely, cash column and bank authorization column to show the cash payments and the cheques issued against bank authorization.
- (ii) The public works division shows advances given to contractors as expenditure on the works. In the PMGSY accounting system, the advances to the contractors are shown separately as advances. This ensures that there is no variation between physical progress of works and the payments made for work measured.
- (iii) The public works division shows the cost of materials issued for the departmental execution of works as works expenditure. Thus, the figures of works expenditure do not distinguish between work done and material issued for works. The PMGSY accounting system shows the material issued in the Material at Site Account, only after the materials are utilized in the works and the amount is debited to the works concerned by contra credit to Material at Site Account.
- (iv) In the public works, advances to officers for disbursing muster roll wages, or imprest with the officers are not shown separately in the ledger. Instead, the Cash Book has an entry in red ink about the advances; the

advances being treated as part of the cash balance. In the PMGSY accounting system, there are no red ink entries. Advances and imprest are booked to specified head of account.

- (v) Public Works accounts have a system of “minus entry”. The PMGSY accounting system uses, instead, the system of entry on the opposite side. For example, minus debit will be booked as credit and minus credit as debit.
- (vi) Major, Minor and Detailed head of accounts applicable to Government accounts do not apply to PMGSY works. The PMGSY accounting system has its own “Chart of Accounts”, modeled on the public works system.
- (vii) The public works divisions do not prepare monthly balance sheet. They only prepare a monthly account of receipts and payments for the month. The PMGSY accounting system has a monthly Income and Expenditure Account and a monthly balance sheet prepared from the existing records of the divisions.

Major similarities between the CPWA Code and the PMGSY accounting system

1.6.2 Major Similarities between the CPWA Code and the PMGSY accounting system are:

- (a) Almost all the existing public works forms for Cash Book, ledgers, works registers, monthly accounts etc. are common to the PMGSY accounting system with minor changes in a few cases. A few new forms have been introduced for the PMGSY to take care of the needs of the SRRDA and its fund flow system.
- (b) The PIUs do not have a separate bank account. They operate on the bank account of the SRRDA. This is common in the public works that operate on the State Government’s bank account.
- (c) All the existing orders of the public works department, or equivalent, on the powers of the officers and other procedural and legal requirements apply.
- (d) The Comptroller and Auditor General of India will continue to audit the accounts of the SRRDAs and the PIUs. However, each SRRDA will also appoint a Chartered Accountant for statutory audit of its and PIUs’ accounts.

CHAPTER 2

OPENING BALANCE SHEET AND THE DOUBLE ENTRY SYSTEM

2.1 Opening Balance Sheet

2.1.1 The need for the Maintenance Fund arose after March, 2003 when the Standard Bidding Document (SBD) for the PMGSY came into force. The SBD requires the bidders to bid both for the construction of roads and their routine maintenance for five years. Since time is the essence of contract, the time stipulated in SBD or extension of time allowed by the authority to do so as mentioned in the agreement will be the date of completion of work. Thus, the date of completion of work will be date on which the work is finished. A certificate to this effect should be recorded in the Measurement Book by the Engineer-in-Charge of the work. The payment for routine maintenance is performance based; it does not relate to activities.

2.1.2 It may be that the State Governments have started remitting the Maintenance Funds to the SRRDA/PIUs. In case of adoption of the accounting system for Maintenance fund on the lines of the accounting system for programme and administrative fund, each PIU/SRRDA will take stock of its assets, liabilities, income and expenses for the period up to the 31st March, 2006 or a date after as per State requirements and prepare a balance sheet as on that date in the following format:

Balance Sheet of the PIU
As on the 31st March, 200_____

Account Code	Liabilities	Amount (Rs.)	Account Code	Assets	Amount (Rs.)
101.03	A. State Maintenance Funds Received from SRRDA			Current Assets	
				A) Misc. Work Advances	
			122.01	i. Outstanding Advances Contractors &	
			122.02	ii. Against Staff (Schedule A4)	
102.03	B. Central Maintenance Fund received from SRRDA (Schedule L1.)		123.01	B) Advances against contractor etc.	
	Deduct Expenditure (Detail each kind of expense below :)		to	(Schedule A4)	
			123.05	Stores and Stock	
			120.01	(Note:- Since the Major Head Code 121 Material at Site Account closed to account, balance, if any, outstanding at the end of the year shall be taken in stock by closing the MAS account of previous year by making a transfer entry.	
103.03	C. Panchayat Funds etc.				
	(i) District Maintenance Fund received from SRRDA.				
104.03	(ii) Block Panchayat Maintenance Fund received from SRRDA.				
105.03	(iii) Village Panchayat Maintenance Fund received from SRRDA.				
106.03	(iv) Marketing Board Maintenance Fund received from SRRDA		124.01	Tax deducted at source by bank on the investment	
			125.01	Cash in hand	
			125.02	Imprest with Staff	
107.03	D. Other Maintenance Fund received from SRRDA.		126.01	Bank Balance	
	(Schedule L1.)				
	Deduct Expenditure (Detail each kind of expense below:)		126.02	Investments, Deposits and balances with:	
	(i) Expenditure on routine maintenance of New Roads			a. District Treasury	
	(ii) Expenditure on routine maintenance of Up-graded Roads (Details in Schedule L1)			b. Banks	
				c. Post Office	
				d. Fixed Deposits	

Account Code	Liabilities	Amount (Rs.)	Account Code	Assets	Amount (Rs.)
131.01	Interest from Bank (Schedule L2)				
131.02 to 131.05	Other Income (Schedule L2)				
112.01 to 112.05	Deposits Repayable (Schedule L3) Current Liabilities (Schedule L4)				
	Current Liabilities				
113.01 to 113.03	Statutory Deductions not deposited				
114.01	Unpaid Bills(Schedule L3)				
	Total			Total	

2.1.3 The opening balance sheet, duly signed by the Divisional Officer and the Divisional Accountant, should be sent to the SRRDA. The preparation of the above balance sheet does not require re-writing the accounts of the PIU. Instead, the amounts for each item already exist in the records and accounts books kept in the division.

2.1.4 SRRDA will prepare a similar balance sheet in the following format:

Balance Sheet of the SRRDA

As on the _____

Account Code	Liabilities	Amount	Account Code	Assets	Amount
101.01	State Routine Maintenance Fund received from the State Government (Sch-L1)		101.02	State Maintenance Funds Transferred to PIUs (Sch A2)	
102.01	Central Maintenance Fund received by SRRDA from MoRD (Sch-L1)		102.02	Central Maintenance Fund Transferred to PIUs (Sch A1)	
103.01	Maintenance Fund received from District Panchayat.		103.02 to 107.02	Panchayat & other funds etc.	
104.01	Maintenance Fund received from Block Panchayat.		123 (Major head)	Misc. Advances (Sch.A3)	
105.01	Maintenance Fund received from Village Panchayat.		125.01	Cash in chest	
106.01	Maintenance fund received from Marketing Board		126.01	Bank Balance	
107.01	Other Maintenance Fund.		126.02	Investment Deposits and other balances	
111.01	Other Income, Surplus and Reserves (For example, interest.) (Sch. L2)		125.02	Imprest with staff	
112 (Major Head)	Deposits Repayable (Sch. L 3)				
113 (Major head)	Current Liabilities (Schedule L4)				
	Total			Total	

2.1.5 The SRRDA will check the balance sheets of each PIUs to ensure its internal accuracy and that its figures agree with the amount SRRDA transferred to the PIU. Thereafter, it will consolidate all the balance sheets.

2.1.6 To incorporate the opening balance sheet in the accounts, each PIU and the SRRDA will pass the necessary transfer entries, as explained later.

2.1.7 The system of accounting for the Maintenance Fund requires each PIU and the SRRDA to prepare each month:

- (a) Monthly Account of Receipts and Payments,
- (b) Income and Expenditure Account, and
- (c) Balance Sheet.

2.2 Double Entry System of Accounting

SRRDA and the PIU will keep their accounts on the double entry system. This is also the system followed for the Programme Fund and the Administrative Expenses Fund. It will help to remember the following three principles of the double entry system:

- i) Debit what comes in; Credit what goes out;
- ii) Debit the receiver and Credit the giver.
- iii) Debit the expenses and assets; Credit the income and liabilities.

2.3 Depreciation

Accounts for the maintenance of roads do not require any provision for the depreciation for assets. No assets are purchased from these funds, except stores and stock for departmental maintenance in exceptional cases.

CHAPTER 3

DEFINITIONS

3.1.1 Unless there be something repugnant in the subject or context, the terms defined in this Chapter are used in this Manual in the sense herein explained.

- (1) *Accounts Officer* – Accounts Officer by whatever name designated, means head of the accounting division in the State Rural Roads Development Agency (or equivalent) of the State Government or Union Territory Administration.
- (2) *Audit Officer* – means any officer subordinate to or under the superintendence of the Comptroller and Auditor General of India, who exercises audit functions.
- (3) *Auditor* – means the chartered accountant appointed for audit of the SRRDA's accounts or any of its PIUs.
- (4) *Administrative Approval* – This term denotes the formal acceptance by the Nodal Department of the proposals for incurring expenditure by the Executing Agency on a PMGSY work. It is, in effect, an order to the Executing Agency to execute certain specified works at a stated sum to meet the administrative needs of the department requiring the work.
- (5) *Advance Payment* – means a payment made on a running account to a contractor for work done by him but not measured. See paragraph 11.2.22. (It is given for the routine maintenance of roads.)
- (6) *Assets* – This term indicates all outstanding or anticipated receipts and receivables like advances to contractors.
- (7) *Bank* – Bank means any office or branch of the Bank with which the State Rural Roads Development Agency has entered into banking arrangements for the PMGSY for the Maintenance Fund.
- (8) *Book Transfer* – This term is applied to the process whereby financial transactions which do not involve the giving or receiving of cash, or of stock materials, are brought to account. They usually represent liabilities and assets of the PMGSY brought to account either by way of settlement or otherwise, but they may also represent corrections and amendments made in Cash, Stock, or Book Transfer transactions previously taken to account.
- (9) *Chart of Accounts* – see paragraph 4.1.3
- (10) *Competent Authority* – The term “Competent Authority” means the State Government or any other authority to whom it may delegate the relevant power.
- (11) *Completion and Completed* – The expression “completion of work” should be understood to include “abandonment of a work”, and “completed work” to include “abandoned work”.
- (12) *Contingencies (Works)* – When used in respect of the account of works, the term “Contingencies” indicates the incidental expenses of a miscellaneous character which cannot appropriately be classified under any distinct sub-head or sub-work, yet pertain to the work as a whole.
- (13) *Contract and Contractor* – The term “Contract” means any kind of undertaking, written or verbal, express or implied, by a person, not being a Government servant, or by a syndicate or firm for the construction, maintenance or repairs of one or more works, for the supply of materials, or for the performance of any service in connection with the execution of works or the supply of materials. The term “Contractor” means a person, syndicate or firm that has made such an undertaking, but often its use is restricted to contractors for the execution of works, or maintenance of roads or for services in connection therewith.
- (14) *Detailed Head* – See *Chart of Accounts*

- (15) *Direct and Indirect Charges* – “Direct Charges” are those charges pertaining to a work, project, or job, which are incurred directly for its execution and are included in the regular accounts of it. “Indirect Charges” are those charges which pertain, or are incidental to a work, project but which are not incurred directly or solely in connection therewith and thus cannot be taken directly into such detailed accounts of its as are incorporated in the regular accounts of the expenditure of the Programme Implementation Unit.
- (16) *Direction Office* – This term indicates the office of an administrative officer who has one or more Divisional Officers working under his orders and is not himself entrusted with the execution of works or with the receipt and disbursement of PMGSY funds, e.g. Director General of Works/Chief Engineer or a Superintending Engineer, or a Superintendent of Works; but if such an officer is also entrusted at any time with the receipt and disbursement of PMGSY Programme Fund, he is treated as a Divisional Officer for the purposes of this Manual.
- (17) *Direction Officer* – The head of a Direction Office is known by this designation.
Explanations: A person holding the rank of a Superintending or even a Chief Engineer is not a Direction Officer, unless the direction of the business of one or more divisions is entrusted to him. Thus, a Superintending Engineer employed on special duty is not a Direction Officer.
- (18) *Direct and Indirect Receipts* – “Direct Receipts” are those items of revenue receipts which are realised in connection with a work or project and are brought to account directly as appertaining to the work or project. “Indirect Receipts” are those receipts which pertain or are incidental to scheme or work.
- (19) *Division and Divisional Office* – These terms are used to denote respectively the executive charge held by a Divisional Officer [Clause (20) below] and the head office of such a charge.
- (20) *Divisional Officer* – This term is applied to an Executive Officer of the Public Works Department (or Rural Engineering Department, or equivalent) and executing PMGSY works who is not subordinate to another Executive or Disbursing Officer of the Department, even though the executive charge held by him may not be recognised as a “Division” by the Government concerned. Thus, the officer in charge of an independent sub-division is also treated as a Divisional Officer for the purpose of this Manual. See also clause (19).
- (21) *Executing Agency* – Executing Agency means the department responsible for executing the PMGSY works through its subordinate offices. Each State nominates one (or more) Executing Agency. An executing agency may be Public Works Department / Rural Engineering Service / Organisation / Rural Works Department / Zilla Parishad Engineering Department etc. who have been in existence for a large number of years and have the necessary experience, expertise and manpower for public works. It reports to the Nodal Department.
- (22) *Final Payment* – Final Payment means the last payment on a running account made to a contractor on the completion or determination of his contract and in full settlement of the account.
- (23) *Government* – Government means the Central (Union) Government, the State Government or a Union Territory Administration as the context may determine.
- (24) *Grant* – Any grant received from the Government.
- (25) *Inclusive Rate of Cost* – See clause (43).
- (26) *Intermediate Payment* – This term is applied to a disbursement of any kind on a running account, not being the final payment. It includes an “Advance Payment”, a “Secured Advance” and “On Account Payment” (other than the final payment on a running account), or a combination of these.
- (27) *Issue Rate* – This term denotes the cost per unit fixed, in respect of an article borne on the Stock of the Division at a valuation, for the purpose of calculating the amount creditable to the sub-head concerned (i.e. the sub-head under which the article is classified) of the stock account by charge to the account or service concerned, when any quantity of that article is issued from Stock; “Handling charges” and other incidental “Storage charges” will be included in the “Issue Rate” by adding a suitable percentage based on the carriage and other incidental charges of the previous year, and storage charges as reviewed and fixed at the beginning of a year.
- (28) *Labour* – When a separate materials account is kept for one or more sub-heads of an estimate and the term “labour” is used in connection with such an account, it denotes all charges pertaining to each of those sub-

- heads, other than (1) the cost of materials issued direct, and (2) carriage and incidental charges in connection with the materials.
- (29) *Liabilities* – when used in respect of accounts of works, this term includes all anticipated charges which are adjustable as final charges, but have not been paid, regardless of whether or not they have fallen due for payment, or having fallen due, have or have not been placed to the credit of the persons concerned in an account head.
- (30) *Major Estimate* – This term applies to the estimate for a work when the sanctioned amount of the works expenditure exceeds Rs. 10,00,000/-. This term also applies, for the sake of convenience, to the work itself.
- (31) *Major Head* – See paragraph 4.1.3.
- (32) *Market Rate* – Used in respect of an article borne on the Stock accounts of a division, this term indicates the cost per unit at which the article, or an article of similar description, can be procured, at a given time from the public markets suitable to the division for obtaining supply thereof. This cost should be inclusive of carriage and incidental charges, and may even include a reasonable provision for wastage and depreciation when these are inevitable.
- (32A) *Measurement Book* – Measurement Book means the book in which record of the measurement of work done by the contractor, departmental labour, supplies received is kept. It includes Routine Maintenance Performance Measurement Book.
- (33) *Minor Estimate* – This term applies to the estimate for a work, when the sanctioned amount of the works expenditure does not exceed Rs.10,00,000/-. This term also applies, for the sake of convenience, to the work itself.
- (34) *Minor Head* – See paragraph 4.1.3.
- (35) *On Account Payment or Payment on Account* – This term means a payment made, on a running account, to a contractor in respect of work done or supplies made by him and duly measured. Such payments may or may not be for the full value of work or supplies; if it is an intermediate payment, it is subject to final settlement of the running account on the completion of the contract for the work or supplies.
- (36) *National Rural Roads Development Agency (NRRDA)* – National Rural Roads Development Agency is the agency of the Ministry of Rural Development, Government of India, for vetting the proposals for rural roads, for issuing guidelines on technical, administrative, finance and accounting matters for the efficient and economical implementation of PMGSY.
- (37) *Nodal Department* – Nodal Department is the department to whom the State Government entrusts the overall responsibility for implementation of the PMGSY in the State. It communicates with the Ministry of Rural Development on all matters connected with the PMGSY.
- (38) *Payment on Account* – See clause (35).
- (39) *Programme Implementation Unit (PIU)* – PIU is the public works division or equivalent that implements the programme generally in a district. However, at the discretion of the State Government/Union Territory with legislature/Union Territory Administration, it may operate in part of the district or in more than one district. An officer of the rank of Executive Engineer heads it. It is same as a public works division with similar duties and functions. PIU and Division are terms used interchangeably in this Manual.
- (40) *Progress* – Progress means the up-to-date quantities of work done, measured and paid, or up-to-date performance of routine maintenance of road for a particular month.
- (41) *Quantity* – In the account of works, this expression is used to describe the extent of work done, supplies made or services performed, when these can be measured, weighted or counted.
- (42) *Rate* – In estimates of cost, contracts, contractor's bills and vouchers generally, rate means the consideration allowed for each unit of work, supply or other service.

- (43) *Rate of Cost and Inclusive Rate of Cost* – “Rate of Cost” means generally the total cost of a work or supply divided by its quantity. In the accounts, it represents the recorded cost per unit, as arrived at by dividing the up-to-date final charge on a sub-head, by the up-to-date progress thereof.
- “Inclusive Rate of Cost” means the rate of cost of the entire work relating to a sub-head, including the cost of materials, if recorded separately in the accounts.
- (44) *Recoverable Payment* – Recoverable Payment means a payment to or on behalf of a contractor which does not represent value creditable or payable to him for work done or supplies made by him and has, therefore, to be made good to the Division or the SRRDA by an equivalent cash recovery or short payment of dues.
- (45) *Running Account* – This term is applied to the account with a contractor when payment for work or supplies is made to him at convenient intervals subject to final settlement of the account on the completion or determination of his contract.
- (46) *Sectional Officer* – Sectional Officer is a non-gazetted official, namely, Junior Engineer/Sub-Engineer for Civil Works who is placed in responsible executive charge of works or stores under the orders of the Officer-in-charge of a recognised sub-division and the accounts of whose transactions are, therefore, ultimately incorporated in those of the Sub-Division.
- (47) *Secured Advance* – This term is applied specifically to an advance made on the security of materials of imperishable nature, required for work, brought to site of work, to a contractor whose contract is for the completed item of work. See paragraph 11.2.19.
- (48) *Special Office* – The Office of a Special Officer, vide clause (49).
- (49) *Special Officer (or Specialist Officer)* – This term is applied in this Manual to such officials of the Department as are neither Divisional Officers nor officials subordinate to a Divisional Officer, and have no Divisional Officers working under their control.
- (50) *Sub-Divisional Officer* – This designation is applied primarily to an official, whether a Gazetted Officer or not, who holds the charge of a recognized sub-division subordinate to a Divisional Officer, but when the immediate executive charge of any works or stores has not been constituted into a regular sub-divisional charge, but is held by the Divisional Officer himself, the latter is also treated as the sub-Divisional Officer in respect of such charge. When a Divisional Officer holds the immediate charge of a recognized sub-division in addition to his own duties as the executive head of the division, he is treated as the Sub-Divisional Officer in respect of the charge of the Sub-Division. Sub-divisions do not make any payments on behalf of the PMGSY works.
- (51) *Storage Charges* – Storage charges means expenditure incurred, after the acquisition of the stores, on the salaries etc. of persons employed on the upkeep and handling of the stores, at such rates as apply to the State public works divisions or equivalent.
- (52) *Sub-head* – In the accounts of works and in working estimates this term is used to describe the sub-divisions into which the total cost of a package for several roads is divided for purposes of financial control and statistical convenience. Each road of a package is treated as a sub-head.
- (53) *Supervision charges* – This term is ordinarily applied to the charges which are levied, in addition to book value in respect of stock materials sold or transferred and are intended to cover such items of the expenditure incurred on the store as do not enter their book value. (See clause (51))
- (54) *Suspense Accounts* – PMGSY does not have suspense accounts of the nature used in the public works department accounting system.
- (55) *Technical Sanction* – This name is given to the order of competent authority sanctioning a properly detailed estimate of the cost of a work of construction or up-gradation proposed to be carried out for the PMGSY, for the routine maintenance or renewal of roads. Such sanction can only be accorded after obtaining the clearance from the Ministry of Rural Development, Government of India and administrative approval from the Nodal Department. Sanction accorded to a work by any other department of Government has no relevance.
- (56) *Work* – The term “work”, when by itself, is used in a comprehensive sense applies only to works of construction, or renewal of roads, or major repair works etc.

CHAPTER 4

OUTLINE OF THE ACCOUNTING SYSTEM OF THE MAINTENANCE FUND

Classification of PMGSY Funds

4.1.1 (a) The PMGSY executes rural road works. The general principles followed in the classification of PMGSY maintenance works are as follows:

Maintenance Fund

- (a) State Government primarily provides to SRRDA funds for the maintenance of PMGSY roads. For non-PMGSY roads, funds may come for their maintenance from State Government, District Panchayats, Block Panchayats, Village Panchayats, Marketing Boards etc.
- (b) SRRDA keeps the funds in a separate bank account called Maintenance Fund. It authorizes the PIUs to spend from it for the maintenance of rural roads.
- (c) SRRDA and the PIUs shall keep separate and complete accounts of the Receipts and Payments of the Maintenance Fund.

Maintenance Fund

4.1.2 The Maintenance Fund transactions may be grouped under the heads indicated below:-

- I. Expenditure Heads: For the routine maintenance, periodic maintenance, and special repairs to rural roads.
- II. Funds Heads: For funds received from the MoRD, or the State Government and others for the routine maintenance, periodic maintenance, and special repairs to rural roads. It also covers interest earned on surplus funds in the bank; liquidated damages, recovery of costs from contractors, etc.
- III. Investment Head: For the investment of surplus funds that SRRDA invests with its bank.
- IV. Repayable Deposit Heads: For earnest moneys, security deposits from contractors, taxes deducted from the claims of contractors pending payment to the Government departments.
- V. Transitional Heads: For the Miscellaneous Public Works advances to be recovered, and unpaid bills.

Chart of Accounts

4.1.3 The following chart of accounts of Maintenance Fund follows the pattern of the List of Major and Minor Heads of Accounts for Government transactions. Transactions under its various Major Heads are divided into Minor Heads. This chart governs all the classification of receipts and payments.

CHART OF ACCOUNTS FOR PMGSY - MAINTENANCE FUND

S. No.	Head of Account	Credit / Debit Balance	Major Head Code	Minor Head of Account	Entry to be done by
Maintenance Funds State			101		
101.1	State Maintenance Fund received by SRRDA	Credit		101.01	SRRDA
101.2	State Maintenance Fund transferred to PIU	Debit		101.02	SRRDA
101.3	State Maintenance Fund received by PIU	Credit		101.03	PIU
Maintenance Fund Central			102		
102.1	Central Maintenance Fund received by SRRDA	Credit		102.01	SRRDA
102.2	Central Maintenance Fund transferred to PIU	Debit		102.02	SRRDA
102.3	Central Maintenance Fund received by PIU	Credit		102.03	PIU
Maintenance Fund District Panchayat			103		
103.1	District Panchayat Maintenance Fund received by SRRDA	Credit		103.01	SRRDA
103.2	District Panchayat Maintenance Fund transferred to PIU	Debit		103.02	SRRDA
103.3	District Panchayat Maintenance Fund received by PIU	Credit		103.03	PIU
Maintenance Fund Block Panchayat			104		
104.1	Block Panchayat Maintenance Fund received by SRRDA	Credit		104.01	SRRDA
104.2	Block Panchayat Maintenance Fund transferred to PIU	Debit		104.02	SRRDA
104.3	Block Panchayat Maintenance Fund received by PIU	Credit		104.03	PIU
Maintenance Fund Village Panchayat			105		
105.1	Village Panchayat Maintenance Fund received by SRRDA	Credit		105.01	SRRDA
105.2	Village Panchayat Maintenance Fund transferred to PIU	Debit		105.02	SRRDA
105.3	Village Panchayat Maintenance Fund received by PIU	Credit		105.03	PIU
Maintenance Fund Marketing Board			106		
106.1	Marketing Board Maintenance Fund received by SRRDA	Credit		106.01	SRRDA
106.2	Marketing Board Maintenance Fund transferred to PIU	Debit		106.02	SRRDA
106.3	Marketing Board Maintenance Fund received by PIU	Credit		106.03	PIU

S. No.	Head of Account	Credit / Debit Balance	Major Head Code	Minor Head of Account	Entry to be done by
Other Maintenance Fund			107		
107.1	Other Maintenance Fund received by SRRDA	Credit		107.01	SRRDA
107.2	Other Maintenance Fund transferred to PIU	Debit		107.02	SRRDA
107.3	Other Maintenance Fund received by PIU	Credit		107.03	PIU
108 to 110	Surplus Nos. for future use				
111.1	Surpluses and Reserves		111	111.01	SRRDA/ PIU
Deposits Repayable			112		
112.1	Earnest Money Deposits from Contractors / Suppliers	Credit		112.01	PIU
112.2	Security Deposit from Contractors/ Suppliers	Credit		112.02	PIU
112.3	Sums due to contractors on closed accounts.	Credit		112.03	PIU
112.4	Miscellaneous Deposits	Credit		112.04	PIU
112.5	Royalties	Credit		112.05	PIU
CURRENT LIABILITIES			113		
113.1	Income Tax and Surcharge from Contractors/ Suppliers	Credit		113.01	PIU
113.2	Commercial/Sales/Entry Tax from Contractors / Suppliers	Credit		113.02	PIU
113.3	Any Other statutory deductions	Credit		113.03	PIU
114.1	Unpaid bills for purchases	Credit	114	114.01	SRRDA/PIU
115-119	Spare No. for future use				
Stores and Stock			120		
120.1	Stores and Stock	Debit		120.01	PIU
Materials at Site Account (Materials directly issued to Departmental Works) Maintenance, Periodic Renewal and Special Repairs to Roads			121		
121.1	Routine Maintenance of PMGSY Roads from State Funds	Debit		121.01	PIU
121.2	Routine Maintenance of Non-PMGSY Roads from State Funds	Debit		121.02	PIU
121.3	Routine Maintenance of Roads from District Panchayat Funds	Debit		121.03	PIU
121.4	Routine Maintenance of Roads from Block Panchayat Funds	Debit		121.04	PIU
121.5	Routine Maintenance of Roads from Village Panchayat Funds	Debit		121.05	PIU

S. No.	Head of Account	Credit / Debit Balance	Major Head Code	Minor Head of Account	Entry to be done by
121.6	Routine Maintenance of Roads from Marketing Board Funds	Debit		121.06	PIU
121.7	Routine Maintenance of Roads from Other Funds	Debit		121.07	PIU
121.8 to 121.10	Spare Nos. for future use			121.8 to 121.10	PIU
121.11	Periodic Renewal of PMGSY Roads from State Funds	Debit		121.11	PIU
121.12	Periodic Renewal of Non-PMGSY Roads from State Funds	Debit		121.12	PIU
121.13	Periodic Renewal of Roads from District Panchayat Funds	Debit		121.13	PIU
121.14	Periodic Renewal of Roads from Block Panchayat Funds	Debit		121.14	PIU
121.15	Periodic Renewal of Roads from Village Panchayat Funds	Debit		121.15	PIU
121.16	Periodic Renewal of Roads from Marketing Board Funds	Debit		121.16	PIU
121.17	Periodic Renewal of Roads from Other Funds	Debit		121.17	PIU
121.18 to 121.20	Spare Nos. for future use	Debit		121.18 to 121.20	PIU
121.21	Special Repairs to PMGSY Roads from State Funds	Debit		121.21	PIU
121.22	Special Repairs to Non-PMGSY Roads from State Funds	Debit		121.22	PIU
121.23	Special Repairs to Roads from District Panchayat Funds	Debit		121.23	PIU
121.24	Special Repairs to Roads from Block Panchayat Funds	Debit		121.24	PIU
121.25	Special Repairs to Roads from Village Panchayat Funds	Debit		121.25	PIU
121.26	Special Repairs to Roads from Marketing Board Funds	Debit		121.26	PIU
121.27	Special Repairs to Roads from Other Funds	Debit		121.27	PIU
121.28 to 121.30	Spare Nos. for future use	Debit		121.28 to 121.30	

S. No.	Head of Account	Credit / Debit Balance	Major Head Code	Minor Head of Account	Entry to be done by
	Current Assets				
	A. Misc. Works Advance		122		
122.1	Against Contractors	Debit		122.01	PIU
122.2	Against Staff	Debit		122.02	PIU
	B. Advances		123		
123.1	Advance Payment to Contractors	Debit		123.01	PIU
123.2	Materials issued to contractors	Debit		123.02	PIU
123.3	Secured Advance against materials	Debit		123.03	PIU
123.4	Advances to Suppliers	Debit		123.04	PIU
123.5	Other Advances	Debit		123.05	PIU
124.1	Tax deducted at source by the bank on the investment	Debit	124	124.01	SRRDA
	Cash Balance		125		
125.1	Cash in Chest	Debit		125.01	SRRDA/PIU
125.2	Imprest with Staff	Debit		125.02	SRRDA/PIU
126.1	Bank Balance		126		
126.1	Bank	Debit		126.01	SRRDA
126.2	Investment, Deposits and other balances	Debit		126.02	SRRDA
	Bank Authorization		130		
130.1	Bank Authorization Account (Books of SRRDA)	Credit		130.01	SRRDA
130.2	Bank Authorization Account (Books of PIU)	Debit		130.02	PIU
	Incidental Receipts		131		
131.1	Interest received from bank account	Credit		131.01	SRRDA
131.2	Forfeiture of Earnest Money Deposit	Credit		131.02	PIU
131.3	Fines, forfeitures, penalties etc	Credit		131.03	PIU
131.4	Any Other non refundable Deductions from bills of Contractor / Supplier	Credit		131.04	PIU
131.5	Miscellaneous Receipts	Credit		131.05	PIU / SRRDA
135.1	Balance Sheet Account	Debit/ Credit	135	135.01	PIU / SRRDA
	Expenditure on Routine Maintenance of Roads		140		
140.1	Routine Maintenance of PMGSY Roads from State Funds	Debit		140.01	PIU

S. No.	Head of Account	Credit / Debit Balance	Major Head Code	Minor Head of Account	Entry to be done by
140.2	Routine Maintenance of Non-PMGSY Roads from State Funds	Debit		140.02	PIU
140.3	Routine Maintenance of Roads from District Panchayat Funds	Debit		140.03	PIU
140.4	Routine Maintenance of Roads from Block Panchayat Funds	Debit		140.04	PIU
140.5	Routine Maintenance of Roads from Village Panchayat Funds	Debit		140.05	PIU
140.6	Routine Maintenance of Roads from Marketing Board Funds	Debit		140.06	PIU
140.7	Routine Maintenance of Roads from Other Funds	Debit		140.07	PIU
Expenditure on Periodic Renewals of Roads			141		
141.1	Periodic Renewals PMGSY Roads from State Funds	Debit		141.01	PIU
141.2	Periodic Renewals PMGSY Roads from Central Funds	Debit		141.02	PIU
141.3	Periodic Renewals Non-PMGSY Roads from State Funds	Debit		141.03	PIU
141.4	Periodic Renewals from District Panchayat Funds	Debit		141.04	PIU
141.5	Periodic Renewals from Block Panchayat Funds	Debit		141.05	PIU
141.6	Periodic Renewals from Village Panchayat Funds	Debit		141.06	PIU
141.7	Periodic Renewals from Marketing Board Funds	Debit		141.07	PIU
141.8	Periodic Renewals from Others	Debit		141.08	PIU
Expenditure on Special Repairs			142		
142.1	Special Repairs to PMGSY Roads from State Funds	Debit		142.01	PIU
142.2	Special Repairs to PMGSY Roads from Central Funds	Debit		142.02	PIU
142.3	Special Repairs to non-PMGSY Roads from State Funds	Debit		142.03	PIU
142.4	Special Repairs from District Panchayat Funds	Debit		142.04	PIU
142.5	Special Repairs from Block Panchayat Funds	Debit		142.05	PIU
142.6	Special Repairs from Village Panchayat Funds	Debit		142.06	PIU
142.7	Special Repairs from Marketing Board Funds	Debit		142.07	PIU
142.8	Special Repairs from Others	Debit		142.08	PIU

Minor Head of Account	Explanatory Notes
101.01 to 107.03	Maintenance Funds. These heads of account are for the maintenance funds received from different sources, namely, State Government, Central Government, any tier of the Panchayats, Marketing Boards, or others. The heads are self-explanatory.
111.01	Surpluses and Reserves. Surpluses and Reserves represent the interest earned, and other miscellaneous income, transferred to this head through the Income and Expenditure Account.
112.01	Earnest money deposits received from contractors / suppliers in the form of bank drafts or Deposits at Call Receipts shall not normally be taken to the accounts. The record Deposits shall be kept separately and these will not be encashed. After the contract is awarded, these shall be returned to the bidders (except the one whose tender is accepted, where the bidding document permitted so). The earnest money of bidder, whose tender is accepted, shall be credited to this account head.
112.02	Security Deposits received/ recovered from Contractors/ Suppliers shall be credited to this head of account. Refund of Security Deposits shall also be debited to this head of account.
112.03	Sums due to contractors on closed accounts shall be credited to this head. Subsequent payment to contractors shall be debited to this head of account resulting in NIL balance.
112.04	All other deposits the PIU receives shall be credited and refund thereof debited to this head of account resulting in NIL balance. Amount with-held and any other refundable deduction from the bill of the contractor / supplier shall also be credited to this head of account.
112.05	Amount of royalty recovered from the contractor shall be credited to this head of account. When the royalty amount is remitted to the concerned authorities, or refunded to the contractor, on the receipt of Royalty Clearance Certificate, this head will be debited resulting in NIL balance.
113.01 to 113.03	These heads of account show as credit all the statutory deductions viz. Income Tax, commercial Tax, Sales Tax, Surcharge on Tax and any other tax etc. made from the payments to contractors / suppliers by the PIU. The payment to the concerned tax authorities shall be debited to these heads resulting in NIL balance. Note: Royalty is not a tax. It is accounted for under the head of account 112.05.
114.01	Bills of suppliers remaining unpaid at the close of the month shall be debited to the concerned account head and credited to this head of account. The payments to suppliers in subsequent month shall be debited to this head of account resulting in NIL balance. Where the original amount credited to this head of account differs from the actual payment made, the difference shall be debited to the head of account to which the original amount was debited.

Minor Head of Account	Explanatory Notes
120.01	<p>1. Value of stores purchased shall be debited to this head of account. 2. Value of stores purchased shall be debited to this Account Head when the payment to the supplier is not made within the same month in which the Stores have been received and equal amount will be credited to the Head 114.01 Unpaid Bills. (When the payment is made to the suppliers, the account head Unpaid Bills will be debited). 3. Issues material from stores to site of work shall be credited to this head of account by debit to Account Head of works concerned under Major Head-121-"Expenditure on Materials directly charged to works (MAS). Material issued from stores to contractor shall be credited to this head of account by debit to head of account 123.02-Materials issued to Contractors. 4. Any credit balance in stock account "head of account 120.01" at the time of closing store may arise from the issue rates. Such credit balance (profit on stock) shall be transferred to the Miscellaneous Receipt head of account 131.05 and debit Stock Account head of account 120.01 shall be closed with NIL balance. (This is only if there is a credit balance in the Stock Account). In case of loss, accounting adjustments shall be made in accordance with the provisions contained in paragraph 11.3.11 (d). 5. Scrap in stores, if any, shall be sold by auction and sale proceeds thereof shall be credited to head of account 131.05 - Miscellaneous Receipts. 6. At the close of the scheme the value of stores and stocks, if any, shall be adjusted as per guidelines issued by the State Government.</p>
121 (Major Head)	<p>For works done departmentally by engaging labour or awarding the contract on labour rate, the materials required for the execution of works shall be routed through Stores and Stock Account. Materials issued from store shall be debited to Material at Site Account and its account shall be maintained by the Site Engineer. When the materials are finally consumed on the works the expenditure shall be debited to head of accounts of works concerned by credit to this account head. Sale proceeds of unconsumed materials, and scrap, if any, shall be credited to head of account 131.05 Miscellaneous Receipts.</p>
121.01 to 121.07	<p>Routine Maintenance of Roads: Accounts Heads are self-explanatory; these relate to the material issued to routine maintenance from stock.</p>
121.11 to 121.17	<p>Periodic Renewal of Roads: Account Heads are self-explanatory; these relate to the material issued to Periodic Renewal works from stock.</p>
121.21 to 121.27	<p>Special Repairs to Roads: Account Heads are self-explanatory; these relate to the material issued to Special Repairs to Roads works from stock.</p>
122.01 and 122.02	<p>Any expenditure, which can not be debited to any Account Head and require investigation / recovery from the contractor / staff shall be debited to Account Head number 122.01 / 122.02. Theft / losses shall also be debited to this account head. It is a transitory head and is to be adjusted by debit to final account Head and Credit to 122.01 / 122.02 after investigation. This Account Head is to be finally closed with NIL balance.</p>

Minor Head of Account	Explanatory Notes
123.01	Advance Payment to contractor for work but not-measured are not allowed, except with the approval of State Govt. Such payment, if any, made to the contractor against his running account bill shall be debited to this head of account. Recovery, as and when effected, shall also be credited to this head of account.
123.02	Materials issued to the contractors from stores shall be debited to this head of account. Materials as per requirements of the work and as per terms and conditions of contract shall be issued and cost thereof shall be recovered on the basis of its consumption.
123.03	Secured advance against imperishable materials brought to site of work shall be debited to this head of account and recovery made on utilization of the material in work shall also be credited to this head. Secured advance shall be granted as per the terms of the contract on signing the indenture bond in the form prescribed by the Executing Agency.
123.04	Advances to suppliers shall be debited to this head of account. Advances shall be given as per conditions of supply order after ensuring its security and recovery. Recovery of advance shall be adjusted when supplies are received and accepted.
123.05	The head covers advances not included in the heads of accounts 123.01 to 123.04.
124.01	Tax deducted at source by the Bank from the interest shall be debited to this head of account. Its refund will be claimed from the Income-Tax Department.
125.01	Account Head-Cash in Chest is self explanatory. Cash balance appearing in Cash Book at the close of month shall be shown against this head of account in the Monthly Account as per direction in the Monthly Account.
125.02	Imprest or Temporary Advance issued to staff for petty expenses / purchases / labour payment shall be debited to this head of account. On receipt of account this account head shall be adjusted by debit to final head of account head relating to expenses. This head of account is to be finally closed with NIL balance.
126.01	Funds received by SRRDA from State Government (or any other source) shall be kept in an account opened in a nationalized scheduled bank with whom a tripartite agreement has been executed. The funds in this account shall be made available to PIUs through "Bank Authorizations". Funds shall be released on the basis of requisition of PIUs. Bank reconciliation statement shall be prepared at the end of each month by SRRDA as well as PIUs to reconcile the difference, if any, in balance as per Bank and Cash Book.
126.02	SRRDA will operate this head of account to show the deposits with its bankers, by reducing the amount under the head of account 126.01 at the end of each month.

Minor Head of Account	Explanatory Notes
130.01	When SRRDA transfers to PIU Maintenance Fund through Bank Authorisation, it shall credit this head of account in its Bank Authorisation Transfer Entry Book. On receipt of statement for the cheques drawn by the PIU during the month against Bank authorisation in the prescribed format the SRRDA shall account for the amount of cheques drawn by the PIU on the payment side of its Cash Book in the bank column by debit to this head of account.
130.02	PIU shall account for the Maintenance Fund received through Bank authorization from SRRDA on receipt side of its Cash Book in the column Bank Authorization. All PIU's payments made by cheque against Bank Authorization shall be accounted for on the payment side of the PIU's Cash Book in column "Bank Authorization". No Ledger account of Bank Authorisation account shall be maintained by the PIU as the Cash Book of PIU with column "Bank Authorisation" on the receipt as well as on the payment side serves the purpose of the ledger.
131.01	Gross amount of interest received on deposits etc. shall be credited to this head of account. The balance will be transferred to the head of account 111.01 Surplus and Reserves at the end of the year.
131.02 to 131.04	These heads of accounts are self -explanatory. The head of account 131.03 will also include deduction on account of non-refundable liquidated damages etc. from the bill of contractor. The balance will be transferred to the head of account 111.01 at the end of the year
131.05	All other receipts shall be credited to this head of account. Sale proceeds of scrap etc. shall also be credited to this head of account. The balance under this head of account will be transferred to the head of account 111.01 at the end of the year.
135.01	This head of account shall be operated to incorporate in the PIU's Accounts/SRRDA's Accounts the Opening Balance Sheet. The following entries shall be passed in the TE book to account for the assets and liabilities. (i) Adoption of Assets. Debit: Individual Asset's head of account codified in the Chart of Accounts & corresponding credit to the head of account "Balance Sheet Account". (ii) Adoption of Liabilities. Debit: The head of account "Balance Sheet Account" & corresponding credit to the credit heads of accounts codified in the Chart of Accounts. This head of account shall be closed with NIL Balance.
140.01 to 140.07	Routine Maintenance of Roads: These heads of accounts are self-explanatory; these relate to the source that funds the expenditure on routine maintenance.
141.01 to 141.08	Periodic Maintenance of Roads: These heads of accounts are self-explanatory; these relate to the source that funds the expenditure on periodic maintenance.
142.01 to 141.08	Special Repairs: These heads of accounts are self-explanatory; these relate to the source that funds the expenditure on special repairs.

CHAPTER 5

RELATIONS WITH ACCOUNTS OFFICER

5.1 General

5.1.1 The Divisional Officer, as the primary Disbursing Officer of the Division, is responsible not only for the financial regularity of the transactions of the whole division but also for the maintenance of accounts of the transactions correctly and in accordance with the rules in force.

He is further required to submit his accounts to the Accounts Officer (SRRDA) for control and check and preparing the consolidated accounts of the PMGSY Maintenance Fund for the State.

Note: The accounts returns which have ordinarily to be submitted to SRRDA are enumerated in Chapter 14, but the Accounts Officer is authorised to call for such additional accounts, registers, documents and subsidiary papers having relation thereto, as he may require for their elucidation.

5.1.2 The Divisional Officer is responsible to see that the accounts of his division are not allowed to fall into arrears; but if arrears or confusion arise which, in his opinion, cannot be cleared without the assistance of the Accounts Officer, he should at once apply for such assistance.

5.1.3 The Divisional Offices will be placed in direct account with the bank of the SRRDA on which they will draw cheques for payment of all bills passed by them after exercising the requisite checks prescribed by the Executing Agency for the divisions. The SRRDA will issue quarterly the bank authorisation authority for each Divisional Office after considering its estimated requirements for the quarter.

Note: The Divisional Accountants will continue to be responsible for exercising preliminary checks on initial accounts, bills, vouchers etc. in the capacity as internal checkers. He will also be responsible for compiling the divisional accounts of Maintenance Fund as hitherto.

Post Check in the Accounts Offices

5.1.4 On receipt of the Monthly Account, Income and Expenditure Account and the Monthly Balance Sheet, supported by schedules, from the Divisional Officers, the SRRDA will check them, and incorporate in its books the details of cheques issued by the PIUs. It will check the amount of the Maintenance Funds (of different sources, like the State, Central, Panchayats etc.) shown in the monthly accounts with the amounts shown in its own books; and it will take action to get the mistakes corrected whether in its own books or those of the PIU. Payments shown in the Monthly Bank Reconciliation Statement received from the Divisional Office will be checked with the payment / receipts scrolls received directly from the banks. One copy of the scroll will be returned to the bank from which it was received with a certificate of confirmation of the figures shown therein. Discrepancies, if any, should be got reconciled with the banks and the Divisional Officers. The Divisional Officer will also on receipt of his copy of the scroll reconcile it with his record.

5.2 Divisional Accountant

5.2.1 To assist Divisional Officers in the discharge of their responsibilities referred to in paragraph 5.1.1, each PIU will have a Divisional Accountant. The term Divisional Accountant will include Senior Accounts Officer, Accounts Officer, Accounts Manager, Divisional Accounts Officer Grade II, Divisional Accounts Officer Grade I, Senior Divisional and Assistant Account Officer.

5.2.2 (a) The functions of the Divisional Accountants are three fold:-(i) as accountant, i.e., as the compiler of the accounts of the division in accordance with the prescribed rules and from the data furnished to him;

(ii) as internal checker charged with the responsibility of applying certain preliminary checks to the initial accounts, vouchers, etc. (See Chapter 14); and

(iii) as financial assistant, i.e., as the general assistant and adviser to the Divisional Officer in all matters relating to the accounts and budget estimates or to the operation of financial rules generally.

(b) In the discharge of these duties, he is expected to keep himself fully conversant with all sanctions and orders, passing through the office and with other proceedings of the Divisional Officer and his subordinates which may affect the estimate or accounts of actual or anticipated receipts and charges. He should advise the Divisional Officer on the financial effect of all proposals for expenditure and keep a watch, as far as possible, over all the liabilities against the grants and authorizations of the divisional office as they are incurred.

(c) The Divisional Officer should see that he is given the fullest opportunity of becoming conversant with these sanctions, orders and proceedings. To enable him to discharge his duties efficiently, the Divisional Accountant is treated as the senior member of the office establishment of the division though his position is analogous to that of a Sub-Divisional Officer.

5.2.3 The Divisional Accountant is expected to see that the rules and orders in force are observed in respect of all the transactions of the division which come within his sphere of duties. If he considers that any transaction or order affecting receipts and expenditure is such as would be challenged by the Accounts Officer if the internal check entrusted to the Accountant were applied by the former, it is his duty to bring this fact to the notice of the Divisional Officer with a statement of his reasons, and to obtain the orders of that Officer. It will then be his duty to comply with the orders of the Divisional Officer, but if he has been overruled and is not satisfied with the decision, he should at the same time make a brief note of the case in the Register of Divisional Accountant's Audit Objections, form PMGSY/GEN/F-59, and lay the Register before the Divisional Officer, so that the latter may have an opportunity either of accepting the Divisional Accountant's advice on reconsideration and ordering action accordingly, or of recording for the information of the Accounts Officer, his reasons for disregarding that advice. An objection entered in his register should not be considered as finally disposed of until it has been reviewed by the Accounts Officer, for whose inspection the register should be available at all times.

Note: If no inspection (by Accounts Officer) takes place in a year and entries have been made in the Register during the period since the last inspection, the Register or, if the entries are few, an extract therefrom should be submitted to the Accounts Officer in the month of April for review.

5.2.4 (i) The Divisional Accountant is responsible for the safe custody of documents during the period when they remain in the Accounts Branch until submission to the Executive Engineer.

(ii) He is responsible for the arrangements for checking the computed tenders, i.e., for seeing that satisfactory and efficient arrangements are made for checking.

(iii) He should conduct personally a test check of the computed and checked tenders sufficient to satisfy himself reasonably that the checking work has been properly done. In the case of lump sum tenders, he should see that detailed drawings and specifications, duly authenticated by the competent authority, form part of the notice inviting tenders and that the cost of various items forming part of the sanctioned estimate of the work is correctly assessed with reference to the relevant scheduled rates or in the case of non-scheduled items on the basis of rates supported by detailed analysis therefor sanctioned by the competent authority, and

(iv) He should see that the comparative statement correctly incorporates the totals as checked on the individual tenders.

5.2.5 (a) The Divisional Accountant should bring to the Divisional Officer's notice all instances in which subordinate officers exceed the financial limitations on their powers placed by the Divisional Officer or higher authority.

(b) He may further be required by the Divisional Officer to undertake on his behalf, such other scrutiny of the accounts of the receipts and disbursements of subordinate officers falling within the Divisional Officer's own powers of sanction, as the latter may consider necessary.

(c) The Divisional Accountant should not, as a rule, be required to receive, or pay out, cash but in cases where the monetary transactions at the headquarters of the Divisional Office are not large, either in number or in amount, the Divisional Officer may, on his own responsibility and with the previous consent of the Executing Agency, entrust

the receipt and disbursement of cash to the Divisional Accountant. The Divisional Accountant should not, however, be normally authorised to issue final receipts in form PMGSY/IA/F-5 over his own signature.

5.2.6 The Divisional Accountant is further required to inspect periodically under the orders of the Divisional Officer, the accounts records of Sub-Divisional Officers and to check a percentage of the initial accounts. The defects noticed should be reported to the Divisional Officer for orders, but the Divisional Accountant will be responsible, as far as possible, for explaining personally the defects of procedure and for imparting necessary instructions thereon to the Sub-Divisional Officers and their staff.

The result of these inspections should be placed on record for the inspection of the Accounts Officer, but serious financial irregularities should be reported at once for the information of that officer, even though set right under the orders of competent authority. All defalcations or losses of public money, stores or other property should be reported immediately to the Accounts Officer and other authorities concerned in accordance with such rules or procedure as may have been prescribed.

5.2.7 The Divisional Officer has a right to seek the advice of the Accounts Officer in all matters connected with the accounts of his PIU or the application of financial rules and orders concerning which there may be any doubt. It will usually be desirable, however, that he shall first obtain the advice of the Divisional Accountant who is specially trained for this duty, and this should be done in writing in all cases of importance.

5.3 Inspection by the Audit Officer/Auditor/Accounts Officers/Internal Auditors

The Audit Officer/Auditor/Accounts Officers/Internal Auditors arrange for the periodical audit and local inspection of the accounts of Divisional and Sub-Divisional offices, and the Divisional Officer is responsible that the initial accounts and other connected records are made available for audit and inspection. Inspecting Officers are required, if possible, to discuss the drafts of their reports with the heads of the office inspected, before submitting them to the respective heads of their offices. And for this purpose, it is desirable that the head of the office inspected should be present at the time of inspection unless his presence is urgently required elsewhere.

5.4 Communication of Sanctions to Accounts Officer

As a general rule, sanctions and orders, against which audit of receipts or disbursement is conducted, should be available at one place to facilitate the audit or inspections. Therefore, NRRDA, SRRDA and PIU shall in files marked audit copies of all the sanctions issued or received.

Some typical examples of sanctions and orders are:

1. Sanctions to routine maintenance, periodic renewals, special repairs to PMGSY roads and other roads, with their sanctioned estimates.
2. All Central and State Government Orders and Guidelines on the PMGSY Financial Sanctions.
3. Sanctions to contract agreements.

CHAPTER 6

SANCTIONS

6.1 Introductory

- (a) Expenditure can only be incurred on a work or other object:
 - (i) If sanction, either special or general, of competent authority has been obtained authorising the expenditure.
 - (ii) If funds to cover the charges during the year have been provided by competent authority.

Note: When intimation is received from the Executing Agency that Divisional Officer is incurring an unauthorised liability on a work, the Accounts Officer will bring the facts instantly to the notice of the Nodal Department through the head of SRRDA so that the requisite steps may be taken to stop the work. SRRDA also has the authority to stop the release of funds for that work.

- (iii) If the expenditure conforms to the relevant provisions of the financial rules, regulations and orders issued by competent authority.
- (b) A Divisional Officer is not authorized to make payments, from the PMGSY Maintenance Funds, chargeable to the accounts of other Divisional Officers, departments of Government, or of non-Government works, and repayments of others' deposits. A Divisional Officer requires specific bank authorization for payments for the works being executed or for repayment of deposits.
- (c) If the opening balance sheet shows any amount payable to the State Government, the PIU shall make the payment only after obtaining a certificate from the State Accountant General that its accounts show the amount as recoverable from PMGSY, and after obtaining the approval of SRRDA.

6.2 Re-appropriation of Funds

- (a) Re-appropriation of funds from one work to another will be regulated according to the directions received from the authority that funds that expenditure.
- (b) All increase in costs due to time overrun, arbitration or judicial award shall be borne by the State Government, and cannot be adjusted against surpluses or the funds of Panchayats, Marketing Boards, Central Government etc.

Note: Any payment on account of (b) above can be made only after the State Government provides funds before the payment is made.

6.3 Watching of Actuals

6.3.1 It is an important function of the Divisional Officer to keep a constant watch over the progress of works and expenditure, as he is ultimately responsible for ensuring the timely completion of works and keeping the expenditure within the sanctioned estimates. He should accordingly keep himself informed of such circumstances as may affect the progress of works and expenditure in order to take early steps for remedial action.

6.3.2 It will be found convenient, in practice, to adopt the plan indicated below:

- (a) The progress of expenditure on works or other items, for which there are specific sanctions, should be watched individually month by month, through the Register of Works.
- (b) In this review of expenditure un-discharged liabilities play an important part and their effect on individual and lump sum sanctions should, therefore, be watched.

CHAPTER 7

CASH

7.1 Introductory

7.1.1 The term “cash” as used in this chapter, includes legal tender coin, notes, and drafts payable on demand. A small supply of one rupee revenue stamps may be kept as part of the cash balance.

Note 1: (1) Government securities, (2) deposit receipts of banks (3) debentures and (4) bonds, accepted as security deposit as per terms and conditions of bidding documents or contracts are not to be treated as cash.

Note 2: Divisional Officer may realise in cash (namely in legal tender coins or notes) or by drafts (and not cheques) drawn on any local branch of a scheduled bank, dues or other money receivable on PMGSY maintenance account. Unless specially authorised to receive higher amounts in cash, Divisional Officer may normally receive cash up to an amount not exceeding Rs.1,000 (One thousand) in each case. The acceptance of counterfeit coins or notes shall be regarded as a loss of cash.

Note 3: Bank drafts tendered in payment of PMGSY maintenance fund revenues, dues, etc.-(1) (a) Bank drafts drawn on local branch of a scheduled bank may be accepted by Divisional Officer in payment of PMGSY dues subject to the provisions of special instructions, if any, issued by SRRDA in consultation with the State Government. The bank draft should be crossed by the drawer before tendering. However, until they are cleared, the maintenance fund cannot admit that payment has been received; consequently, the receipt of the draft alone may be acknowledged when it is tendered. A formal payment receipt shall be given to the tenderer (or sent to his address wherever such an arrangement is envisaged) after the draft has been cleared. The preliminary acknowledgement of the receipt of the draft will be given in the form indicated below by the Divisional Officer:

“Received draft number _____ for Rs. _____ drawn on _____ on account of _____”.

Note 4: All bank drafts will be drawn in favour of the _____ [SRRDA] and deposited by the PIU in [SRRDA]’s account.

7.1.2 The Divisional Officer is the primary Disbursing Officer of the PIU, and all realisations and payments on Maintenance Fund Account made by his subordinates are made on his behalf and on his responsibility.

7.1.3 Every Officer is personally responsible for the money which passes through his hands and for the prompt record of receipts and payments in the prescribed accounts as well as for the correctness of the account in every respect. The private cash or accounts of members of the PIU or the State funds should not be mixed up with cash of the Maintenance Fund Accounts.

7.1.4 (a) If the Divisional Officer receives information from the Accounts Officer that moneys have been incorrectly withdrawn and that a certain sum should be recovered in respect of any bill passed by him, he shall effect the recovery without delay and without regard to any correspondence undertaken or contemplated with reference to the retrenchment order; and he shall, without delay, repay the sum in such manner as the Accounts Officer may direct.

(b) A Divisional Officer supplied with funds for expenditure shall be responsible for such funds until an account of them has been rendered to the satisfaction of the Accounts Officer concerned. He shall also be responsible for seeing that payments are made to persons entitled to receive them.

7.2 Modes of Obtaining Cash

7.2.1 (a) The Divisional Officer will be placed in direct account with the accredited Bank of the SRRDA on which it will draw cheques for payment of all bills passed by him after exercising the requisite prescribed checks.

Note 1: (a) The Empowered Officer of the SRRDA will also inform the Bank and the PIU of the names of **Authorised Payees** (contractors and suppliers with whom Agreements have been duly entered into, as well as Statutory Authorities, such as ITO, etc.) and their designated payee accounts, and also the amounts that are admissible against each of the contractors and suppliers. This will be in conformity with the Work Agreements. He may lay down suitable limits on monthly payments in line with the agreed Works Programme for the respective packages. Standing instructions will be issued to the Bank Branches by the Empowered Officer in this regard.

(b) No Expenditure can be incurred out of the PMGSY Maintenance Fund Account in anticipation of subsequent approval by the competent authority.

7.2.2 The Divisional Officer is permitted to make payments from the PMGSY Maintenance Fund Account only of bills of PMGSY Maintenance Works, duly approved by the competent authority.

7.2.3 The appropriation of receipts to expenditure in the PMGSY accounts is strictly prohibited.

7.2.4 No officer is authorised to draw cheques on any bank other than the accredited bank with which he is placed in funds. The transactions involving payments to be made by Divisional Officer outside the Divisional headquarters should be settled by bank drafts.

7.2.5 The employment of Group 'D'/IVth officials to fetch or carry money should be discouraged. When it is absolutely necessary to employ a Group 'D' employee for this purpose, a man of some length of service and proved trustworthiness should only be selected and in all cases, when the amount to be handled is large one or more guards should be sent to accompany the messenger.

7.2.6 Petty expenses on works may be paid in cash. For these it is permissible to draw money from the accredited bank by cheque to replenish the cash chest. The Divisional Officer must, however, draw cheques for the minimum of cash actually required to meet current requirement. SRRDA will set this limit.

7.2.7 In drawing cheques, drawing offices should be guided by the following rules:

(1) Cheques on the accredited bank shall be drawn on forms contained in cheque books supplied by the accredited bank to the authorized signatory of the PIU.

Note: All cheques above the prescribed amount laid down in the Income-Tax Act and the cheques to authorized payees shall be crossed "Account Payee Only". In all other cases, cheques in excess of Rs. 1,000/- (One thousand) shall be crossed "Account Payee Only"; however, the Divisional Office may issue an un-crossed cheques if the party receiving it so desires. Open cheques will invariably be made over to the individual payee and the Divisional Officer should ensure that proper record exists for the receipt of the cheque by the payee.

7.2.8 Period of validity of a cheque:- The period of currency of cheques will be determined according to regulations the accredited bank follows. This is six months at present.

7.2.9 Revalidation of the time-barred cheque by the Cheque drawing Divisional Officer is not permissible irrespective of the date of its drawal. A fresh Cheque should be issued in all such cases.

Procedure for cancellation of a cheque.

7.2.10 (1) When it is necessary to cancel a cheque:

- (i) in cases where the cheque is not issued, its cancellation should be recorded with dated signature on the counterfoil and the cheque should be destroyed;
- (ii) where it is issued and withdrawn, after similar note on its counterfoil, it should be defaced; and forwarded to the Accounts Officer by the PIU and the entries in the accounts should be suitably reversed;
- (iii) if the cheque is not in the drawer's possession, after satisfying himself with reference to his records (namely, payment and bank scrolls and register of cheques delivered) that it is not paid, he should promptly send an intimation by registered post (acknowledgement due) to the branch bank on which it is drawn to stop payment of the cheque. He should also inform the Accounts Officer. If the currency of the cheque has not expired at the time of sending the intimation, the bank shall acknowledge in writing that it has kept a note of the 'stop payment' order.

(2) A cheque remaining unpaid for any cause, six months after the month of its issue and not surrendered for issue of a fresh cheque should be cancelled in the manner indicated in clause (iii) with the difference that no acknowledgement of the stop payment order may be insisted from the bank. Its amount should also be written back in the accounts.

(3) A time-barred cheque returned to the drawing officer for renewal should not be destroyed. A reverse entry in the accounts should be suitably passed, crediting the amount to the head to which it was debited when the cheque was issued. The cheque drawing officer should cancel the cheque under his signature. The cancelled cheque should be treated as a voucher/sub-voucher for issuing a fresh cheque in lieu thereof and the fact of issuing fresh cheque should be mentioned on it.

7.2.11 (i) If a request is received by the cheque drawing officer for issue of a fresh cheque in lieu of a cheque which is alleged to have been lost, within a period of one year from the date of issue of original cheque, he should send an intimation by registered post (acknowledgement due) to the bank drawn upon regarding the alleged loss of the cheque and advise it to stop payment if the cheque is presented for payment thereafter. If the currency of the cheque has not expired at the time of sending such intimation, the bank shall acknowledge in writing in the form given below:

“We acknowledge receipt of your Letter No. _____ dated _____ and advice having noted to stop payment of cheque No. _____ dated _____ for Rs. _____ (Rupees _____) favouring _____ (the name of the payee). In this connection, it is certified, that cheque No. _____ dated _____ for Rs. _____ reported by the drawing officer to have been drawn by him on this bank in favour of _____ will not be paid if presented thereafter.”

(ii) In case, however, the currency of the cheque alleged to have been lost has expired when the intimation regarding the loss of the cheque is sent to the bank, no acknowledgement of the “stop payment order” may be insisted upon from the bank; the postal acknowledgement may be treated as sufficient for the record of the cheque drawing officer. On receipt of acknowledgement from the bank the cheque drawing officer will send a copy thereof to the Accounts Officer for issue of a non-payment certificate. On receiving a copy of this acknowledgement from the said cheque drawing officer, the Accounts Officer concerned will, after verification of his relevant records i.e. register of cheque paid, etc. and after keeping a suitable note against the relevant- entry in that register, issue a non-payment certificate to the Divisional Officer in the following form:

“Certified that cheque No. _____ dated _____ for Rs. _____ reported by _____ (the drawing officer) to have been drawn by him on _____ branch of _____ bank in favour of _____ has been /not been paid”.

Accounts officer will also obtain a similar certificate from the bank.

The Divisional Officer will note particulars of the non-payment certificate received by him against the relevant entry in the office copy of the schedule of cheques issued attached to the monthly balance sheet that the original cheque has not been paid and it has been ‘stopped’ from payment. A similar note will also be made by him on the counterfoil of that cheque and office copy of the relevant paid voucher before issuing a fresh cheque in lieu thereof, and in the manual system of accounting, against the original entry in the Cash Book.

(iii) The party requesting for the issuance of a fresh cheque in lieu of the lost one should execute an indemnity bond in form prescribed by the State Government. However, in the case of a Government Department, Public Undertaking wholly owned by Government or the bank, the execution of such an indemnity bond is not necessary but a fresh cheque should in these cases be issued only on receipt of a certificate that the cheque alleged to have been lost was not received by them or having’ received the same, it was lost and further that it will be returned to the cheque drawing officer if found afterwards.

(iv) On completion of the requirements in clauses (i) to (iii) above, the cheque drawing officer may issue a fresh cheque in lieu of the lost one by passing the necessary entries, namely reversing the entry for the issue of the original cheques and a new entry for the issue of the new cheque.

(v) If it is found afterwards, that the original cheque had been paid, the Cheque drawing Officer will take up the matter with the paying branch telegraphically and stop payment of the renewed cheque if not already paid. He will

also reverse the entries made in the relevant record (including counterfoils) on this account on receipt of confirmation of this fact from the paying branch. In case the renewed cheque is reported to have been paid by then, he will place the paid amount under the head of account "Miscellaneous Works Advances" till the matter is investigated and the amount is recovered or written off.

7.3 Receipt of Money

I. Accounting Procedure

7.3.1 When money is received by PIU or SRRDA on behalf of Maintenance Fund, it should at once be brought to account in the Cash Book and a receipt in form PMGSY/IA/F5 should invariably be granted to the payer. If, however, the amount be realised by recovery from a payment made on a bill or other voucher setting forth full particulars of the deduction, a receipt should be granted only if specially desired by the payee, but the fact of the recovery having been made by deduction from the payment voucher should be clearly recorded on the receipt.

Note 1: Final acquaintance for drafts on local banks accepted under proper authority should not be given to the payer until they have been cleared.

Note 2: Before an officer signs a receipt in form PMGSY/IA/F-5 for cash actually received by him, he should see that the receipt of the money has been duly recorded in his Cash Book, and in token of this check the entry in the Cash Books should be initialed and dated at the same time.

Note 3: No earnest money should be accepted in cash.

7.3.2 Drafts of private individuals if accepted by PIU in payment of PMGSY Maintenance Fund dues on Maintenance Fund account should be treated as cash, vide paragraph 7.1.1 and entered in the Cash Book in the ordinary way just like other cash transactions with the necessary classification. When these are sent to the bank for credit to the account of SRRDA, they should be shown in the cash column on the payment side of the Cash Book as "Remittances to SRRDA with the classification as 101.03 State Maintenance Fund or equivalent head to which the receipt relates. It is in order, however, to relieve the Cash Book of a large number of detailed entries in cases in which the transactions of receipt of private cheques are frequent and numerous. The cheques may be initially entered in a "Register of Cheques Received and Adjusted" in PMGSY/IA/F 3B and only the daily totals of receipts and remittances entered in the Cash Book. This Register will also facilitate the watching of the clearance of the cheques.

Note: When drafts accepted from private individuals are dis-honoured on presentation to the banks, the original entries on both the sides of the Cash Book should be reversed.

7.3.3 Receipts in form PMGSY/IA/F-5 can be issued only by Divisional Officers,

Note: A Divisional Officer should not issue any duplicates or copies of receipts granted for money received on the allegation that the originals have been lost. If any necessity arises for such a document, a certificate may be given that on a specified day a certain sum on a certain account was received from a certain person. This prohibition extends only to the issue of duplicates on the allegation that the originals have been lost and does not-apply to cases authorised by special orders of the Government in which duplicates have to be prepared and tendered with originals.

7.3.4 If an officer of the PIU, who is not in charge of a Cash Book, receives money on behalf of PMGSY Maintenance Fund at exceptional times, he should not mix it up with the imprest or any other cash in his charge, but pay or remit it, at the earliest opportunity, to nearest Divisional Officer of the PIU. The full particulars of receipt including the date of its realisation should be forwarded immediately to enable him to make the necessary entries in the Cash Book. The record of the transaction will be in the correspondence and not in the imprest account of receiving officer.

II. Disposal of Receipts

7.3.5 Moneys realised by officers of the PIU or the SRRDA should be paid, as soon as possible, into the accredited bank. A Divisional Officer, however, is not permitted to make use of cash receipt even temporarily for current expenditure.

Note: This rule does not apply to receipts realised by short payment on bills or other vouchers.

7.4 Payments

I. Manner of Payment

7.4.1 All payments which officers authorised to draw cheques have to make should be made by cheques; but see also paragraph 7.2.6.

7.4.2 It is also permissible to make payments to suppliers of stores by obtaining bank drafts at the latter's request as the accredited bank will issue the draft without any charge.

7.4.3 As a rule, no cheque should be drawn until it is intended to be paid away and cheques drawn in favour of contractors and others should be made over to them by the disbursing officer direct; but the disbursing officer may be assisted in making disbursements by a cashier appointed for the purpose under paragraph 7.8.2. The occasional delivery of cheques through a subordinate may be permitted at the discretion and on the responsibility of the disbursing officer. In such cases the subordinate should make no entry in any accounts which he keeps, as a payment made by cheques should appear in the cash account of the Disbursing Officer who draws the cheques and the subordinate's record will be in his correspondence.

Note 1: It is a serious irregularity to draw cheques and deposit them in the cash chest at the close of the financial year for the purpose of showing the full amount of grant as utilized.

Note 2: Only one cheque will be issued against one bill.

II. Bills

7.4.4 General instructions regarding the form of bills and their preparation, completion and stamping are laid down in the Treasury Rules of the State Governments. As far as possible, the particular form of bill applicable to the case should be used. Suppliers of stores and others should be encouraged to submit their bills and claims in proper prescribed forms. But, bills not prepared on such forms should not be rejected if they set forth the necessary details of the claims. In such cases, the additional particulars required should be added by the Disbursing Officer. Except in the case of lump sum contracts, every bill or other demand for payment should set forth the unit rate at which payment is to be made.

III. Vouchers

7.4.5 As a general rule, every payment including repayment of money previously lodged with the PIU or SRRDA, for whatever purpose, must be supported by a voucher setting forth full and clear particulars of the claim and all information necessary for its proper classification and identification in the accounts. The full name of the work as given in the estimate and other particulars specified in paragraph 11.1.2 or the head of account, to which the charges admitted on a voucher are debitable or to which the deductions or other credits shown on the voucher are credited should be clearly indicated on it in the space provided for the purpose or in some prominent position.

When a voucher exhibits any expenditure from which revenue may *prima facie* be expected to accrue as, for instance, when payment appears in a bill for removing material from a building or other work, either dismantled or undergoing repairs or for clearing jungle or cutting trees or rocks, a note should be recorded to indicate how the old materials removed or the trees cut, etc., have been disposed of and if sold, when the sale proceeds will be credited to PIU.

Note: When it is not possible to support a payment by a voucher or by the payee's receipt, a certificate of payment, prepared in manuscript, signed by the Disbursing Officer and countersigned, if necessary, by his Superior Officer, together with a memorandum explaining the circumstances, should always be placed on record and submitted to the Accounts Officer, where necessary. Full particulars of the claims should invariably be set forth, and where this necessitates the use of a regular bill form, the certificate itself may be recorded thereon.

7.4.6 Every voucher must bear a pay order signed and dated by the responsible Divisional Officer. This order should specify the amount payable both in words and figures. All pay orders must be signed by hand and in ink.

Note: Cashiers and others authorised to make disbursements on passed bills, vide paragraph 7.4.3 should make no payment without a proper pay order of the Disbursing Officer recorded clearly on the bill or other voucher.

7.4.7 Every voucher should also bear, or have attached to it, an acknowledgement of the payment, signed by the person by whom or in whose behalf the claim is put forward. This acknowledgement should be taken at the time of the payment. When the payee signs in an Indian script, he should be required to note the amount acknowledged in the script in the international numerals in his own handwriting, unless the State Government has prescribed otherwise by rule.

Note 1: If a Disbursing Officer anticipates any difficulty in obtaining, from the person to whom money is due, a receipt in the proper form, it is open to him to decline to hand him the cheque or cash, or to make a remittance to him, as the case may be, until the acknowledgement of the payment, with all necessary particulars, has been given by him. In all cases of payment by remittance, a note of the date and mode of remittance must be made on the bill or voucher at the time of remittance. In cases of remittance by postal money order; the purpose of the remittance should be briefly stated in the acknowledgement portion thereof.

Note 2: In the case of article received by value payable post, the value payable cover together with the invoice or bill showing the details of the items paid for may be accepted as a voucher. The Disbursing Officer should endorse a note on the cover to the effect that the payment was made through the post office and this will also cover charges for the money order commission.

Note 3: A certified copy (marked Duplicate) of a receipted voucher may be retained by the Disbursing Officer, should this be necessary to complete the record of his office, but the payee should not be required to sign such a copy or give a duplicate acknowledgement of the payment.

7.5 Remittances to Accredited Bank

7.5.1 The officer in charge of a Cash Book should enter in it all his remittances, including cheques/drafts to the accredited bank as they are made, vide paragraphs 7.3.4 and 7.3.5, He should also keep a book in suitable format to keep details of remittances at one place.

7.6 Cash Book

(a) Upkeep

7.6.1 An account of the cash transactions should be maintained in the Cash Book form PMGSY/IA/F-3A by Divisional Officers in the capacity of Cheque Drawing and Disbursing Officers. Officers entrusted with imprest or temporary advance should maintain and render accounts of their disbursements in Imprest Cash Account form PMGSY/IA/F-4.

7.6.2 The Cash Book is one of the most important account records of the PMGSY Maintenance Fund. The detailed instructions given in the notes below form PMGSY/IA/F-3A should be observed strictly in practice by all concerned.

(b) Balancing

7.6.3 The Cash Book must be balanced on the date prescribed for closing the cash accounts of the month, but when the transactions are numerous, a weekly or daily balance is recommended and it is advisable that the cash be counted whenever a balance is struck, or at convenient intervals, as this affords an independent check on the accuracy of the postings. The results of such intermediate counting should be recorded in the form of a note (specifying the actual cash) in the body of the Cash Book (Column 10), so as not to interfere with the up-to-date totals; the actual balance of cash in the chest should invariably be stated in the note both in words and figures.

(c) Rectification of Errors

7.6.4 An entry once made in the Cash Book should in no circumstances be erased; crossed or correction fluid applied. If a mistake is discovered before ledger posting has been done and before the Cash Book is closed, it should be corrected by drawing the pen through the incorrect entry and inserting the correct one in red ink between the lines. The Disbursing Officer should initial every such correction and invariably date his initials. If ledger posting has been done, or the accounts of the month have been closed no corrections of errors in amount, classification or name of work, should be made in that book but a transfer entry should be prepared for the necessary correction, a suitable remark in red ink (quoting reference to the correction, in accounts) being recorded against the original erroneous entry in Cash Book.

Note: Where the Cash Book is kept on the computer, either offline or online, no correction will be made by deleting any entry already made, because the Cash Book is balanced with each transaction instantly. Therefore, all corrections will be made through transfer entry orders only.

(d) Cash Verification

7.6.5 The Disbursing Officer should check all the entries in his Cash Book as soon as possible after the date of their occurrence, and he should initial the Cash Book, dating his initials after the last entry checked. The Cash Book should be signed by him at the end of the month and such signature should be understood fixing responsibility for all entries of the month inclusive of the closing balance.

Note: The following is the memorandum of some of the more important parts of the verification by the Drawing & Disbursing Officers.

- (1) Compare each entry of payment with the gross amount chargeable as shown in the connected voucher, seeing, at the same time, that it bears (i) a payment order recorded by himself and (ii) the certificate of disbursement signed by himself or an authorised subordinate, and ticking off each voucher as it is passed.
- (2) See, while examining the postings of vouchers on the payment side, that all deductions shown in the vouchers (other than deductions creditable to the head of accounts or work to which the payment relates) are posted as receipts on the receipt side of the Cash Book.
- (3) Compare each entry of payment recorded in the Bank with the Bank Challan and satisfy himself that the amounts have been actually credited into the Bank Account.
- (4) Verify the totaling of the Cash Book or have this done by some principal subordinate (other than the writer of the Cash Book) who should initial (and date) it as correct.
- (5) Verify the total of the postings in the "Bank authorisation" column on the payment side by reference to the memoranda recorded by himself on reverse of the counterfoils of cheques.
- (6) Where the Cash Book is kept on the computer, the above directions will apply to the monthly print out of the Cash Book, which should be kept in a separate file.

7.6.6 The actual balance of cash in cash chest should be counted on the last working day of each month (i.e. immediately after closing the cash account of the month under paragraph 7.6.3.), but where this is not possible, the cash balance may be counted on the first working day of the following month before any disbursement is made on that date. The details of the actual balance should be recorded in form PMGSY/SCH/F-57, and a certificate of the count of cash, specifying both in words and figures, the actual cash balance (exclusive of imprest and temporary advances), and of reconciliation of the balance, so counted with the book balance, should be recorded below the closing entries of the month. The certificate should be signed by the Disbursing Officer who should invariably date his signature.

Note: Should it not be possible for the Disbursing Officer, owing to his absence, to make the count of cash on the dates prescribed in this paragraph, he should do so at the earliest opportunity recording the reason for the delay on the Cash Balance Report.

7.6.7 Whenever, on the contents of the cash chest being counted, the balance as per Cash Book is found to be incorrect, it must unless the error can be detected and set right at once under paragraph 7.6.4 be made to agree with the actual count of balance by making the necessary receipt or payment entry, "To cash found surplus in chest under Miscellaneous Deposits - account code 112.04" or "By cash found deficient in chest" under "Miscellaneous Works Advances Against Staff", account code 122.02", as the case may be. The administrative action to be taken on the occurrence of a deficiency must depend on the nature of each case.

Imprest

7.6.8 An imprest is a standing advance of a fixed sum of money given to an individual to enable him to make certain classes of disbursements which may be entrusted to his charge by the Divisional Officer in accordance with such rules, and subject to such restrictions, as may be laid down by the administrative department of the State Government. The amount of an imprest should be kept as low as possible and should in no case exceed five thousand rupees without the special sanction of the administrative department of the State Government.

7.6.9 The account of imprest cash should be kept in duplicate by the imprest holder in form PMGSY/IA/F-4, "Imprest Cash Account", in accordance with the directions given in that form. The counterfoil should be retained by the imprest holder and the original supported by the necessary vouchers, should be forwarded to the officer from whom the imprest is held, whenever the imprest holder finds it necessary to have the account recouped, or when it is proposed to increase or decrease the amount of the imprest or to close the account altogether. The account must, in any case, be rendered to the officer from whom the imprest is held in time to enable him to incorporate the account in his Cash Book before it is closed for the month on the date fixed for the purpose.

7.6.10 The Recouping Officer should examine the imprest cash account and the supporting vouchers, initial and date the vouchers in token of approval and by a formal pay order (vide paragraph 7.4.7) recorded on the account authorise the recouping, enhancement, reduction or closing of the imprest, as the case may be. The account should then be abstracted and incorporated in the Cash Book in the manner prescribed.

Note: If any item in an imprest account appears to the Recouping Officer to be open to objection, the imprest should nevertheless be recouped in full, and the items under objection may be entered in his Cash Book as "Item awaiting adjustment in the Imprest Account" under "Misc. Works Advances to Staff" to be watched under that head until either the objection is removed or the amount is made good by the imprest holder.

7.6.11 The imprest-holder is responsible for the safe custody of imprest money and he must at all times be ready to produce the total amount of the imprest in vouchers or in cash.

Temporary Advance

7.6.12 When a Disbursing Officer makes a remittance to Subordinate Officer to enable him to make a number of specific petty payments on a muster roll or other voucher which has already been passed for payment, the amount remitted should be treated as a Temporary Advance and accounted for in form PMGSY/IA/F-4 in the same way as an imprest. The account of Temporary Advance should be closed as soon as possible.

Note: This rule applies also to cash taken out of the chest by the Disbursing Officer himself to make payments at a distance.

7.7 Cheque Books and Receipt Books

7.7.1 Cheque books required by Divisional Officer declared as cheque drawing and disbursing officers authorised to draw on accredited bank are obtained by them from local branch of the accredited Bank. The Divisional Officer should keep a record of their receipt and also of Cash Memo Books received from the State Rural Road Development Agency (vide chapter 17 Miscellaneous).

7.7.2 Cheque (or Receipt) Books should on receipt be carefully examined by the Divisional Officer concerned who should count the number of forms contained in each and record a certificate of count of the leaf on the first page of the book.

7.7.3 Cheque Books must be kept under lock and key in the personal custody of the Divisional Officer concerned. Receipt Books should be similarly kept by the Officer authorised to sign the receipt.

7.8 Custody of Cash

7.8.1 Public money in the custody of the PIU/SRRDA should be kept in strong treasure chest secured by two locks of different patterns. All the keys of the same lock must, except where the procedure prescribed in the Note below this paragraph is adopted be kept in the same person's custody, and, as a general rule, the keys of one lock should be kept apart from the keys of the other lock and in a different person's custody when practicable. The chest should never be opened unless both the custodians of the keys are present. When there is a guard, the daffadar or other petty officer of the guard should usually be the custodian of one set of keys and he must always be present when the chest is opened and until it is again locked. Whenever cashier is attached to a division the keys of one of the locks of the treasure chest will necessarily remain in his possession.

Note: The duplicate keys of Divisional chest should be placed in separate sealed covers and lodged with different officers of higher rank or with the relevant branch of the accredited bank. A duplicate key register should be maintained and once a year, in the month of April the keys should be sent for examination and returned under fresh sealed

covers to the respective officer / bank with whom they are meant to be lodged and a note kept in the register that they have been inspected and found genuine and sent back to the nominated authorities.

7.8.2 Cashiers may be appointed whenever in the opinion of the SRRDA the cash transaction of a PIU is sufficiently extensive to require it.

7.8.3 One cashier may make the cash payments of two or more Divisions wherever such an arrangement is found to be practicable.

7.8.4 The Divisional Officer should count the cash in the hands of cashier at least once a month. The result of such counting should be recorded in the form of a note in the Cash Book showing the date of examination and the amount (in words) found.

7.8.5 The Divisional Accountant should affix his dated initial after the last entry of the day's transaction in the Divisional Cash Book in token of check.

CHAPTER 8

STORES

8.1 Introductory

8.1.1 (a) The Standard Bidding Document for the maintenance of PMGSY roads requires the contractor to provide the material for the works. The contract rates are through rates. It is not the responsibility of the PIU or the SRRDA to buy and stock the materials, and supply them to the contractors. (This also applies to the periodic renewal of roads and special repairs). However, where it is decided to provide the material to the contractor, prior approval from State Government should be obtained and the contract conditions modified accordingly. The Standard Bidding Document would specify the rate that will be recovered from the contractor for each item of supply.

(b) Where the contract provides for supplying the material to the contractor, he will obtain it from the State Government's public works stores, or equivalent, against prior payment to the concerned division.

(c) Where for any reason, to be specified in writing, the Executing Authority decides that a PIU should purchase the material from the Maintenance funds, then prior approval of the State Government should be taken about the maximum amount that will be blocked on the purchases. The PIU will issue the stocks on credit only to the contractors for the works being executed in its division. It will supply the material for other PMGSY Maintenance Fund works only against prior payment. There will not be any inter-PIU transfers of stock. Similarly, one PIU will not recover the cost of material supplied by another PIU division or the State Public Works division.

(d) The general administration of all the stores of a division is vested in the Divisional Officer, on whom primarily devolves the duty of arranging, in accordance with such rules and instructions as the Executing Agency may issue for (1) the acquisition of stores, (2) their custody and distribution according to the requirements of works and (3) their disposal.

8.1.2 Officers entrusted by the Divisional Officer with the care, use or consumption of stores, are responsible for maintaining correct records and preparing correct returns in respect of the stores entrusted to them.

8.1.3 All transactions of receipts and issues should be recorded, strictly in accordance with the rules or procedure prescribed in General Financial Rules of the State in the order of occurrence and as soon as they take place. Fictitious stock adjustments are strictly prohibited, such as, for example, (1) the debiting to a work of the cost of materials not required, or in excess of actual requirements, (2) the debiting to a particular work for which funds are available of the value of materials intended to be utilized on another work for which no allotment has been sanctioned, (3) the writing back of the value of materials used on a work to avoid excess outlay over sanctions, etc. Any breach of this rule constitutes a serious irregularity, which will be brought prominently to the notice of the appropriate authority concerned by the Accounts Officer.

8.1.4 (a) The accounts of stores are based on the fundamental principle that the cost of their acquisition should be debited to the head Stores and Stock. The issue of materials for departmental works will be debited to Material at Site Account and credited to the head Stores and Stock. The materials issued to contractors - of the same division where the stocks are kept - will be debited to the head of account Material Issued to Contractors and credited to Stores and Stock. The account heads Materials Issued to Works and Materials Issued to Contractors will be cleared on the utilization of materials on the works and after the measurements are recorded in the Measurement Books.

(b) In accordance with this general rule the cost of the supply of all stores, required as tools and plant for the general use of the division, is debited at once to the minor head machinery and equipment subordinate to the major head under which such charges of the division are classified; and special items of tools and plant, which are required not for general purpose but for a specific work, are debited to that work.

8.1.5 All the stores fall in the category of Stores and Stock.

8.1.6 A numerical or quantity account of receipts issues and balances has to be maintained for all stores with a view to control the balances efficiently until the stores are disposed of finally either by consumption on works or otherwise. This quantity account has further to be reconciled periodically with the value accounts. The rules in this chapter are framed on the principle that, as far as possible, the initial records of all stores, as also the returns of sub-divisions should take account of quantities only, and that the value accounts should be maintained in the Divisional Office.

8.2 Stock

I. General

8.2.1 The stock of a division is some times kept in a single godown or yard in the charge of a storekeeper or other officer, or each Sub-Divisional Officer may have a separate stock in his charge, either at his headquarters or scattered over the sub-division in the direct custody of subordinates or other sectional officers. Again the stock, although scattered over the entire division, may be in the general charge of a single official and the Sub-Divisional Officers may merely indent upon him, the account being kept by the former. The rules prescribed below will apply whatever be the arrangement in force in the division.

8.2.2 Stock accounts may be maintained in a Sub-divisional Office, even though the officer in charge is not authorised to keep a cash account. A separate account should be kept in the Divisional Office of any stock which is directly under the charge of the Divisional Officer or of an officer under his orders and not under the orders of a Sub-Divisional Officer.

II. Priced Vocabulary of Stores

8.2.3 In order to ensure accuracy of posting of all transactions and to facilitate the preparation and valuation of indents, a list of materials in stock, showing their correct description and identifying numbers (commonly known as Priced Vocabulary of Stores), should be evolved on the basis of an up-to-date classification of stores, which should be uniformly adopted throughout the Organisation. The Issue Rates should be filled in by the Divisions concerned who should circulate them for use by other PIUs obtaining supply of stores from them against prior payment. These vocabularies should be kept up-to-date by issue of correction slips as and when necessary.

III. Quantity Accounts

(a) Receipts

8.2.4 Materials may be received on stock from the following sources:-

- (a) Suppliers
- (b) Returns from Departmental Works

In all cases there should be proper authority for the receipt, by the store keeper or the sectional officer concerned, of materials to be brought on stock. This authority should be given in writing by the Divisional Officer or, if so authorised under local orders, by the Sub-Divisional Officer.

8.2.5 All materials received should be examined so as to ensure that they conform with the quality and specification prescribed, and counted or measured, as the case may be, when delivery is taken. The record of the detailed count or measurement or weightment should be kept in the Goods Received Sheet, form PMGSY/SS/F-35 and the total of number or quantity received should be entered in the Bin Card, form PMGSY/SS/F-39 immediately thereafter. Such acknowledgement as may have to be given to a supplier for stores received from him can be signed only by the Divisional or Sub-Divisional Officer. Any certificate that the store-keeper or Sectional Officer concerned may be called upon to record in respect of the receipt of stores should be in the following form :-

“Received on _____ and duly recorded in the Bin Card. See Goods Received Sheet No. _____.
Date (Signature)”

Note: Tools and plant will not be purchased from the PMGSY Maintenance Funds.

8.2.6 The Goods Received Sheets will be printed in the form of booklets and will be duly machine-numbered, with the office copy intact and others perforated. These will be prepared in triplicate by carbon process in indelible ink, or copying pencil, one copy being retained by the store-keeper and the other two sent to the Sub-divisional Office, out of which one copy will be passed on to the supplier and the other to the Divisional Office for posting the Priced Stores Ledger and making payments.

Note 1: Two types of booklets will be printed, one containing three copies of each Goods Received Sheet and the other containing four copies. The words 'Original', 'Duplicate', 'Triplicate' or 'Quadruplicate' should be printed on them.

Note 2: The instructions regarding the making of entries in the Measurement Books (*vide* 11.2.8) apply *mutatis mutandis* to the entries to be recorded in the Goods Received Sheets.

8.2.7 A separate Goods Received Sheet should be prepared in respect of goods purchased from one supplier. To facilitate the preparation of the Summary of Stock Receipts, separate Goods Received Sheets should be prepared in respect of items falling under each sub-head of Stock or the articles falling under each sub-head should be grouped together in the Sheets as far as possible. In filling up the Goods Received Sheets, the description and Code numbers of materials as given in the Priced Vocabulary of Stores, should be strictly adhered to.

Note: In order to comply with the requirements of the above paragraph, it should be seen that separate Supply Orders are placed for goods falling under each sub-head of Stock as far as possible.

8.2.8 Payments for all stock received are made on the basis of entries recorded in the Goods Received Sheets, *vide* paragraph 8.2.16 and according to the terms of payment as finalised in the Supply Order/Contract agreement. These sheets should, therefore, be treated as very important account records. All the booklets containing the Goods Received Sheets should be numbered serially and their record kept in the Register of Goods Received Sheets in form PMGSY/SS/F-41 in the Divisional Office showing the date of issue, serial number of each booklet, the name of the Sub-division to which issued, and the date of return of the used booklets with office copies, so that its eventual return to the Divisional Office may be watched.

Note: A similar register should also be maintained in the Sub-divisional Office showing the names of subordinates to whom the booklets are issued. Those no longer in use should be withdrawn promptly even though not completely written up.

(b) Issues

8.2.9 Materials may be issued from stock of a PIU for the following purposes:

- (a) for use on its own PMGSY works being executed departmentally or through the contractors (paragraph 11.3.1);
- (b) for dispatch to other divisions for PMGSY departmental works, against payment received in advance; and
- (c) for sale to contractors of other divisions against payment received in advance.

The materials should be issued only on receipt of an Stores Indent (form PMGSY/SS/F-37) signed by the Divisional or the Sub-Divisional Officer.

8.2.10 Indents will be printed in the form of booklets and will be duly machine numbered, and kept in stock by the Divisional Officer, who issues the indent books stamped with stamp of his office. Indents should be prepared in quintuplicate (i.e. five copies) by carbon process, the description of stores etc. being filled in with reference to the Priced Stores Vocabulary, referred to in paragraph 8.2.3. A record of the stores indented should be simultaneously kept in the Register of Indents form PMGSY/SS/F-38-A. The fifth copy of the indent should be retained as the office copy and the other four (which should be marked "original", "duplicate" and so on) presented to the Supplying Division.

Indents should be filled up carefully as all subsequent accounting depends upon it. In the column "Head of Account" etc. besides entering the name of the account head to which the issue of stores is debitible, full names of divisions and offices to which stock is to be issued and of contractors, should be added in all cases in which stores are ordered to be issued otherwise than for the requirements of work within the division. The column headed "Name of

Work/Job”, etc., should be filled in only when the stores are required for PMGSY maintenance works within the division, and in such cases the full name of the work as / given in the estimate, should be entered as well as the name of the contractor from whom the value is recoverable (vide paragraph 11.3.1).

In order to keep a watch on the materials issued to works, a Register of Material at Site Account in form PMGSY/SS/F-43 is kept to avoid excessive issues of materials to contractors and to keep a watch over the issues. In this register a record of the materials drawn for use on works done departmentally may also be kept if considered necessary by the Sub-Divisional Officer. The Divisional Officer himself should exercise a general check to examine that the issues are roughly correct. For detailed check of the quantities issued, it is the responsibility of the S.D.O. to ensure that the materials are not issued in excess of the quantities actually required.

Note: In order to facilitate the preparation of the summary of Indents (paragraph 8.2.27 and 8.2.28), separate indents should be prepared for items falling under each sub-head of Stock as far as possible or the articles falling under each sub-head of Stock should be grouped together in the indent.

8.2.11 When issuing materials from a stock, the store-keeper or Sectional Officer should examine the indent (form PMGSY/SS/F-37) and sign it in the space provided for the purpose, after entering the quantity issued in all the copies. An entry of the stores issued simultaneously be made in the Bin Card (form PMGSY/SS/F-39). The signature of the officer receiving the materials should be obtained in the space provided for the purpose in the Indent. One copy of the indent should be retained by the store-keeper of the Supplying PIU as a voucher in support of the entry in the Bin Card, the second being returned at once to the indenting office. The third and the fourth copies of the indent should be sent to the PIU for further action.

Note: It should be seen that the acknowledgement of materials is signed either by the person to whom they are ordered to be delivered or despatched, or by a duly authorised agent. This precaution is specially necessary in the case of issues to contractors and private persons whose acknowledgements should set forth all the particulars mentioned in paragraph 11.3.4.

(c) Bin Cards

8.2.12 A chronological record of the receipts, issues and the running balance of each article of stock will be kept in the Bin Card, form PMGSY/SS/F-39 which will be kept at the place where the materials are stored. These cards will be posted from the Goods Received Sheets and the Stores Indents vide paragraph 8.2.5 and 8.2.14.

8.2.13 As Bin Cards constitute the basic quantity record of stock transactions, adequate care should be taken for their proper maintenance and safe custody. All the Bin Cards should be serially numbered and a register of them should be maintained in form PMGSY/SS/F-42.

8.2.14 The Divisional Officer should arrange to have the balance as per Bin Cards verified periodically with those shown in the Priced Stores Ledger. This verification should in any case be conducted before any item is taken up for physical verification.

8.2.15 As soon as a Bin Card is completed, it should be returned to the Divisional Officer after carrying over the balance to the new card. When received in the Divisional Office, the entries of the completed cards should be checked with the Priced Stores Ledger and discrepancies, if any, pointed out to the Sub-Divisional Officer concerned for further action. The Bin Cards should then be recorded in the Divisional Office.

IV. Value Accounts

(a) Payment for Stock Received

8.2.16 The provisions contained in paragraph 11.2.1 and 11.2.11 to 11.12.17 apply *mutatis mutandis* to the payment of bills of suppliers for stock received with the exception that the claims are verified in the Divisional/Sub-divisional Office with reference to the connected entries in the Goods Received Sheets, vide paragraph 8.2.6.

8.2.17 No payment to State purchase organization should be made without the prior approval of State Government to prevent blocking of maintenance funds.

(b) Recoveries for Stock Issued**(i) Issue Rates**

8.2.18 An Issue Rate is assigned to each new article as it is brought on stock. This rate is fixed on the principle that the cost to be charged to works on which the materials are to be used should approximately equal the actual cost of the stores and that there may be no ultimate profit or loss in the stock accounts. It should provide, beyond the original price paid and the cost of carriage, etc., for the storage charges as defined in paragraph 3.1.1 (51)

Issue rates of cement, steel, bitumen or any other item in the contracts should not be less than the market rates of these commodities irrespective of the issue rate of the Departmental Stores.

Note 1: It is not necessary that the Issue Rate for an item should be the same in all sub-divisions, but a uniform rate should ordinarily be prescribed for all localities in a sub-division.

Note 2: The Issue Rate should be worked out to the nearest rupee, balances of below 50 paise being ignored and fractions of more than 50 paise and above taken as Rupee.

8.2.19 The Issue rate of an article of stock should be fixed at the beginning of each year except for bitumen, cement and steel where it will be fixed each month, where wide fluctuations take place. Where the contracts are for through rates, and the materials are purchased from the PIU, the rate charged from the contractor will be market rate plus carriage charges and storage charges.

(ii) Storage Charge

8.2.20 A storage rate is fixed annually or quarterly for each Division or Sub-division on the principle that the total estimated annual expenditure is, as far as possible, recovered from the issues likely to be made during that period. On the basis of this rate, storage charges are added on a percentage basis so as to form part of the Issue Rate calculated under paragraph 8.2.18.

Under the PMGSY guidelines, the State Governments bear the expenditure on salaries and allowances etc. of its employees and such office expenses etc. are not met from the PMGSY funds. Therefore, the expenditure on storage charges would continue to be debited under the accounts of the State Government. However, the issue rate for stores will be fixed as inclusive of storage charges on a percentage basis.

(iii) Handling and Other Incidental Charges

8.2.21 Carriage and other incidental charges which are incurred simultaneously in connection with the several articles of stock and cannot, therefore, be allocated to the various articles, should be booked under the State Government; and not under the PMGSY accounts. A suitable percentage based on expenditure on account of these charges of the previous year should be fixed annually on the principle enunciated in the preceding paragraph and added to issue rate.

8.2.22 (a) The Divisional Officer is responsible that the value of materials issued to contractors for PMGSY works in other divisions is recovered in cash in advance.

Note: A sale Account in form PMGSY/SS/F-42 A should be prepared by Sub-division in support of every such sale for Divisional Officer to effect recovery.

(b) All adjustments of the value of stock issued except on sale should be made by the Divisional Officer as in the case of receipts vide paragraphs 8.2.16 & 8.2.17. The Sub-Divisional Officer is, however, responsible for the clearance from works accounts of all outstandings against contractors on account of the recoverable value of materials issued to them.

(c) Stocks will not be sold to public or other departments except with prior authorization of the competent authority. In this case, 10 per cent supervision charges should be realised in addition to the value of stock including storage charges in all cases. The amount recovered on this account should not be treated as receipts on account of stock, but as revenue receipts of PMGSY Maintenance Fund.

(c) Valuation of Quantity Accounts

8.2.23 When received in the Divisional Office the Goods Received Sheets (form PMGSY/SS/F-35) will be valued on the basis of prices paid or payable as per bills or other claims. Extra charges, when paid or adjusted should be entered in Column 11 of these forms. The Goods Received Sheets should then be posted in the Priced Stores Ledger.

Note: In the case of stores, which are not paid for within the month of receipt and of which the actual value will not be known till the supplier's bill is received and paid, an estimated figure should be adopted for bringing the liabilities in the Un-paid Bill Account (head of account 114.01) and also for the completion and closing of the Priced Stores Ledger.

8.2.24 On receipt of the third and fourth copies of the indent in the Divisional Officer the issues should be valued at the Issue Rates fixed for the purposes, vide paragraphs 8.2.18 and 8.2.19. The third copy of the indent will be used for posting the Priced Stores Ledger, and the fourth copy sent in due course to the Indenting Division in support of the claim for payment.

8.2.25 Carriage and other incidental charges should be debited to stock only when they are incurred in connection with the general stock requirements. See also paragraph 11.8.1.

8.2.26 To classify and collect, by objects of expenditure, the charges debited to stock from time to time, the same procedure should be observed as is adopted in respect of expenditure on works, that is, registers of works should be maintained.

(d) Monthly Summaries of Stock Receipts and Issues

8.2.27 The receipt and issue transactions of the entire Division should be abstracted in the "Summary of Stock Receipts" (form PMGSY/SS/F-36) and the "Summary of Indents" (form PMGSY/SS/F-38). These forms should be posted daily in the Divisional Office from the copies of Goods Received Sheets and the Indents, the entries being made only in respect of value. The total value of receipts and issues as brought out in these Summaries should be reconciled with the corresponding monthly total of the Priced Stores Ledger, form PMGSY/SS/F-40 (Paragraph 8.2.29).

Note: To secure agreement between the quantity and value accounts, receipts and issues, the value of which cannot be adjusted in the accounts of the month in which the actual transactions take place, should be accounted for in the Summaries under the account heads "Un-paid bills" and Miscellaneous Works Advances against staff" respectively. Accordingly, those receipts and issues of the month which represent transactions, the value of which is brought to account in the same month through the Cash Book or transfer entries should be separated from transactions not so brought to account. See also Note below paragraph 8.2.23.

8.2.28 When abstracting the transactions recorded in the Goods Received Sheets and Indents, care should be taken to observe strictly the prescribed accounts classification, it is not sufficient to enter the name of the major head affected, but the minor and detailed heads should also be stated.

V. Priced Stores Ledger

8.2.29 An account shall be maintained in the Accounts Branch of the Divisional Office to record day by day the transactions relating to each item of stock. This account should be maintained in form PMGSY/SS/F-40, Priced Stores Ledger, which will have different sections or sets of pages for different articles of stock with columns for receipts, issues and balances for both quantities and values. Separate Ledgers will be maintained for articles falling under each sub-head of Stock, as far as possible.

8.2.30 All items of receipts and issues will be entered in the Ledger from the copies of Goods Received Sheets and the Indents which are received daily from the Sub-divisions vide paragraphs 8.2.6 and 8.2.11. At the end of day's postings, the balances under each article should be worked out in respect of quantities as well as values.

8.2.31 The Ledger should be closed for both quantities and values at the end of each month. A few pages should be reserved at the end of each Ledger for abstracting the transactions (values only) pertaining to each article of stock.

The monthly total of receipts, issues and balances should then be worked out for each sub-head and a consolidated abstract prepared for all the sub-heads, which should agree with the Summary of Stock Receipts and the Summary of Indents, vide paragraph 8.2.27.

VI. Adjustment of Profit & Loss on Stock

8.2.32 In view of the wide fluctuations in the rate of bitumen, steel and cement, it is no longer practicable to prepare the profit and loss at the end of the year as the items are not sold at controlled rates fixed by Government. Therefore, to minimize the risk of loss to either the Government or the contractor, the rates should be fixed monthly. Any loss or profit in the previous month should be suitably taken care of by fixing the price of the next month. Nevertheless, the rate charged from the contractor should not be less than the prevailing market rate.

The State should purchase the stock from its own resources, and supply it to the PMGSY maintenance works against prior payment. The system described in subsequent paragraph is for the States where departmental work is taken up for un-avoidable reasons.

At the end of each month, the amount of excess or short-fall representing the differences in values due to revision of rates, etc, should be worked out *proforma* and credited to Miscellaneous Receipt if profit, or to works if loss. The loss to the works will be in proportion to the actual expenditure in a year on each work.

VII. Stock Taking

8.2.33 (a) A physical verification of all Stores shall be made at least once in every year under the rules prescribed by the "Head of Department" subject to such general directions as may be issued by the concerned departments of the State Government and subject to the condition that the verification is not entrusted to a person:

- (i) Who is the custodian, ledger-keeper or the Accountant of the Stores to be verified, or who is a nominee of, or is employed under the custodian, the ledger-keeper or the Accountant, or
- (ii) Who is not conversant with the classification, nomenclature and technique of the particular classes of stores to be verified.

The verifications shall never be left to low paid subordinates and in the case of large and important stores, it shall be, as far as possible, be entrusted to a responsible officer who is independent of the subordinate authority in charge of the stores.

(b) The result of all verifications of stock (as per provisions of the State Public Works Department Code) should be reported to the Divisional Officer for orders, but as soon as a discrepancy is noticed, the book balance must be set right by the verifying Officer, treating a surplus as a receipt and a deficit as an Issue, with a suitable remark.

8.2.34 (a) The value of stores found surplus should be credited at once as a revenue receipt.

(b) The value of a deficit should, however not be debited to final heads, but kept under "Miscellaneous Works Advances" pending recovery or adjustment under orders of competent authority. When the loss is declared to be irrecoverable and its write off ordered, a transfer entry should be prepared clearing the head "Miscellaneous Works Advances" by debit to the head Surpluses and Reserves.

8.2.35 In the case of special depots or divisions where there may be large concentration of stores, their physical verification should be the duty of the executive authorities, and should be performed by such agency and in such detail as may be decided by the Department concerned in consultation with the Accounts Officer.

VIII. Rectification of Accounts

8.2.36 Clerical errors in value accounts of stock should be dealt with generally under paragraph 7.6.4. Corrections of errors discovered after the accounts of the month are closed, should, when permissible, be made (i) by making entries of values (without quantities) in the Stock accounts of the current month when no change is to be made in the head of account affected, and (ii) by preparing transfer entries in other cases.

8.2.37 Other corrections in Stock account may be necessary in the following cases :

- (i) When quantities are found surplus or short, either as the result of stock-taking or otherwise, vide relevant paragraphs of the State Public Works Accounts Code (similar to Paragraphs 153 and 154 of the Central Public Works Department Code).
- (ii) When issue rates have to be raised or lowered, vide paragraph 8.2.19.
- (iii) When stores of any description become unserviceable under the relevant paragraphs of the State Public Works Accounts Code (similar to paragraph 152 of the Central Public Works Department Code) and have, therefore, to be removed from stock.

8.2.38 These corrections should be effected in the following manner:

Both in quantity and value accounts, all additions to quantities should be treated as receipt and reductions therein as issues, a suitable remark being made in the entries in form PMGSY/SS/F-39 and PMGSY/SS/F-40. (See also paragraphs 8.2.33 and 8.2.34). These entries must be made as soon as differences in quantities come to notice, but in the case of materials to be declared unserviceable, no adjustment should be made until receipt of orders of competent authority, which should be obtained on a Survey Report as prescribed in the State Public Works Codes.

8.2.39 No correction will be made in the accounts in respect of stores declared to be in excess of requirements, vide paragraph 149 of the Central Public Works Department Code or equivalent paragraph of the State Public Works Department Code. Such stores will continue to be borne on the Stock account until transferred elsewhere or otherwise disposed of in the ordinary course.

8.3 Tools and Plant

8.3.1 PMGSY maintenance funds will not be used for the purchase or repairs of tools and plants.

8.3.2 A contractor may hire the tools and plant, if available, from the State Public Works Department or equivalent on payment of hire charges and such other conditions as the State may have laid down.

8.4 Road Metal

I. Quantity Accounts

8.4.1 Supplies of road metal should be measured and paid for in the same way as supplies of other materials for works, vide Chapter 11. But as metal is often kept in store at the road side before being laid down, a quantity account of it should be maintained in the Sub-divisional Office in form PMGSY/SS/F-42B, "Statement of Receipts, Issues and Balances of Road Metal", copies on loose sheets being submitted monthly to the Divisional Office within a fortnight of the submission of the monthly accounts.

Note 1: The authority to write-off should be obtained on a Survey Report as laid in the State Public Works Codes.

Note 2: This statement should show kilometer by kilometer the receipt, disposal and balance of road metal of each kind (stone, kunkar etc.). The balance of metal in each kilometer should be shown, whether there are any transactions on it during the month or not.

8.4.2 In respect of metal required for routine repairs, renewal of roads or special repairs to roads, the maintenance of this detailed account showing the receipts, issues and balances, kilometer by kilometer, may be dispensed with by the Divisional Officer, provided:

- (1) that he should maintain in his own office, a register showing separately by each road or section of a road, the quantities of metal of each description paid for, month by month, in connection with all estimates for collection, and
- (2) that, whenever any Executive Officer or subordinate responsible for any part of the balance of the metal is transferred, the accounts pertaining thereto should be verified.

This verification should be generally on the lines prescribed in paragraph 11.3.14, et. seq. the consumption since last verification being computed on a consideration of the work of construction or renewal actually done in connection with all estimates relating to the road or section.

II Rectification of Accounts

8.4.3 Metal found surplus, as the result of check measurement (vide provisions of the State Public Works Department Code corresponding to paragraph 39 of the Central Public Works Department Code) or otherwise, should at once be brought on the quantity account. Deficits should, however, not be removed from the quantity account until the recovery of their value or receipt of sanction to write-off, but a red ink remark should be recorded at once and carried forward, from month to month, until the discrepancy is set right.

III Schedule of Rates

8.4.4 A rate-book or Schedule of Rates showing the lowest rate at which metal can be supplied to the road-side throughout the division, should be kept in the divisional office in the form prescribed in the State Public Works Codes, with such modifications as may be considered necessary to suit local conditions. The rates should be revised from time to time, as old quarries are exhausted or new ones opened, or as other circumstances affect the rates. (See also paragraph 11.6.10).

CHAPTER 9

TRANSFER ENTRIES

9.1 General

9.1.1 Transfer entries, that is, entries intended to transfer an item of receipt or charge from the account of a work in progress or a regular head of account to the account of another work or head- are necessary:

- (a) In order to correct an error of classification in the original accounts;
- (b) In order to adjust, by debit or credit to the proper-head of account (or work), an item outstanding in a deposit account or another account;
- (c) In order to bring to account certain classes of transactions which do not pass through the cash or stock account e.g.
 - (i) for credit to “Unpaid Bills” on account of materials received for which the payment is not made during the month;
 - (ii) for credit to “Security Deposit” on account of balances due to contractors on closed accounts, vide paragraph 11.5.13;
 - (iii) for credit to revenue receipt heads on account of revenue not recovered in cash including lapsed Deposits and;
 - (iv) for original debits or credits to relevant heads based on transactions not appearing in cash accounts.

Note: A list of adjustments which have to be made periodically should be maintained in order to ensure that they are regularly made.

9.1.2 An error which affects a deposit head or amounts receivable from and payable to other parties must be corrected by transfers, however, old and small it may be.

9.1.3 There will be no minus entries for the correction of errors or transfers. The corrections will be made by debit or credit to the correct head of account by credit or debit to the head of account in which the amount was originally posted.

9.1.4 When a correction is permissible it should be made by a formal transfer entry order. **9.1.5** For every transfer entry there must be an authority in Transfer Entry Order (form PMGSY / IA / F-17) which sets forth all the necessary particulars.

Note 1: A Transfer Entry Order must be signed by Divisional Accountant and the Divisional Officer.

Note 2: A single transfer entry order may cover a number of adjustments and corrections, provided that all the necessary particulars are set forth in respect of each. However, on one side of every transfer entry, there should be only one major head but there may be a debit or credit to various other heads or vice versa. In a transfer entry all particulars explaining both the nature of the adjustment and the grounds for the correction must be clearly stated.

9.1.6 A Transfer Entry Order may be initiated by the Sub-Divisional Officer, and should be so initiated by him in all cases falling with in clauses (a), (b) and (c) of paragraph 9.1.1 which comes under his cognizance.

9.1.7 The Divisional Officer should see that no transfer entry is made in the accounts unless admissible under the rules, that a transfer entry is made as soon as it becomes necessary, and that Transfer Entry Order in respect of transactions falling under clauses (a), (b), and (c) of paragraph 9.1.1, proposed by Sub-Divisional Officers, are countersigned by himself in token of acceptance.

Note: Transfer entries should receive the special attention of Divisional Officer so that habitual errors/misclassifications in the accounts of subordinate officers may not remain unnoticed.

9.1.8 All Transfer Entry Orders should set forth such explanation of the correction or adjustment proposed to be made as would establish clearly the correctness and necessity of the entry.

Note: In cases of corrections involving a reduction in the charges against the estimate of work it is essential not only that full particulars of the vouchers and accounts in which the erroneous charges originally appeared are specified, but also that the circumstances in which the charges were allocated wrongly under the estimate for the work are set forth clearly. It is not sufficient to state that the charges were erroneously classified previously.

9.1.9 As and when approved, each transfer entry order should be entered in the Transfer Entry Book (form PMGSY / IA /F-7), each entry initialed by the Divisional Accountant. SRRDA is required to prepare Bank Authorization Transfer Entry (BATE) Book in form PMGSY/1A/F-7A in respect of transactions mentioned in paragraph 15.3.

9.1.10. All the entries made in the Transfer Entry Book should be posted to the relevant account head in the General Ledger of Debit Balances or the General Ledger of Credit Balances, with folio numbers entered against each entry in the Transfer Entry Book and the Ledgers to enable tracing the entries.

CHAPTER 10

INCOME

10.1 General

PMGSY Maintenance Fund aims to preserve and maintain the assets, namely, roads. It does not create assets. Any interest that comes on its funds with the bank belongs to State Maintenance Fund which forms the major portion of funds; and is not the income of the SRRDA. Any receipts by way of penalties, forfeitures etc. as part of the contract conditions are not income, but reduction in the cost of maintenance. Therefore, all these receipts are taken to the head 111.01 Surplus and Reserves.

Note: It is a wrong to equate these receipts as 'income' where net amount of surplus or deficit is worked out between income and expenditure. The point to note is that Maintenance Fund and interest earned on it is a liability of SRRDA towards the fund providers. It is not an income that belongs to SRRDA.

CHAPTER 11

WORKS ACCOUNTS

11.1 General

11.1.1 Expenditure on works like the routine maintenance, renewal of roads or special repairs to roads may be divided broadly into two classes viz. (i) cash (ii) stores. In addition to the main charge, there are other charges affecting the cost of work. To account for all such charges affecting cost of works, separate accounts are maintained in the PIU for recording (i) the cost of individual works and (ii) the transactions of individual contractors/suppliers. These are known as works accounts.

11.1.2 The initial record upon which the accounts of works are based is

- (i) The Measurement Book.
- (ii) The Routine Maintenance Performance Measurement Book.
- (iii) Muster Roll including casual labour etc.

11.1.3 The measurements of work done by daily rated labourers, susceptible of measurement on a Muster Roll are recorded in the Measurement Book. The payments to contractors and others for the work done or other services rendered are made on the basis of measurements recorded in the Measurement Book. However, the satisfactory or otherwise routine maintenance of roads, payment for which is performance based, is recorded in the Routine Maintenance Performance Book.

11.1.4 General instructions in regard to preparation of Muster Roll and recording of the quantum of work done in Measurement Book and also of writing the measurements in respect of work done by contract and supplies made in Measurements Books are detailed in this Chapter in paragraphs 11.2.3 and 11.2.7 to 11.2.9. The procedure prescribed by the Executing Agency for the preparation of Muster Rolls as per the provisions of the State Public Works Departmental or Accounts Code should be followed, *mutatis mutandis*.

11.1.5 In recording the cost of an individual work in the accounts, no attempt should be made to include therein any charge on account of general services, like Establishment and Tools and Plant, the entire cost whereof is borne by the State Government.

11.2 Cash Payments

I. Introductory

11.2.1 Cash charges on works consist of payments (1) to labourers of their wages and (2) to contractors and others for work done, other services rendered, or routine maintenance of roads. The cost of material procured specially for works, not paid for in the same month are charged to the accounts by transfer credit to the "Unpaid Bills" but payments to suppliers are governed by the same rules as payments to contractors for work done. Work-charged staff are not paid from the PMGSY funds. Therefore, no payment for it should be made from PMGSY Maintenance Funds. An account of unpaid bill should be kept in a Register of Unpaid Bills form PMGSY/SS/F-46.

The general rules relating to cash payments and vouchers apply to all these classes of payments. Only special rules are, therefore, set forth in this Chapter.

11.2.2 Initial accounts and vouchers connected with charges relating to works must invariably specify:-

- (a) The full name of the work as given in the estimate.
- (b) The name of the component part of it, if separate accounts are kept up for the several component parts, and

- (c) The charges (if any) which are of the nature of recoverable payments and the names of the contractors or others from whom recoverable.

Note: Normally no charge is to be incurred on behalf of a contractor, but where such expenditure is incurred under the orders of the competent authority it should be seen particularly that the contractors or others on whose behalf the charges are incurred do not get the benefit of any concession to which they would not be entitled if they had themselves incurred the charges.

II. Payments to Labourers

(a) Departmental Labour

11.2.3 All persons engaged departmentally for the execution of works are considered as day labourers and their wages should be drawn on Muster Roll form PMGSY/SS/F-48 and charged to the estimates of the works on which they are employed. Wages or salaries of the following categories are not charged to PMGSY funds:-

- (a) Permanent and temporary employees of the division.
- (b) Members of the work-charged establishment as defined in the State Public Works Department Code corresponding to paragraphs 10 and 11 of the Central Public Works Department Code.

Note 1: For all the labourers and workmen employed on Muster Rolls, a daily labour report in the form prescribed by the State Public Works Department Code indicating the number of labourers and workmen employed is required to be sent on each day to the Sub-Divisional Officer/ Divisional Officer and any discrepancies between labour reports and muster rolls should be investigated as soon as the latter are received for payment.

Note 2: Labour reports for Muster Rolls containing 15 persons or less are not required to be sent.

11.2.4 Subject to such departmental instructions as are issued from time to time, Muster Rolls should be prepared in form PMGSY/SS/F-48 and dealt with in accordance with the following rules:-

- (a) One or more Muster Rolls should be kept for each road work.
- (b) Labourers may be paid more than once a month and the period covered by each payment may be determined locally, but separate rolls must be prepared for each period of payment.
- (c) The daily attendances and absences of labourers and the fines inflicted on them should be recorded daily in Part I of the muster roll in such a way as:-
- (i) to facilitate the correct calculation of the net wages of each person for the period of payment.
 - (ii) to render it difficult to tamper with or to make un-authorized additions to, or alterations in, entries once made, and
 - (iii) to facilitate the correct classification of the cost of labour by works and sub-heads of works where necessary.
- (d) After a Muster Roll has been closed, payment thereon should be made as expeditiously as possible. Acknowledgement, duly stamped where necessary, should be obtained from each payee on the Muster Roll and each payment should be made or witnessed by the official of highest standing available who should certify to the payments individually or by groups, at the same time specifying, both in words and in figures, at the foot of the muster roll, the total amount paid on each date. If any item remains unpaid, the details thereof should be recorded in a Register of Unpaid Wages, form PMGSY/SS/F-49 before the memorandum at the foot of the muster roll is completed by the person who made the payment. Register of unpaid wages will be kept work-wise.
- (e) The subsequent payment of unpaid wages should be made on Payment Voucher form PMGSY / IA / F-6. A note of the payment shall be kept in the Register of Unpaid Wages as well as the relevant Muster Roll.
- (f) Wages remaining unpaid for six months should be reported to the Divisional Officer who will decide, in each case, whether the liability as an amount available for payment should continue to be borne in the accounts of

the work concerned as exhibited in the sub-divisional record prescribed in clause (e) or should be taken to accounts. If he decides that it be taken to account, then the following transfer entry shall be made:

Debit: the relevant minor head under Major Heads 140 or 141 or 142

Credit: Miscellaneous Deposit Minor Head 112.04

(Un-paid wages taken on record).

Note: For action to be taken on the completion of the work, see paragraph No. 11.5.12.

(g) In Part II of the Muster Roll form should be recorded the progress of work done by the labour shown thereon in all cases.

Note 1: The check of Muster Rolls with reference to the entries in the Measurement Book will be done to the extent of 100% by an officer not below the rank of Assistant Engineer before it is passed by the Divisional Officer.

(h) The procedure and the form for the custody and accounting of Muster Roll forms prescribed by the Executing Agency will be followed as a safeguard against their possible misuse.

(b) Labour engaged through a Contractor

11.2.5 The payment of daily labour through a contractor, instead of by muster roll in the usual way, is objectionable in principle. In a case of great emergency it may some times be found impossible to employ labour otherwise than through a contractor. Should it be possible, in such a case, to determine the quantities of work done after its completion or at intervals during its progress, it is expedient to pay the contractor, at suitable rates, on the basis of work actually executed. But, if as in the case of urgent removal of land slides, this method of payment is not practicable, it is permissible to pay the contractor on the basis of the numbers of labourers employed, day by day, his own profit or commission being either included in the rates allowed, or paid separately in lump sum or at a percentage rate. When this course is adopted a report of the numbers of labourers of each class employed day by day should be made daily by the official incharge of the work to the PIU to enable the latter to keep a check on the expenditure and to deal with the contractor's claim when received.

To avoid disputes with the contractors, they should be encouraged to sign the daily reports in token of their acceptance as correct.

Note: The Measurement Book (paragraph 11.2.7) is must record the work done through this method.

(c) Travelling Expenses

11.2.6 When it is necessary to bring labourers and artificers from a distance they may be allowed wages for the number of days occupied in the journey to and from the site of the work, if they join the work with proper despatch. At the discretion of the Divisional Officer, *bona fide* travelling expenses may also be allowed to them. The above charge must be borne by the estimate of the work.

III. Payments to Suppliers and Contractors

(a) Record of Measurement

(i) Measurement Books

11.2.7 Unless in any case the Executing Agency directs otherwise in accordance with the prescribed procedure, payments for all work done otherwise than by daily labour and for all supplies required for specific works are made on the basis of measurements recorded in Measurement Books, form PMGSY/IA/F-15 for item rate works and in form PMGSY/IA/F-15-A (MNTN) known as Performance Check Book for routine maintenance work which is performance based, in accordance with the provisions in paragraph 11.2.8 (m). The Measurement Books should, therefore, be considered as very important account records, and should be so written that the transactions are readily traceable in the accounts of the PIU. All the Measurement Books belonging to a division should be numbered serially and a register of them should be maintained in form PMGSY/SR/F-31 MNTN (with separate folio for Performance based Measurement Books for routine maintenance) in the PIU showing the serial number of each

book, the names of the sub-divisions to which issued, the date of issue and the date of its return, so that its eventual return to the divisional office may be watched.

(ii) Detailed Measurements and Records

11.2.8 In recording detailed measurements, the following general instructions should be carefully observed:-

- (a) Subject to such subsidiary orders as may be laid down by the Nodal Department, detailed measurements should be recorded only by Executive Engineer, Assistant Executive Engineer or Assistant Engineers, or by the executive subordinates in charge of works to whom Measurement Books have been supplied for the purpose.
- (b) All items of work in a project, irrespective of their cost, shall be measured and recorded by the Officer-in-charge of the work, not lower than the rank of junior engineer/sub-engineer. It is, however, open to the rank of Sub-Divisional Officer to record measurements for any particular item of work himself.
- (c) The Officer accepting the tender for any work may stipulate and require the Assistant Executive Engineer/ Assistant Engineer to record measurements himself or exercise 100% check on the measurements recorded by his subordinate for any item including those, which owing to their situation, cannot subsequently be check-measured or which have very high unit rates or which in the opinion of the officer, are important.
- (d) All measurements should be recorded neatly and directly in a Measurement Book, at the site of work, and nowhere else.
- (e) Each set of measurements should commence with entries stating:-
 - (i) In the case of bills for work done:-
 - (a) full name of work as given in estimate/agreement,
 - (b) situation of work,
 - (c) name of contractor,
 - (d) number and date of his agreement,
 - (e) date of written order to commence work,
 - (f) date of actual completion of work,
 - (g) date of measurement, and
 - (h) reference to the previous measurement.

Note: As an exception, the recording of entries (e) and (f) is not required in the case of work done under a piece-work agreement.

- (ii) In the case of bills for supply of materials:-(a) name of supplier, (b) number and date of his agreement or order, (c) purpose of supply, (d) date of written order to commence supplies, (e) date of actual completion of supplies, and (f) date of measurement, and should end with the dated initials of the person making the measurements and with the acceptance of the measurements, by the contractor in terms of relevant clauses of his contract agreement. A suitable abstract should then be prepared in form PMGSY/IA/F-16 Bill Measurement Book which should collect, in the case of measurements for work done, the total quantities of each distinct item of work relating to each sanctioned estimate.

Note: As an exception, the recording of entries (d) and (e) is not required in the case of supplies made against a piece-work agreement.

- (iii) In the case of routine maintenance performance based contracts:
 - (a) full name of work as given in estimate/agreement,
 - (b) situation of work,

- (c) name of contractor,
 - (d) number and date of his agreement / completion,
 - (e) date when routine maintenance started,
 - (f) month to which the performance bill relates,
 - (g) date of recording nature of performance, and
 - (h) reference to the previous measurement.
 - (i) date of receiving the bill from the contractor
 - (j) date when the bill was due as per the agreement
- (f) In the M.B.'s, and bill forms for running accounts bills, the full nomenclature of agreement items need not be re-produced but only the abbreviated nomenclature need be used. The agreement item No. shall, however, be mentioned against the abbreviated nomenclature. In the case of extra and substituted items of work for which no abbreviation/nomenclature is provided in the agreement, the full nomenclature of item shall be reproduced in the M.Bs. and bill forms for running account bills by the executive subordinate in-charge of the work. A certificate in the M.B. as under will also be recorded.
- “Certified that for items where abbreviated nomenclature has been adopted, the work has been executed according to full nomenclature of the corresponding item of agreement.”
- (g) As all payments for work or supplies are based on the quantities recorded in the Measurement Book, it is incumbent upon the person taking the measurements to record the quantities clearly and accurately, and also to work out and enter in the Measurement Book the figures for the “contents or area” column. If the measurements are taken in connection with a running contract account on which work has been previously measured, he is further responsible (1) that reference to the last set of measurements is recorded and (2) that if the entire job or contract has been completed, date of completion is duly noted in the prescribed place, vide clause (e) above. If the measurements taken are the first set of measurements, on a running account, or the first and final measurements this fact should be suitably noted against the entrees in the Measurement Book and in the latter case, the actual date of completion noted in the prescribed place.
- (h) The pages of the book should be machine numbered. Entries should be recorded continuously, and no blank pages left or page torn out. Any pages left blank inadvertently should be cancelled by diagonal lines, the cancellation being attested and dated by the responsible officer.
- (i) The entries should be made in ink only. No entry may be erased. If a mistake is made, it should be corrected by crossing out the incorrect words or figures and inserting the corrections, the correction thus made being initialled and dated by the responsible officer. When any measurements are cancelled, the cancellation must be supported by the dated initials of the officer ordering the cancellation or by a reference to his orders initialled by the officer who made the measurements, the reasons for cancellation being also recorded. A reliable record is the object to be aimed at, as it may have to be produced as evidence in a Court of Law.
- (j) On completion of the abstract, the Measurement Book should be submitted to the Sub-Divisional Officer who after carrying out the required test check should enter the word “Check and Bill” with his dated initials. After the bill is received from the Contractor, the Sub-divisional Clerk should then check the calculation of quantities in the abstract and the bill, in case of work carried out by contract, and should then place the Measurement Book and the bill before the Sub-Divisional Officer who after comparing the two should sign the bill and the Measurement Book at the end of the abstract. In case the bill from the contractor is not received within 15 days of the date of measurement, or within 15 days of the claim becoming due, the Sub-divisional clerk should check the calculations of the quantities in the abstract and place it before the Sub-Divisional Officer who shall sign it in acceptance of the calculations.

- (k) Any corrections to calculations or rates made in the PIU should be made in red ink and brought to notice of the Divisional Officer and of the person recording the original measurements. In the case of final bill, payment should be deferred until the corrections have been accepted by the person making the measurements. All corrections made by the clerical staff should be in red ink.
- (l) Each Measurement Book should be provided with an index which should be kept up-to-date.
- (m) Bills for the routine maintenance of roads will be paid every six-months; however, the bills from the contractors must be received each month and his/her performance recorded in the Routine Maintenance Performance Measurement Book.

Test checking of measurements

11.2.9 The Sub-Divisional Officer must satisfy himself (prior to passing a bill for payment) and before submitting it to the Divisional Officer for payment that the work or supply billed for has actually been carried out/completed in accordance with the claim preferred. He should personally inspect all works of any magnitude before submitting claims of final payments in connection therewith.

In addition to the above, the Sub-Divisional Officer is to check measurement of the works in his charge as laid down in State Departmental Manual equivalent of the Central Public Works Department Code.

(IV) Review of Measurements

(a) Checks by Divisional Accountant

11.2.10 The entries recorded in each completed Measurement Books may be subjected to a percentage check by the Divisional Accountant under the supervision of the Divisional Officer. Detailed rules on this subject may be laid down by the Executing Agency who will also prescribe the procedure for a system of test check of recorded measurements by the Superior Officers of the Department.

(b) Bills and Vouchers

11.2.11 The authorised forms of bills and vouchers are the following :-

- (a) First and Final Bill, PMGSY/SS/F-47. (b) Running Account / Final Account Bill, form PMGSY/IA/F-11. (c) Running Account / Final Account Bill for Performance Based Maintenance of Roads like routine maintenance of roads form PMGSY/IA/F-11A-MNTN (d) Payment Voucher, form PMGSY/IA/F-6.

The use of the forms is explained in the following paragraphs and a few explanatory foot notes are printed on the forms.

11.2.12 First and Final Bill, form PMGSY/SS/F-47. This form should be used for making payments both to contractors for work and to suppliers, when a single payment is made for a job or contract, i.e., on its completion.

11.2.13 (a) Running / Final Account Bill, form PMGSY/IA/F-11: This form is used for all running and final payments to contractors and suppliers, including cases where advance payments are proposed to be made or are already outstanding in respect of the same work against the contractor. In cases, where secured advances are to be made or are already outstanding in respect of the same work against the contractor, Account of Secured Advances, form PMGSY/IA/F-12 should be attached to the bill.

- (b) Running / Final Account Bill for Performance Based Maintenance of Roads, form PMGSY/IA/F-11A-MNTN: This form is used for all running and final payments to contractors for the routine maintenance of roads, where their work is performance based, and not activity based. There are no advances of any kind for this. There is no deduction of security deposit either.

11.2.14 Payment Voucher, form PMGSY/IA/F-6: This is a simple form of voucher intended to be used for all miscellaneous payments and advances, for which the special forms PMGSY/SS/F-47 and PMGSY/IA/F-11 are not suitable. The claim for refund of lapsed deposit should, however, be preferred in form PMGSY/SS/F-51.

(c) Preparation, Examination & Payment of Bills

11.2.15 The contractor is required to prepare the bill and submit it for payment. Before the bill of a contractor is checked, the entries in the Measurement Book relating to the description and quantities of work or supplies should be scrutinized, checked and measured by the Sub-Divisional Officer as contained in paragraph 11.2.9 and the calculations of "Contents or area" should be checked arithmetically under his supervision. The bill should then be checked, from the measurement entries. The rates allowed should be entered in the abstract of measurements. Full rates as per agreement catalogue, indent or other order should be allowed only if the quality of work done or supplies made is up to the stipulated specifications. When the work or supplies fall short of that standard, the payment for that item of work should be withheld until the contractor corrects the shortcomings and brings it up to the specifications.

Note 1: If the contract agreement does not specify the rates to be paid for the several classes of work or supply, but merely states that the estimated rates or a certain percentage below or above them, will be allowed, it should be seen that the standard rates adopted are those of the sanctioned estimate which was in force at the time of the last date of submission of bids.

Subsequent sanctions to original or revised estimate have no effect on the terms of such an agreement. If no sanctioned estimate is in existence at the time of signing the agreement or the tender, as the case may be, the rates payable for each item of work should be specified, as any reference to an estimate not yet sanctioned is meaningless and cannot be acted upon.

Note 2: Sometimes payment for supplies is made after the stores have been received and surveyed. At other times, payments are permitted on production of Railway Receipt; such payment will be treated as an advance against final settlement on receipt of the stores. The advance payments against production of Railway Receipts or to make advance payment to firms for supply of stores, should be debited to the Head of Account "Advances to Contractors/Suppliers" which should be cleared by credit when the material is actually received. An account of advances to the suppliers should be kept in form PMGSY/SS/F-45.

Note 3: Bill Register:- The payments in the Divisional Offices are made on receipt of bills either from sub-division or directly. A consolidated record of the bills received in respect of works / supplies should be maintained in one register known as 'Register of Bills' in the Divisional officer in the form PMGSY/SS/F-33. The bills should be entered in the register strictly in order of receipt i.e., the bills received first should be entered before the bills received afterwards. The payment of bills should be made strictly in the order of their receipt. In case a bills received afterwards should be given priority over the bills which have been received before except under written orders of Divisional Officer. The Divisional Accountant should ensure that the register is properly maintained and kept up to date. The register should be submitted to the Divisional Officer every week for his perusal and he will record in the register the cases in which these instructions have not been followed. It is imperative that the cheques are delivered to the payee promptly.

11.2.16 Before signing and submission of the bill to Divisional Officer for check and payment, the Sub-Divisional Officer should compare the quantities in the bill with those recorded in the Measurement Book and see that all the rates are correctly entered and that calculations have been checked arithmetically. When the bill is on a running account, it should be compared with the previous bill. Memorandum of Payments should then be made up, any recoveries which should be made on account of the work or supply on other accounts being shown therein.

Note 1: Subject to such special orders as may be issued by State Government in this behalf, whenever fractions of a rupee occur in the totals of contractors' bills, or in the case of supplies or works chargeable to more than one estimate, in the totals chargeable to each estimate, fractions less than half a rupee may be disregarded, and half a rupee and over taken as a rupee.

Note 2: In PMGSY, the contracts are awarded for the completed works with the stipulation that the contractor will procure and use the materials himself and will be paid rates inclusive of the materials. However, if the contract is for the completed items of work and, under the provisions of paragraph 11.3.2, the contractor is required to obtain materials of any description from PIU, or the State Government, it should be seen that this condition is being complied with and that necessary recoveries of the cost of the materials, supplied to him, are being made in

accordance with the paragraph 11.3.6. In such a case it is not permissible for the contractor to obtain the materials otherwise.

Note 3: Before signing a first and final bill or the first bill on a running account the Sub-Divisional Officer should see that the relevant measurement entries were marked as pertaining to such bills by the person taking the measurements, vide paragraph 11.2.8.

Note 4: Bills which include charges on account of purchase of goods on which Sales Tax has also been charged should be supported, by the following Certificate signed by the Divisional Officer.

“Certified that in the case of items relating to the purchases of goods on which Sales Tax has been charged, the goods have not been exempted under the Central/State Sales Tax Act or the rules made thereunder and that the amounts paid on account of Sales Tax or Value Added Tax on these goods are correct under the provisions of that Act or the rules made thereunder and that in the case of supplies against regular contracts the relevant contract includes a specific provision to the effect that Sales Tax payable by Government”.

Note 5: Under Section 194-C of the Income Tax Act, 1961 introduced by Finance Act, issued from time to time, deduction of Income Tax, Surcharge, etc. on it is required to be made at source by Disbursing Officers from payments made to contractors in certain cases.

Before signing the first and final bill/the Running Account bill/or the final bill in the case of Running Account Bill, Divisional Officer should see that:-

- (i) the statutory deduction on account of Income Tax, Surcharge, etc. and cess on it, wherever due, has been made from the bill of the contractors: and
- (ii) the same is specifically shown in the Memorandum of payments thereof under the item, “By recovery of amounts creditable to other works or heads of account”.

11.2.17 From the Measurement Book all quantities or performance indicators should be clearly traceable into the documents on which payments are made. When a bill is prepared or checked for the work or supplies measured, every page containing the detailed measurements must be invariably scored out by a diagonal red ink line, and when the payment is made an endorsement must be made in red ink, on the abstract of measurements, giving a reference to the number and date of the voucher of payment.

Note: The document on which payment is made should invariably show, in the space provided for the purpose, the number and page of the Measurement Book in which the detailed measurements are recorded and the date on which the measurement was made.

11.2.18 (a) Payments for work done or supplies made on a running account should ordinarily be made monthly, or fortnightly, (as may be decided by SRRDA) as per the terms of the relevant clauses of the Contract Agreement. Both the “quantities” and “amount” of each distinct item of work or supply should be shown separately in the bill except in the case of advance payments when quantities need not be specified. However, payment for routine maintenance of roads will be made every six-months.

(b) Such payments should be treated as payments on account, subject to adjustment in final bill which should be drawn, in the appropriate form but printed on yellow paper, when work or supply is completed or the running account is to be closed for other reasons. When a final payment is made on a running account, the payee, if he is able to write, should add in his own hand-writing that the payment is “in full and final settlement of all demands.” If the payee is illiterate, or is unable to write beyond signing his name, these words should be filled in by the officer making the payment.

Note 1: The addition of the words “in full and final settlement of all demands” does not preclude the Disbursing Officer from entertaining a further bona fide claim which may have been omitted from the final bill by mistake or through inadvertence. If, despite this explanation, the contractor objects to the addition of the words in question, the payment should be rendered unconditionally, (vide Section 38 of the Indian Contract Act, 1872).

Note 2: A form printed on yellow paper is never to be used except for final payments.

(c) A separate running account is maintained in respect of each contract or package. Transactions relating to two or more separate packages should not be brought on to the same running account; they should, therefore, not be covered by a single contract.

Note 1: A package normally covers several roads, each road having a separate estimate. The procedure for recording the progress of work on each road will be as follow:

- (a) The running account/final bill shall show the progress of work for each road separately, with an abstract of the work done for all the roads. In the case of periodic renewal of roads, the expenditure on each sub-head of renewal on each road will also be shown.
- (b) Memorandum of Payment shall be prepared for all the roads of the package together.

Note 2: Where a contractor is not able to complete all the road in the package, the Divisional Officer may award the remaining work to another contractor under another agreement after following the requisite procedure for the rescinding etc. of the earlier contract. This will not affect the recording of the expenditure in the Register of Works, and the Contractors' Ledger.

11.2.19 Where a contract agreement for finished work provides for secured advance against materials brought to site of work by the contractor, the Divisional Officer under paragraph 11.2.21(a) may sanction advance, in such cases, upto an amount not exceeding the 75% of the value (as assessed by the Engineer-in-Charge or an amount not exceeding 75% of the material element cost in the tendered rate of the finished item of work whichever is lower). It should be seen that an Indenture in form PMGSY/IA/F-14, (or similar indenture prescribed in State Public Works Accounts Code) has been signed by the contractor, and a detailed account of the advances must be kept in form PMGSY/IA/F-12, the Account of Secured Advances, which should be attached to the Running Account Bill. There should be separate entries, in respect of each class of materials, of the quantities brought to site by the contractor and the amounts advanced under the orders of the Divisional Officer. These advances must be recovered by deduction from the contractor's bills for work done as the materials are used in construction and the items of work in which they are used are billed for on the basis of actual measurement and as per the terms and conditions of the contract. Part I of the bill and form PMGSY/IA/F-12 should be compared to see that this order is being complied with. As recoveries are made, the outstanding amounts of the items concerned in form PMGSY/IA/F-12 should be reduced by making deduction entries in the column, "Deduct-Quantity utilised in work measured since previous bill", equivalent to the quantities of the materials used by the contractor on items of work shown as executed in Part I of the bill.

Note 1: No record should be kept in Measurement Books of the quantities of the materials, but certificate printed on form PMGSY/IA/F-12 should be signed by the Divisional Officer in terms of paragraph 11.2.21.

Note 2: Secured advances are not admissible for the routine maintenance of roads based on performance indicators.

(d) Aid to Contractors

11.2.20 It is necessary sometimes, in the interest of work, to engage labourers or contractors or to incur other liabilities on behalf of the contractor concerned, with a view to complete work which he has neglected or failed to complete. In such a case it is permissible to spend PMGSY funds on behalf of the contractor in accordance with the terms of his agreement. Otherwise, no advance or recoverable payment should be made to or on behalf of a contractor nor should financial aid be given to him in any form, except in accordance with paragraphs 11.2.21 and 11.2.22.

Note 1: For rules relating to the issue of materials to contractors, see paragraph 11.3.2.

Note 2: With a view to avoid subsequent disputes with the contractor, suitable intimation should be sent to him (1) as soon as action is taken under this paragraph and (2) subsequently, as charges are incurred on his account.

(e) Advance to Contractors

11.2.21 Advances to contractors are to be made as per the conditions of contract. Cases may arise in which a contractor, whose contract is for finished work, requires an advance on the security of materials brought to site.

Divisional Officers may, in such cases, sanction advances up to an amount laid down in the conditions of contract after assessing the value of material brought to site, provided that the material is of an imperishable nature and that a formal agreement is drawn up with the contractor under which SRRDA secures a lien on the materials and is safeguarded against losses due to the contractor postponing the execution of the work or to the shortage or misuse of the materials, and against the expense entailed for their proper watch and safe custody. Payment of such advances should be made only on the certificate of an officer not below the rank of Sub-Divisional Officer, that the contract agreement provides for secured advance by citing the relevant clause of the contract agreement, that the quantities of materials upon which the advances are made have actually been brought to site, that the contractor has not previously received any advance on that security and that all the materials are required by the contractor for use on items of work for which rate for finished work have been agreed upon. The officer granting such a certificate will be held personally responsible for any over- payment which may occur in consequence. Recoveries of advances so made should not be postponed until the whole of the work entrusted to the contractor is completed. They should be made from his bills for work done as the materials are used.

11.2.22 The Standard Bidding Documents of the PMGSY do not provide for advance payment for work done and not measured. Therefore, advance payment will not be made. Further, where the work has been measured, the payment to the contractor shall be made only on the running account bill after the usual action prescribed for it. However, the SRRDA with approval of State Government may authorise advance payment in any individual case on the merits of the case with such conditions as it deems fit.

IV. Payments to Work-Charged Establishment

11.2.23 PMGSY funds will not be used for payment to work-charged staff.

11.3 Issue of Materials

I. General

11.3.1 Issues of materials to works are divided into two classes:-

- (1) Issue to Contractors: Issue of materials to contractors with whom agreements in respect of completed items of works i.e., for both labour and materials have been entered into.
- (2) Issue Direct to Works: Issue of materials when work is done departmentally or by contractors whose agreements are for labour only.

II. To Contractors

(A) General Conditions

11.3.2 (a) The issue of material to contractors who have contracted for completed items of work is generally permissible only in the following circumstances:-

- (i) When it is necessary to retain in the hands of PIU the supply of specified material to ensure their quality, and the agreement provides for it.
- (b) The contract should specify (1) the materials to be supplied for use of the work, (2) the place or places of delivery, and (3) that the market rates will apply as prevalent on a specified date each month, published by a specified authority. The contractor should be held responsible for obtaining from the PIU all such materials required for the work and for making payment for it. The Contractor will have to make payment in advance unless the material was purchased out of the Maintenance Fund of PMGSY and also by the same PIU where the contractor is executing the work. In all other cases where the material is purchased out of State funds, or by other PIUs out of PMGSY funds, the material would be issued only against advance payment.

Note 1: If the material was purchased from the Maintenance Fund of the PMGSY by a PIU, then the PIU may issue material to the contractor for its PMGSY maintenance works, and recover the cost of the material from the running account bill of the contractor. The material issued will be debited to the account Minor head of 123.02 Material issued to the Contractors. In such cases the deduction from his bills will be at the rates specified in the contract.

Note 2: Similarly, the rates to be allowed to the contractor for item of work should be definitely stated. But, if for any specific reasons, the contract provides for the payments for work done to be made at a specified percentage below or above the rates entered in the sanctioned estimate of work (or the Schedule of Rates), it should be stated in clear terms in the contract that the deductions or additions, as the case may be, of the percentage, will be calculated on the gross (and not the net), amounts of the bills for work done, and in fixing the percentage it should be borne in mind that the calculations will be so made.

(c) No carriage or incidental charges are borne by the PIU for moving the materials beyond the place where the contractor has agreed to take delivery thereof stipulated in the agreement.

11.3.3 (a) If at any time subsequent to the execution of a contract on a through rate basis, the contractor request the issue to him, for use on a work, of materials which exist in PIU's stock from Maintenance Fund, but the supply whereof was not provided for in the contract, the material should not be issued except with the express authority of the next higher authority who should specify in each case the rate to be charged for the materials inclusive of delivery at the place where they are stored. When submitting such a case, the Divisional Officer should elucidate the circumstances which gave rise to this contingency and should also add his recommendations in respect of the recovery rates for such materials. The rate charged for the materials should be as provided in the analysis of rate for the item of work on which it would be used plus or minus the percentage above or below the Schedule rate allowed to the Contractor or market rate or stock issue rate plus storage charges whichever is higher. No carriage or incidental charges should be borne by PIU in connection with the supply. Where the material is issued out of the stocks purchased from the funds of the State Government, or the PMGSY Maintenance Fund the recovery rate will be decided under the orders existing on the subject, provided that the material will be issued only against advance payment by the contractor. There will be no adjustment between the PIU works and the State Works accounts.

Note (a) The intention of this rule is to prohibit the supply of materials to contractors with the object of giving them financial aid, the grant of which is governed by the provisions in paragraphs 11.2.21 et. seq.

(b) If in any case the materials, the supply of which is stipulated in the contract, do not become available in time for supply to the contractor, then the supply must be arranged by the Divisional Officers by purchasing the materials from other sources and then supplied to the contractor at the stipulated rates as required under Note 1 below paragraph 11.3.2 (b) read with Note 2 under 11.2.16 of the Manual *ibid*.

(c) Issue of stock materials to contractors for bona fide use on works are exempt from the usual charge of 10 per cent on account of supervision and contingencies which is made when stock materials are sold to the public

(B) Account Procedure

11.3.4 All materials required for issue to a contractor, under any of the provisions of paragraphs 11.3.2 and 11.3.3 should be made over to him on a regulated scale and restricted to actual, immediate requirement, and an unstamped, but dated acknowledgement, detailing full particulars of the materials including the rates and values chargeable to him, should at once be taken from the contractor. The issue of materials should simultaneously be entered in the Contractors Ledger, form PMGSY/IA/F-18.

11.3.5 When the materials are obtained by purchases, full details of the articles received should at once be entered in a Measurement Book, form PMGSY / IA / F-15, in the manner prescribed in paragraph 11.2.8 (e). See also paragraph 8.2.4 and 8.2.5.

11.3.6 The recovery from a contractor on account of the cost of material issued to him for use on a work should ordinarily be made by deduction from the first bill authorising an advance payment or an on account payment to him for the work. Should, however, a lump-sum recovery be undesirable in any case, the Divisional Officer may permit the recovery to be effected gradually as the materials issued to the contractor are actually used in construction and the items of work in which they are used are paid for, whether by an advance payment or by an on account payment. The recovery will be finally effected as per the provisions of the contract agreement.

11.3.7 As the issue of materials to contractors under the foregoing rules is permissible solely for the bona fide requirements of PMGSY maintenance works, Sub-Divisional Officers should maintain a numerical account in the

Register of Material at Site in form PMGSY/SS/F-44A so as to ensure that the aggregate of the quantities of any or all materials issued to a contractor, from time to time, for use on a work remains within the estimated requirements of his contract, vide paragraph 11.3.4.

(C) Return of Surplus Materials

11.3.8 Stores supplied by PIUs - The unused stores and materials supplied by the PIU will not be taken back. These are contractor's property as he has paid for them.

III. Direct to Original Works

(a) Detailed Accounts of Materials Issued

11.3.9 (a) In all cases, materials issued from PIU's stores for departmental works should be taken to the relevant minor head under Major Head 121 Material Directly Issued for Departmental Works (Material at Site Account).

(b) In the case of materials received direct from suppliers, or other divisions, payments for which is made from PMGSY Maintenance Funds, these must be taken to the Stores and Stock Account first. Full details of the articles received should at the same time be entered in a Measurement Book, form PMGSY/IA/F-15.

11.3.10 A detailed account of item of materials showing the receipts, issues and balances, should be kept in forms PMGSY/SS/F-43, or 44 or 44A so that the total issues of each items may be watched with reference to the estimated requirements.

(b) Disposal of Surplus Material

11.3.11 (a) Materials issued to departmental works in excess of requirements may be transferred to stock, provided that they are serviceable and certain to be required.

(b) All surplus materials at site of works, which have been completed or stopped or on which outlay has been prohibited for any considerable length of time, should be transferred to the Stock Account, their value being credited to the work to which they were originally issued and debited to the Stock Account.

(c) Materials returned to stores should be priced at the rate at which these were issued last.

(d) The loss by the disposal of surplus materials at less than the book value should be debited to the Miscellaneous Receipts. The authority competent to declare stores surplus will be the authority declared under the State Public Works Department or its corresponding department like Rural Engineering etc.

Note: These rules do not apply to surplus materials which were originally procured by contractors for themselves or were issued to them and charged off to their accounts under paragraph 11.3.4. See also paragraph 11.3.8.

(c) Verification of Unused Balances

11.3.12 Unused balances of materials charged to Materials issued to works should be verified at least once a quarter in the manner prescribed in the State Public Works Department Code similar to paragraph 154 of the Central Public Works Department Code. Whenever this verification is made, a report of verification of the materials should be prepared by the Sub-Divisional Officer in such form as may be prescribed and submitted to the Divisional Office.

11.3.13 A similar verification of the unused balances of materials must invariably be made on the completion of a work, but on or before the completion of a work, when no more materials are required for use in construction, steps should first be taken to dispose of all surplus materials by transfer or sale, so that (1) the PMGSY's Maintenance Fund may promptly receive such credits as may be admissible under paragraph 11.3.11. The balance at debit of the head "Materials at Site" may, as far as possible, represent the net cost of the materials not actually used in construction, and (3) the surplus balances awaiting clearance may be reduced to a minimum.

11.3.14 If the Gazetted Officer or subordinate in direct charge of a work, the accounts of which are kept by sub-heads, is transferred before the accounts of it are closed the unused materials at site of the work should be verified

by the relieving officer, in company with the relieved officer, and the report prescribed in paragraph 11.3.12 should be prepared by the Sub-Divisional Officer and submitted to the Divisional Office.

11.3.15 The physical verification of unused materials under each item with the balance shown in form PMGSY/SS/F-43 or 44 should be made annually in respect of all works, the accounts of which were opened on the last day of the official year, but it is not necessary that the balance should be verified at the close of the year, if:-

- (i) the work has been under construction for not more than three months.
- (ii) the accounts of the works are expected to be closed within three months,
or
- (iii) the balances were verified at any time during the year.

11.3.16 After the completion of a work for which the PIU issued materials, theoretical calculations of all the items of materials used on the work should be compared with the materials issued to find out if there is any excess or shortage and investigation made. The head Material at Site will be cleared to transfer to the works after the measurement of work are done. A Transfer Entry Order for this purpose should be made by the Divisional Officer.

Repair Works: For minor repairs works done departmentally a detailed account of item of materials showing the receipts, issues and balances, should be kept in form PMGSY/SS/F-43 or PMGSY/SS/F-44 and PMGSY/SS/F-44A.

11.4 Adjustments

In addition to cash payments and issues of materials, there are other transactions relating to the accounts of works, which are of the nature of adjustments usually recorded in the Transfer Entry Book of the PIU. The detailed rules governing such transactions are given in Chapter 9.

11.5 General Ledger of Debit Balances

I. Introductory

11.5.1 All the transactions relating to a work, or advances for any purpose, during a month should be posted by the Divisional Officer in the General Ledger (Debit Balances) form PMGSY/IA/F-8

II. Classification and Record of Final Charges

11.5.2 The division of an estimate into sub-heads for the purpose of accounts is guided usually by the classification sanctioned in the abstract of the estimate. For the PMGSY routine maintenance works or special repairs, awarded to contractors on full rates, the sub-heads are each of the roads of the package. For departmental works, and for renewal of roads, sub-heads for each road will be the same as used in the estimates of work, under broad headings.

11.5.3 After an estimate has been sanctioned, it may be decided to make a change in the method originally contemplated for the execution of the work, in such a case the original abstract should be recast in accordance with the instructions laid down in paragraph 11.5.1. The details of cost and quantities already approved by competent authority should be rearranged and revised abstract estimate should be approved by the Divisional Officer. Thereafter it will be treated as the sanctioned abstract of the estimate for all accounts purposes.

11.5.4 If the number of sub-heads in the working estimate for a work being executed departmentally is large, it is permissible to break up the estimate into two or more parts, and to treat each part as sub-work for the purposes of accounts; but no part of an estimate can be separated from the rest, if any contract for the execution of work connected with it covers also work connected with the other parts. It is advisable to adopt this course if one or more parts of a work in advance of the others and no useful purpose will be served by keeping open the accounts of the completed parts.

11.5.5 The account of the work in the Register of Works should ordinarily exhibit "amount", i.e., total charges finally classified under the relevant sub-head, namely roads, or sub-heads under roads for periodic renewal of roads.

11.5.6 When provision is made in the abstract of estimate separately for “labour” and “materials” to execute the work either departmentally or through a contract for labour only, the account of the cost of all materials issued to the work, should be kept under a single head entitled “Materials”, the sanctioned amount of which should be taken to be equivalent to the aggregate, provision for “Materials” in the estimate. Register of Works will show the amount of materials used and the labour cost.

11.5.7 When the sub-heads of a work are divided into “labour” and “materials”, the “rate of cost” of the labour charges relating to each sub-head can be watched separately and the necessary control over the expenditure on materials can be exercised through the head “Materials” and the detailed statement in form PMGSY/SS/F-43 or 44 supporting the entries under that head.

11.5.8 The charges classified under a final sub-head should include all ordinary expenses incidental to construction. If any part of a work is pulled down and rebuilt to any serious extent, the extra charge for construction should be debited to sub-head “Contingencies” instead or, with the sanction of the competent authority, to a new sub-head additional to the original sanctioned sub-heads of the estimate.

III. Suspense Accounts

(a) General

11.5.9 In the PMGSY Maintenance Fund accounting system, the Register of Works does not have any suspense heads, as the expenditure in each road is the final charge to it. For the works being executed departmentally, the account Material at Site Account is a transitory head of account to record the material issued to work. This is cleared when the work done is measured by debit to the final head of account and also posting in the Register of Works.

(b) Contractors Account

11.5.10 Advance payments made to a contractor should not be charged of as final outlay on the work. It should be debited to the relevant minor head under the Major head Advances. A record of this should also be kept in the Contractors Ledger. “Contractors - Advance Payments”, form PMGSY/IA/F-18.

11.5.11 Advances made to contractors and suppliers under paragraph 11.2.21 are not booked to the Register of Works. These are debited to the minor head concerned under the Major Head “123-Advances”, and also posted in the relevant column of the Contractors’ Ledger.

(c) Unpaid Wages

11.5.12 If any wages of labourers remain unpaid after the completion of a work, the accounts of the work may be kept open for a period of one month, which may be extended to three months at the discretion of the Divisional Officer. Thereafter, the accounts of the work should be closed, the balance amount of unpaid wages should be shown in any Completion Report or Statement that may be prepared under the rules in paragraph 106 of the Central Public Works Department Code, (or similar provisions of the State Code) by a special remark, as a liability against the work.

Note: If unpaid wages of labourers are claimed and paid subsequently to the closing of the account of a work, the payment should ordinarily be charged against the amount outstanding in the minor head concerned. A correction to the Completion Report should be made.

11.5.13 The works accounts of a contractor should be closed as soon he completes the works or the routine maintenance period is over. If he does not take final payment for more than one month after the work is over, a note to this effect should be recorded on the bill, the amount of the work as passed on the bill should be incorporated in the Register of Works (Form PMGSY/1A/F-19 MNTN) on the authority of the bill and the balance due to him should be removed from the accounts of the work by credit to the head “112.03 - Sums due to contractors on closed accounts”, and debit to the major heads “140 – Expenditure on Routine Maintenance of Roads” or “141 - Expenditure on Periodic Renewal of Roads”, or “142 Expenditure on Special Repairs to Roads” as the case may be. If the final account of a contractor shows that he has already been overpaid or that the account closes with a balance due by

him, the account should be settled by a recovery in cash or otherwise, but if an immediate recovery is not practicable, the balance should be removed by debit to the major head "122.01 - Miscellaneous Works Advances" and amount should be recovered by encashing his Performance Security or appropriating the amount under head Security Deposit from contractor.

11.5.14 Disbursing Officers are responsible for keeping a strict watch over the balances under the head material issued to contractors, material issued at site, advances of various kinds to contractors with a view to prompt adjustment by recovery, settlement of account or detailed measurement, as the case may be. For this purpose the statement headed "Detail of Contractors closing balance" in the Works Abstract and the record of unpaid wages maintained under paragraph 11.2.4(e) should be examined monthly. Subject to the provisions of paragraph 11.5.12 these accounts should be cleared before the accounts of a work can be closed on completion.

IV. Liabilities Awaiting Incorporation

11.5.15 Liabilities are not incorporated in the accounts of works, except in the following cases:

- (a) Unpaid balances of partly paid running account bill or muster rolls are invariably incorporated.
- (b) The value of materials received from sources other than stock is at once brought into the accounts of works even though payments to the suppliers and adjustments crediting the transfer accounts concerned, may not be made at once, vide paragraph 11.3.9 (b); and
- (c) Wholly unpaid muster rolls and bills of contractors and suppliers are sometimes taken to account.

Disbursing Officers are, however, responsible for keeping a strict watch over all liabilities with a view to settling them promptly. Money indisputably payable should never be left unpaid. It is no economy to postpone inevitable payments, and it is very important to ascertain, liquidate and record the payment of all actual obligations at the earliest possible date.

11.5.16 If any liabilities of works are incurred on behalf of contractors under the provisions of paragraph 11.2.21, arrangements should be made for withholding sufficient amount from their bills or for making necessary recoveries from them in due course. On the analogy of the rule in paragraph 11.2.2, all records on the authority of which liabilities may be liquidated or incorporated in the accounts, should invariably specify (1) the full name of the work as entered in the estimate, Agreement number or Supply Order Number etc., and (2) the recoverable charges if any, with the name of the contractor or other person from whom recoverable.

V. Register of Works

I. Form of Register of Works and Its Preparation

11.6.1 (a) The permanent and collective record of the expenditure incurred in the division, during a year, on each work is the Register of Works. This record is maintained in the PIU, in form PMGSY/IA/F19-MNTN.

11.6.2 The Registers of Works are posted monthly from the General Ledger of Debit Balances (Form PMGSY/1A/F-8). Where an agreement for routine maintenance or special repairs covers more than one road, then each road will be taken as a sub-head of the package of works. For periodic renewal of roads, three or four sub-heads under each road will be opened. The Contractor Ledger PMGSY/IA/F-18 will take care of all the advances to the contractor posted from the General Ledger of Debit Balances and the total payments of works done. Whereas the Register of Works shows details of up to date expenditure on roads, the Contractors Ledger shows details of each contractor's account. A separate folio or set of folios of form PMGSY/IA/F-19 should be assigned to each Works Contract. The following instructions should receive special attention:-

- (a) The Register of Works is part of the General Ledger of Debit Balances as it contains road wise, works wise, and financier-wise details whereas the General Ledger of Debit Balances contains broad details of expenditure on all routine maintenance, periodic renewal and special repairs. For facility of reference, the Register of Works should be supplied with an index which should be sub-divided under the prescribed heads of account classification.

- (b) The sanctioned amount of estimate should be entered in respect of each work, and each road. When revised estimates are sanctioned, the revised amounts with the date of sanction should be entered below the corresponding amounts of the original estimates. This information is essential because the computerized system will then work out the difference between the sanctioned amount and the payments made to show the remaining commitments, so that PIU and SRRDA may forecast funds required for the future.
- (c) Authorisations are sanctioned individually for each estimate of road works, the amount of approvals for the year should be noted in the register at the top of the page, any additions or deductions made during the year should be noted in the same place. Details of all the sanctioned estimates should be kept at one place in the Register of Sanctioned Estimates in form PMGSY/SR/F-24-MNTN.

II. Examination by Divisional Officer

11.6.3 Before the date of submission of the monthly accounts to the Accounts Officer, the posting of the Registers of Works should be completed and the registers should then be laid before the Divisional Officer for review. The monthly account of each work on which there has been expenditure during the month should be initialed (and dated) by the Divisional Officer in the column set apart for the purpose, in token of his having examined the entries and found them correct. Actual, as well as, probable excesses, whether in the total cost of a work or in the rate of cost should receive special attention, and works slips showing the sanctioned estimate, actual expenditure and likely further expenditure be prepared and submitted to the SRRDA, when necessary vide paragraph 36 & 46 of the Central Public Works Department Code or equivalent provisions of the State PWD code.

III. Closing the Accounts on Completion of Work

(a) Settlement of Liabilities and Assets

11.6.4 It is an object of great importance to close the accounts of works as soon as possible after the completion of the work. A work is complete only after the final bill of the contractor for the routine maintenance of roads, or special repairs or periodic renewal is passed and paid. No work should be shown complete if the final bill has not been paid as it gives misleading information.

Note: When it is decided to abandon a work, the accounts relating to the work should be closed as soon as possible after such decision is reached.

11.6.5 Before the account of work can be closed on its completion, it should be seen that all advances from the contractor have been fully recovered as per the terms of the contract. Similarly, any amount outstanding in the account head “Material Issued to Contractors” or in the “Material Issued for Departmental Works, MAS account” should be cleared by necessary adjustments. Any amount recoverable from the contractor on account of liquidated damages should first be recovered or withheld from the running account bill.

Note: The Account Heads “Material Issued to Contractors” and “Material Issued to Departmental Works, MAS accounts” should receive the special attention of the Divisional Officer who should, if necessary, investigate large closing balances under this head before permitting the accounts of the work to be closed.

(b) Closing Entries and Review of Expenditure

11.6.6 When the work is completed and the accounts of it have been settled and written up as indicated in paragraph 11.6.5 a double red ink line should be ruled below the final entries and a note made in red ink “Work completed in on date”. This note should be signed by the Divisional Officer in token of his satisfying himself that all action has been taken under those paragraphs. It will be the authority for treating the accounts of the work as closed, and a work should not be reported as completed in the divisional accounts unless this authority has been placed on record.

(c) Completion Reports and Statements

11.6.7 If, however, the excess is not within the Divisional Officer's powers to deal with, a Detailed Completion Report in form PMGSY/IA/F-20 should be prepared as may be required under the rule in paragraph 106 of the

Central Public Works Department Code (or the equivalent provisions of the State Public Works Department Code), and submitted to the SRRDA for obtaining the approval of the competent authorities who will pay the excess amount before the contractor is paid or expenditure incurred on the departmental works.

The orders passed subsequently by State Govt. on the excess reported in the Completion Report or Statement should also be noted in the Register of Works to complete the record.

IV. Correction of Errors after Closing of Accounts

11.6.8 Should an error or omission in the recorded expenditure of a work come to light after its accounts have been closed (See paragraph 48 of the Central Public Works Department Code, or the equivalent provisions of the State Public Works Department Code) the accounts may be reopened in order to rectify the error or omission unless the amount involved is not more than five thousand rupees in which case it will be sufficient to make a note of the error or omission in the relevant documents concerned.

V. Schedule of Rates

11.6.9 To facilitate the preparation of estimates, as also to serve as a guide in settling rates in connection with contract agreements, a schedule of rate for each kind of work commonly executed be maintained in the division and kept up to date. It should be prepared on the basis of the rates prevailing in each locality and necessary analysis of the rates for each description of work and for the varying conditions thereof should, so far as may be practicable, be recorded.

The rates entered in estimates should generally agree with the scheduled rates but where, due to any cause, the latter are not considered sufficient, the deviation should be explained in detail in the report on the estimate. However, it is not necessary for the PIU to prepare the Schedule of Rates if the State Public Works division prepare it in the normal course of their duties and update it.

11.7 Contractors' Ledger

The rules in this section apply to all transactions with contractors in connection with contracts or jobs undertaken by them, whether relating to the execution of works or to the supply of materials for work or stock.

I. Form and Use of the Ledger

11.7.1 The accounts relating to contractors should be kept in the Contractors Ledger, form PMGSY/IA/F-18, a separate folio or set of folios being reserved for all the transactions with each contractor for whom a personal account is maintained, vide paragraph 11.7.2. There will be separate folio for each agreement.

11.7.2 A personal account should be opened in the ledger for every contractor, whether or not a formal contract has been entered into with him, unless the work or supply entrusted to him is not important and no payment is made to him except on a First and Final bill, form PMGSY/SS/F-47, on completion. If only materials are issued to the contractor or any payments are made on his behalf, a ledger account must be opened.

II. Posting the Ledger

11.7.3 The Contractors Ledger should be written up in the Divisional Office. It is not necessary for the Sub-Divisional Officer to maintain a similar ledger in his office, but if he maintains one, the Divisional Office may not require him to furnish extracts therefrom.

11.7.4 Except when a Contractor's account is to be closed and the procedure prescribed in paragraph 11.5.14 is observed in respect of unpaid bills, the value of work done or supplies made by a contractor should not be credited to his account until his bill has been passed and payment made thereon. Debit entries in the Ledger should be made only on the basis of transactions recorded in the accounts, the posting being made from the supporting cash, stock or adjustment vouchers; liabilities not yet liquidated should be excluded altogether, the value of materials, if any, issued to a contractor under paragraph 11.3.2 or 11.3.3 should be debited to his account on the authority of his acknowledgement. See paragraph 11.3.4.

Note: Security deposits of contractors should not be included in their personal accounts in the Ledger, vide paragraph 13.1.1.

11.7.5 (a) The form of the ledger provides for the following columns:-

1. Voucher Number
2. Date
3. Advance Payments
4. Secured Advances
5. Materials Issued
6. Name of Work
7. Particulars of transactions
- 8-9. Gross Transactions, Debits and Credits.
10. Total value of work done/supplies made.
11. Remarks.

(b) Columns 8 and 9 constitute the ledger account proper and columns 3, 4 and 7 set forth the net effect of each posting on the various advances to the contractor making up the account. Column 10 is also not a part of the personal account, but will be found useful for the purpose of exercising a check over the continuity of bills in the case of running accounts.

(c) Columns 1, 2 and 11 require no explanation. Instructions for filling in columns 3 to 10 in the case of personal accounts are given below:-

- (i) Columns 6 and 7:- "Name of Work and particulars transaction". Here should be entered the full name of the work to which the bill or voucher relates except in the case of supplier's bills, when the name of the account concerned, Stock or Purchases, should be stated. Brief particulars describing the nature of the transactions should then be added, and against the line should then be posted, in the money columns 3, 4, 5, 8 and 9, the figures relating to that transaction only. When a deduction made from a Contractor's bill for one work is creditable to the account of another work, and such credit is in connection with his contract for the latter work, two distinct sets of entries should be made in the ledger, one for the payment made on account of the former work and the other for the recovery creditable to the latter, as if the recovery had been made in cash. The second set of entries should be posted in a separate line, in columns 5 and 9 against the name of the work concerned. However, it may be noted that there will be a separate folio for each agreement with the same contractor.
- (ii) Column 3 –"Advance Payment" – If the bill is Running Account Bill, figure D of the Memorandum of Payment shall be posted in this column.
- (iii) Columns 4 "Secured Advances" - Figure 'E' of the Account of Secured Advances, form PMGSY/IA/F-12 shall be posted in this column.
- (iv) Column 5 "Material issued and recovery made is posted here".
- (v) In columns 3, 4 and 5 debits to contractors shall be posted as plus entries and credits as minus entries.
- (vi) Column 8 - "Gross Transactions - Debits" - If it is a Running Account Bill, Figure H of the Memorandum of Payments shall be posted in this column.
otherwise, the total amount paid or chargeable.
- (vii) Column 9 - "Gross Transactions - Credits" - Here shall be entered the value of work or supplies creditable to the contractor, which will be figure F of Account-I in the case of Running Account Bill.

- (viii) Column 10 - "Total value of Work or Supplies" - In the case of Running Account Bill, here shall be entered the total value of work done or supplies made up to date, as per figure A of Account I of the Bill, but before posting the bill it should be seen that the figure shown in Account I of it as "Deduct value of work shown on previous bill" agrees with the last entry in column 10 of the ledger against the work concerned. In token of this check, this last entry in column 10 -shall be initialed (and dated) by the Divisional Accountant.

III. Balancing and Reconciliation

11.7.6 The Contractors Ledger accounts should be closed and balanced monthly. The closing balance of each personal account should be detailed so as to show, in respect of each separate work or account (Stock or Purchases), the amount outstanding, if any, under each of the accounts, Temporary Advance, Secured Advances, and Material Issued to Contractor, with a quotation, in each case, of the last Running Account Bill and of all the vouchers supporting unadjusted outstanding under "Other Transactions" not incorporated in the last Running Account Bill. In the case of Running Account Bills, these balances can easily be ascertained from the Memorandum of Payments as indicated in the table below and it will be found convenient in practice to make a note of the outstanding balances of each bill, in the ledger when posting the bill, so that at the end of the month the closing balance of the ledger account may be verified with the net result of the details already recorded:-

Class of Balance	Serial Number of entry in Part III of Memorandum of Payments on class of Balance in the Running Account Bill (Form PMGSY/IA/F-11)
a. Advance Payment	2
b. Materials issued to Contractor	8 (a)
c. Secured Advance	3

11.7.7 The Divisional Accountant should ensure the correctness of the Contractors Ledger, and also see that there is no indication of a transaction pertaining to a running account having been settled on a form of bill not permitted to be used for the purpose.

11.7.8 (a) Periodically, all the personal accounts in the ledger should be examined to see (1) that balances do not remain outstanding for a long time without justification, and (2) that in the case of running accounts, bills are prepared at reasonable intervals.

(b) Entries in column 10, "Total value of Work or Supplies" not bearing the initials of the Divisional Accountant recorded under paragraph 11.7.5(c) (viii) should be reviewed in particular to ascertain the cause of delay, if any, in the preparation of final bills. This examination must invariably be made before a volume of the ledger is laid aside on completion, so as to ensure that all outstanding accounts in it are carried forward to a new volume.

IV. Scrutiny of Accounts by Contractors

11.7.9 A contractor requiring a copy of his running account bill or an extract from his account in the Contractors' Ledger should be furnished with the same. He should be encouraged to look at his account in the ledger and sign it in token of his acceptance of it. See also Note 2 below paragraph 11.2.20.

11.7.10 The account relating to issue of material when contract is of labour or the work is to be done departmentally the ledger will be maintained in the Register of Works, form PMGSY/IA/F-19-MNTN.

11.8 I- Carriage & Incidental Charges

11.8.1 (a) The cost of carriage of stock materials to site of works for the departmental works should be debited to the account of the work (b) Surplus materials must always be returned to stock, the cost of carriage should be borne by the work.

(c) Incidental charges connected with the movement of materials issued to a work or returned therefrom should be adjusted in the same way as the cost of carriage.

(d) In all cases, the places from and to which materials are conveyed, the distance, the quantity and the approximate weight must be stated clearly in the payment vouchers.

II. Expenditure on Inauguration Ceremonies

11.8.2 No expenditure will be incurred from the Maintenance Funds for inauguration ceremonies of any kind.

III. Scope of Sanction

11.8.3 The authority granted by a sanction to an estimate is strictly limited by the precise objects for which the estimate was intended to provide. Accordingly, it is not permissible to apply, without the sanction of the competent authority, any anticipated or actual savings, whether due to the abandonment of a part of work or to any other cause, on a sanctioned estimate of a definite project, to carry out additional work not contemplated in the original project or fairly contingent on its actual execution.

CHAPTER 12

MISCELLANEOUS WORKS ADVANCE

12.1 Introductory

12.1.1 Miscellaneous Works Advances is of temporary character and all transactions recorded under it are ultimately removed either by payment or recovery in cash or by adjustment. The transactions, therefore, consist of both debits and credits.

12.1.2 Transactions recorded under the head "Miscellaneous Works Advances" are divided into two classes:-

- (1) Recoveries against contractors
- (2) Recoveries against staff

Note: No charges should be debited to this head on the ground of absence or insufficiency of sanction

12.1.3 Under the heading recoveries from the contractors comes cases where excess payments have been made to the contractor and its recovery may be delayed. It also includes cases where the final bill of the contractor shows recovery even after adjusting his dues and deposits.

12.1.4 The head "Recovery from Staff" is meant for all debits which are recoverable from staff. The following are some examples:

- (i) Cash found short.
- (ii) Excess payment made due to negligence of staff.
- (iii) Shortages in Materials at Site Account.

12.1.5 Items in the "Miscellaneous Works Advances" account are cleared either by actual recovery, or by transfer, under proper sanction or authority to some other head of account. Items or balances which may become irrecoverable should not be so transferred until ordered to be written off. (Also see the explanatory note under the Chart of Accounts.)

12.2 Account of Miscellaneous Works Advances

The detailed accounts of this head should be kept in form PMGSY/SR/F-23, Register of Miscellaneous Works Advances. For each of categories, a separate set of folios should be reserved, and all the items under each class should be detailed, so that their clearance may be watched individually. An abstract should be prepared to show the totals of all the classes mentioned in paragraph 12.1.2.

CHAPTER 13

DEPOSITS REPAYABLE

13.1 Introductory

13.1.1 Deposit transactions of the PMGSY are of two kinds :

1. Deposits repayable which pass through the regular accounts of the PIU.
2. Interest-bearing Securities.

Deposits of the first kind comprise transactions of the following classes, which are passed through the head Deposit Repayable:

- a. Earned money deposits of contractors/suppliers
- b. Security deposits of contractors/suppliers deducted from the running accounts of the contractors;
- c. Sums due to contractors on closed accounts.
- d. Miscellaneous deposits.

The interest-bearing securities referred to in class 2 above are deposited by contractors. These do not pass through the regular accounts of division.

13.1.2 The detailed record of deposits which pass through the General Ledger (Credit balances) Form PMGSY/1A/F-9 will be kept in the Register of Deposits Repayable, form PMGSY/SR/F-22

13.2 Earnest Money/ Security Deposits

13.2.1 Earnest money deposit is received from the bidders along with their bids. Earnest money received in the form of bank draft shall not be encashed but treated as securities as this is refunded to the bidders as soon as the contract is awarded. It will be kept in safe custody and entered in the register of earnest money deposits opened for this purpose. Earnest money will not be received in cash.

13.2.2 Security Deposit is recovered from the running bills of contractors and suppliers.

13.2.3 Deposits of contractors may be converted, at the cost of the depositor, into one or more of the forms of interest-bearing securities provided:

- (i) that the depositor has expressly desired this in writing, and
- (ii) that the acceptance of the new forms of security is permissible under the rules as well as under the terms of the agreement or bond.
- (iii) The Executing Agency's rules and orders allow it.

Note 1: Cash which has actually been received or recovered may be converted even though the full amount of the deposit, which is being paid in installments, has not yet been realised.

Note 2: Bank Guarantee as security. Irrevocable Bank Guarantees from the Scheduled Banks tendered by a contractor may be accepted as security, when the Standard Bidding Document of PMGSY Maintenance Fund provide for it. However, it is the duty of the officer accepting the Bank Guarantee to obtain confirmation of its genuineness directly from the bank issuing the bank guarantee, without any third party intervention.

Note 3: The Officer accepting the bank guarantee should keep it in his safe custody, and hand it over to his successor when a change of charge occurs. Details of the bank guarantees should be entered in the Register of Interest Bearing Securities/Bank Guarantees, form PMGSY/SR/F-27. The Divisional Officer should review the

Register each month to ensure timely action before any guarantee expires, if required.

13.2.4 Percentage deductions for security deposits, related to estimated cost of the work awarded, made from contractors' bills should be credited to the head of account 112.02 "Security Deposits from Contractors".

13.2.5 Without the special orders of competent authority, no security deposit should be repaid or retransferred to the depositor, or otherwise disposed of, except in accordance with the terms of his agreement.

Note: The Depositor's acknowledgement should be obtained in all cases of security returned. When an interest-bearing security is returned or retransferred, the acknowledgement should set forth the full particulars of the security.

13.3 Other Deposits

I. Sums due to Contractors on Closed Accounts

13.3.1 When a work is completed and the final bill is prepared, and the contractor is not accepting the payment or avoiding the payment or delaying receiving the payment for any reason, the final bill of the contractor shall be passed for payment by the PIU and adjusted crediting the entire amount payable to the contractor to the head 112.03, "Sums due to the Contractor on the Closed Accounts" and debit to the works. The entry will be made in the Cash Book in the cash column on both sides of the Cash Book. PIU may itself prepare the final bill of the contractor if he fails to submit it within two weeks of the date of last measurement of the works.

II. Miscellaneous

13.3.2 All other deposits are classed as Miscellaneous Deposits. This head also holds, until clearance, all items of receipt, the classification of which cannot be determined at once, or which represent errors in accounting awaiting adjustment.

13.4 Accounts of Interest-Bearing Securities

Transactions connected with interest-bearing securities do not pass through the Cash Book and consequently the regular accounts of the Division, unless any cash actually passes through the hands of officer of the department, which should be avoided as far as possible. A register of the receipt and disposal of these securities should, however, be kept in form PMGSY/SR/F-27 Register of Interest-bearing Securities/Bank Guarantees. At the end of the year, the Monthly Balance Sheet as on 31st March will have a note showing the details of the interest bearing securities held in the division. This account should be supported by the certificate of the Divisional Officer that all securities shown as outstanding in this account or their acknowledgements by the authorised custodians are in his possession.

Note 1: If any Post Office Saving Bank deposits have been hypothecated to a Divisional Officer these should be noted the Register of Interest-bearing securities. The register for such securities should have their details and these should be included in the Annual Certificate of securities and the Divisional Officer signs it.

CHAPTER 14

ACCOUNTS OF DIVISIONAL OFFICERS OF PIUs

14.1 Introductory

14.1.1 The cash and stock accounts of the divisional office for a month are closed on the last working day of the calendar month.

14.1.2 The Transfer Entry Book for a month should be closed as soon as possible after the expiry of the month, but before this is done, all the necessary transfers should be made.

Note: PIUs do not levy on works any centage charges. Therefore, no transfer entry is prepared for them.

14.1.3 The cash and stock accounts of the entire division as also all transfer transactions should be scrutinised by the Divisional Accountant before they are incorporated in connected registers and schedules and the Monthly Account.

14.2 Scrutiny of Accounts

14.2.1 The Divisional Accountant should examine the accounts to see :

- (i) that all sums receivable are duly realised, and on realisation remitted to the accredited bank of the division.
- (ii) that all bills are prepared in accordance with the rules applicable to each case and are covered by sanction and approval. It should be seen in particular that, on the basis of rates sanctioned by competent authorities, and of facts, (as to quantities of work done, supplies made, etc., or services rendered) certified by authorised officers, the claims presented for payment are valid and in order.

Note: It is not necessary that the Divisional Accountant should check personally the arithmetical accuracy of all bills and accounts, but he is responsible that cent per cent check is exercised efficiently under his supervision.

14.2.2 The Divisional Accountant should exercise a similar check from day to day, in regard to the transactions recorded direct in the cash and stock accounts of the divisional office.

The Divisional Accountant should affix his dated initials after the last entry of the day's transaction in the divisional Cash Book/stock accounts, in token of check in the manual system of accounts keeping.

14.2.3 Every payment should be recorded, and a receipt for the same so obtained, to ensure that a second claim against the Division on the same account is impossible, and if it represents a refund of a sum previously received by the PIU, it should also be seen that the amount paid is correctly refundable to the payee.

14.2.4 The Divisional Accountant is responsible that every order or sanction affecting expenditure to be accounted for in the Monthly Account is noted at once in a suitable register (or other account), preferably one wherein the expenditure incurred against it can be watched readily. General sanctions to estimates for works should be noted in the Register of Works, other miscellaneous sanctions should be noted in a separate register opened for this purpose Register of Miscellaneous Sanctions (Form PMGSY/GEN/F-58).

Note: Sanctions to estimates for works should be entered in the Register of Works and a collective register of all sanctioned estimates should be maintained (Register of Sanctioned Estimates, form PMGSY/SR/F-24 MNTN).

14.2.5 It is one of the functions of the Divisional Accountant to see that expenditure which is within the competence of the Divisional Officer to sanction or regularise, is not incurred as a matter of course, under the orders of subordinate officers, without his knowledge. All such items of expenditure should at once be brought to the notice of the Divisional Officer and his orders obtained and placed on record.

14.2.6 The works expenditure should be checked with the sanctioned estimates to ensure that the charges incurred are in pursuance of the objects for which the estimate was intended to provide. The Divisional Accountant is responsible for checking the expenditure with the estimated quantity of work to be done, the sanctioned rate, and the sanctioned cost by the State Government or the funding agency, as the case may be, so that he may bring to notice of Divisional Officer of all deviations from the sanctioned estimate.

14.2.7 When a recovery has been ordered to be made from a contractor or other person, which cannot be watched through any account specially prescribed for the purpose, the order should be noted at once in a Register of Miscellaneous Recoveries in form PMGSY/SR/F-32A opened specially for the purpose, so that the amounts recovered from time to time (with particulars of the accounts concerned) may be recorded against it, and prompt compliance with the order watched.

14.2.8 The Divisional Accountant should also see that savings due to abandonment of parts of a work, as evidenced by the quantities of the work executed or otherwise, are not utilised towards un-authorized expenditure.

14.2.9 After check, every voucher should be en faced with the word "checked" over the dated initials of the Divisional Accountant, as well as of any clerk who may have applied a preliminary check. Vouchers should be "Cancelled" by means of a perforating or endorsing stamp and kept carefully, to be made available for audit, whenever demanded by audit.

Note 1: Revenue stamps affixed to vouchers should be so cancelled that they cannot be used again, and if with this object they are punched through, care should be taken that the acknowledgement of the payee is not destroyed thereby.

14.2.10 The result of the examination of accounts and returns such as 'Stock and Sale Account', 'Material at site Account' etc., received from Junior/Sub engineers, should be intimated to them in all cases in which it is necessary to obtain further information, certificates etc. or to direct them to correct the relevant records of their offices or avoid the recurrence of any irregularity. The procedure to be observed may be prescribed by the Divisional Officer. The records connected with the results of the examination should be called for from the officer not below the rank of the Assistant Engineer and made available to Inspecting Officers/ Audit Officers at the time of audit for review.

14.3 Bank Authorisation Statement by PIU

14.3.1 The PIU will account for in its Cash Book the remittances made into the accredited Bank as well as cheques drawn on it. At the end of the month, the accredited bank branch will send it a statement of remittances realised and payments made against cheques issued by the PIU. The Bank's statement may not inform the PIU the balance of bank authorization; it may only list the cheques paid and remittances received.

14.3.2 On receipt of the statement from the bank, the Divisional Officer will effect a reconciliation in form PMGSY/SCH/F-52 MNTN indicating the differences between the cheques issued by the Division on the one hand and the cheques encashed and accounted for by the bank. He should also record on the form the details of cheques issued but not encashed as well as the earlier outstanding cheques now accounted for in the bank in its latest statement.. The Monthly Divisional Accounts will be supported by the Bank Authorisation Utilisation and Reconciliation Statement form PMGSY/SCH/F-52 MNTN.

14.3.3 Differences which do not represent amounts of un-cashed cheques should be settled expeditiously in consultation with the bank.

14.3.4 The PIU will also prepare a statement of remittances into the Bank account of SRRDA, and its reconciliation with the Bank's statement in form PMGSY/SCH/F-52 (REM) MNTN. It will be attached to the Monthly Accounts sent to SRRDA.

14.4 Compilation of Accounts

I Monthly Accounts

(a) Introductory

14.4.1 Before the actual compilation of the various schedules is undertaken, General Ledger (Debits Balances) and General Ledger (Credit Balances), (Forms PMGSY / IA / F-8 and F-9 respectively) should be written up from

the original Cash Book and the Transfer Entry Book in accordance with the instructions printed on the standard form and of this manual. The General Ledgers will consolidate all the transactions of the division and will thereby facilitate the location of errors and omissions made in the compilation of the Monthly Account and the Schedules. It also serves as an independent check over the accounts so compiled. Details of the General Ledger are posted in the Register of Works (Form PMGSY/1A/F-19MNTN), to show road wise expenditure.

Note: The running account bill must show an abstract of road-wise expenditure; and sub-head wise expenditure in the case of periodic renewal of roads.

(b) Registers and Schedules

14.4.2 All cash and transfer entry transactions of the month should be posted into one of the schedules and/or registers named below, to which the transactions relate:

Serial No.	Register	Schedule
I	Posted from the relevant accounts in the General Ledger of Debit Balances	
1	Register of Works (Form PMGSY/IA/F-19 MNTN)	Schedule of Routine Maintenance (Form PMGSY/SCH/F-53A-MNTN) Schedule of Periodic Renewal of Roads (Form PMGSY/SCH/F-53B-MNTN) Schedule of Special Repairs to Roads (Form PMGSY/SCH/F-53C-MNTN) (These schedules will be prepared from the Register of Works)
2	Contractors Ledger (Form PMGSY/IA/F-18)	
3	Register of Miscellaneous Works Advance (Form PMGSY / SR / F-23)	Schedule for Miscellaneous Works Advance (Form PMGSY/SCH/F-53D MNTN) (These schedules will be prepared from the Miscellaneous Works Advance Register) Schedule of Current Assets (Form PMGSY/SCH/F-53D-MNTN).
II.	Posted from the relevant accounts in the General Ledger of Credit Balances	Schedule of Maintenance Fund received by PIU (Form PMGSY/SCH/F-52A-MNTN) Schedule of Surplus Funds/Misc. Income (Form PMGSY/SCH/F-52B-MNTN)
	Register of Deposits Repayable (Form PMGSY/SR/F-22)	Schedule for Deposits Repayable (Form PMGSY/SCH/F-52C-MNTN)
	Register of Statutory Deductions from Contractors/ Suppliers/ and Royalties (Form PMGSY/SR/F-21) and Register of Un-paid bills in form PMGSY/SS/F-46	Schedule of Current Liabilities (Form PMGSY/SCH/ F-52D-MNTN) posted from the Register of Statutory Deductions and the relevant accounts in the General Ledger of Credit Balances.

(c) Monthly Account

14.4.3 The Monthly Account should be prepared in the Form PMGSY/F-1A-MNTN for presentation to the Divisional Officer and submission to the Accounts Officer. This account is an abstract of the entire receipts and disbursements of the division and also the receipts and disbursements of the month worked out from the General Ledger of Debit Balances and the General Ledger of the Credit Balances.

(d) Monthly Income and Expenditure Account

14.4.4 Income and Expenditure Account (PIU) Form PMGSY/F-1(I&E-3) MNTN shows income and expenditure from April of the financial year to the end of the month for which the monthly account pertains. The Income and Expenditure Account will have several parts, namely,

- Part I for expenditure from the State Fund;
- Part II for expenditure from Central Fund;
- Part III to VII for expenditure from Other Funds, with details of each fund ; and
- Part VIII for income and the expenditure from the surplus fund.

The account is prepared for each month except the month of March which gets covered in the Annual Account of Income and Expenditure.

(e) Monthly Balance Sheet

14.4.5 The heads of receipts and payments appearing in the monthly account and not taken to the "Monthly Income and Expenditure Account" appear in the Balance Sheet Monthly (PIU) form PMGSY/F-2B-MNTN. The Balance Sheet is supported by the various schedules prescribed in forms mentioned in paragraph 14.4.8. It is prepared for each month except the month of March which gets covered in the Balance Sheet Annual (PIU), Form PMGSY/F-2B- MNTN.

14.4.6 There are certain transactions recorded in the Cash Book, which involve no operation on income, expenditure, or any other prescribed heads of the accounts classification, as every such entry is counter balanced either at once or after an interval, by a similar entry of the reverse character. It is not necessary to include transactions, for audit purpose, in any of the schedules and registers subsidiary to the Monthly Account, but the Divisional Accountant should see that all these transactions are cancelled by each other in due course. An example of this kind of transaction is: Cash from Bank, Head of Account 125.01. A cheque drawn to replenish the cash chest is debited to this head in the Cash Book, and per contra the amount of the cheque is entered at once, as cash received, under the same head, a cheque drawn in favour of self-being cash (vide paragraph 7.1.1), even though not cashed at once.

14.4.7 Save as provided in paragraph 14.4.5, all transactions of the division, as recorded in the initial accounts of Cash Book and the Transfer Entry Book, and posted in the Ledgers are recorded in the Register of Works, Deposits Repayable, Contractors Ledger etc. barring a few transaction like Miscellaneous Receipts for which there is no separate register for the PIU. Transactions recorded in the Cash Book and the Transfer Entry Book are posted in the aforesaid registers direct, no items being omitted.

(f) Submission to Account Officer

14.4.8 The Monthly Account, Income and Expenditure Account and the Balance Sheet are due to reach the Accounts Officer (SRRDA) by the 5th of the next month. List of Schedules submitted to SRRDA should be prepared in Form PMGSY/SCH/F-55- MNTN. The Balance Sheet should be supported by the following schedules:

- | | | |
|---|-------------------------------------------------------------|----------------------------|
| 1 | Bank Authorisation Utilisation and Reconciliation Statement | PMGSY/SCH/F-52- MNTN |
| 2 | Bank Remittances Reconciliation Statement | PMGSY/SCH/F-52 (REM)- MNTN |
| 3 | Schedule of Maintenance Fund received by PIU | PMGSY/SCH/F-52A- MNTN |
| 4 | Schedule of Surplus Funds/Misc. Income | PMGSY/SCH/F-52B- MNTN |
| 5 | Schedule of Deposits Repayable | PMGSY/SCH/F-52C- MNTN |

6	Schedule of Current Liabilities	PMGSY/SCH/F-52D- MNTN
7	Schedule of Routine Maintenance of Roads	PMGSY/SCH/F-53A- MNTN
8	Schedule of Periodic Renewal of Roads	PMGSY/SCH/F-53B- MNTN
9	Schedule of Special Repairs to Roads	PMGSY/SCH/F-53C- MNTN
11	Schedule of Current Assets	PMGSY/SCH/F-53D- MNTN

(g) Authenticating the Accounts

14.4.9 The Divisional Accountant is required to sign not only the Monthly Account, the Income and Expenditure Account and the Balance Sheet but also all the schedules etc., accompanying them. It is not necessary that the Divisional Officer should sign all the schedules; he must, however, sign the Monthly Account, Income and Expenditure Account and the Balance Sheet and the List of Schedules Annexed with the Balance Sheet of the PIU, form PMGSY/SCH/F-55- MNTN, unless he is absent from headquarters, in which case he should send to the Accounts Officer, as soon as he can examine his books and papers on return, a report in PMGSY/GEN/F-60 (with a duplicate copy of the Monthly Account, and the Balance Sheet signed by himself), without which the Accounts Officer will not pass the Monthly Account finally.

Note: It is desirable that the Divisional Officer should make arrangements for the review by himself of all vouchers before the accounts are submitted to the Accounts Officer, and that unless the circumstances are exceptional, he should sign the accounts himself.

14.4.10 In connection with the accounts for March, the following points should receive special attention:-

- (a) The entry of the closing cash balance should be supported by (1) the original Cash Balance Reports (form PMGSY/SCH/F-57-MNTN), and (2) a certificate of the Divisional Officer to the effect that he has obtained on or after 31st March, and retained in his office, an acknowledgement from the officer or subordinate concerned, in respect of each item of imprest or temporary advance shown in the Cash Balance Reports of the Division for 31st March.
- (b) The Schedule of Deposits Repayable, form PMGSY/SCH/F-52C-MNTN should be accompanied by the Account of Interest-Bearing Securities, form PMGSY/SCH/F-56.
- (c) The Balance Sheet should attach a note showing the total amount of the contracts awarded, the payments made till 31 March, and the amount of the outstanding commitment of the contracts.

II. Review of Unsettled Accounts

14.4.11 The several registers and schedules relating to Miscellaneous Works Advances and deposit heads of account, the Contractors' Ledger, and Register of Works should be reviewed monthly so that the steps necessary to effect the expeditious clearance of outstanding balances, whether by actual recovery or by adjustment in the accounts, may be taken regularly throughout the year. In February or early March, special steps should be taken with a view to bring about all possible reductions in the number and amounts of outstanding items at the close of the year, and within six weeks of the submission of the monthly account for March, a consolidated certificate in respect of the balances, other than cash, should be forwarded to the Accounts Officer in form, Annual Certificate of Balances in form PMGSY/GEN/F-61.

III Closing the Accounts of the Year

14.4.12 The financial year terminates on 31st March, and actual transactions taking place after that date can on no account be treated as pertaining to the year. It is, necessary, however, that as many of the unadjusted outstanding of the year as possible, should be cleared within the accounts of the year, and the errors in accounts coming to notice after 31st March should be set right, if possible, without affecting the accounts and estimates of the following year. Whilst, therefore, it is necessary that the cash accounts should be positively closed on the 31st March and also the Stock Accounts in respect of actual transactions, the Transfer Entry Book and the stock accounts should be kept open for transfer entries relating to rectification of errors and adjustments. These accounts should be closed on the 20th May or such other date which may be prescribed by the SRRDA.

Note: If any adjustments in accounts have been purposely deferred till the close of the accounts of the year, it is permissible to effect them after 31st March in the same way as adjustments in rectification of errors notified after that date.

14.4.13 The Annual accounts will be prepared at the end of the financial in the following order:

- (a) After the Monthly Account of Receipts and Payments for March has been prepared, the PIU should prepare Annual Account of Receipts and Payments in Form PMGSY/F-1B (Annual) MNTN.
- (b) The PIU shall pass two transfer entry orders as follows:
 - (1) Transferring to the Income and Expenditure Account the balance under the head of account Misc. Receipts. The entry will be:
Debit: Misc. Receipt Account.
Credit: Income and Expenditure Account.
 - (2) Transferring to the Income and Expenditure Account, the balance in all the minor heads of the Major Head 140 - Maintenance, 141 - Periodic Renewal and 142 - Special Repairs to Roads. The entry will be:
Debit: Income and Expenditure Account.
Credit: The minor head concerned, below above major heads.
- (c) Post the above two Transfer Entry Orders into the Transfer Entry Book, and the relevant ledgers. It will result in Nil balance in the affected ledger accounts.
- (d) Prepare the Income and Expenditure Account in form PMGSY/F-1(I&E-3) MNTN.
- (e) The total of expenditure in each Part of the Income and Expenditure Account will be debited to the minor head of account under the Major Heads 101 to 107 to reduce the balance available for use. For example, the expenditure on Minor Head Routine Maintenance, Periodic Maintenance and Special Repairs from the State Funds will be transferred to the Minor Head 101.03, State Maintenance Funds received from SRRDA.
- (f) The net effect of the debits and credits of the Income and Expenditure Account will be credited to the minor head 111.01 – Surplus and Reserves if surplus, and debited to this head if deficit.
- (g) Prepare the Annual Balance Sheet (PIU) in Form PMGSY-F-2B-MNTN.

Note: The entry of the closing cash balance should be supported by (1) the original cash Balance Reports (Form PMGSY/SCH/F-57), and (2) a certificate of the Divisional Officer to the effect that he has obtained on or after 31st March, and retained in his office, an acknowledgement from the officer or subordinate concerned, in respect of each item of imprest shown in the Cash Balance Reports of the Division for 31st March.

- (h) The accounts of annual maintenance estimates must be closed in the month fixed by the SRRDA concerned, as the least month of the working year for the purpose. Ordinarily, it should be possible to complete all the repair works and to settle the accounts of contractors and advances before the expiry of the working year. If, in any, exceptional case, any work remains to be done and, it is proposed to carry it on to completion, action should be taken as under:-
 - i) The expenditure incurred in the next working year should be treated as expenditure against the annual maintenance estimate for that year.
 - ii) The major head 121 – Material at Site Account and minor heads thereunder should be closed in the last month of the working year, by transferring the balances to major head 120.01 Store and Stock which should be relieved in the following month by transferring the balances to the major head 121 – Material at Site Account / minor heads thereunder in the accounts of the maintenance estimates for the next working year.

CHAPTER 15

ACCOUNTS OF STATE RURAL ROADS DEVELOPMENT AGENCY

15.1 Introduction

SRRDA will follow the double entry system of accounting and maintain separate account books for the PMGSY Maintenance Fund. For the Maintenance, chart of accounts given in Chapter-4 shall be used. Following are the more important books of accounts it will maintain:

- (i) Cash book with bank column on its both receipts and payments side. (form PMGSY/IA/F-3)
- (ii) Bank Authorisation Transfer Entry Book for bank authorisations issued to PIUs. (form PMGSY/IA/F-7A)
- (iii) Transfer Entry Book for other adjustments. (form PMGSY/IA/F-7)
- (iv) General Ledger of Debit Balances. (form PMGSY/IA/F-8)
- (v) General Ledger of Credit Balances. (form PMGSY/IA/F-9)
- (iv) PIU-wise Maintenance Fund Register (one each for the State, Central and each funding agency like District Panchayat, Block Panchayat etc.) showing details of funds transferred to each PIU. PIU wise Maintenance Fund Registers (form PMGSY/IA/F-10-MNTN and Abstract PIU – Wise Register of Maintenance Funds transferred by SRRDA. (PMGSY/1A/F-10A-MNTN)
- (vii) Register of PIU-wise Bank Authorisation & Abstract therefore, showing the authorizations outstanding against each PIU. (form PMGSY/IA/F-10B-MNTN and 10C-MNTN)
- (viii) Register of Remittances into the Bank by PIUs and SRRDA. (form PMGSY/IA/F-10E-MNTN).

15.2 Single Bank Account

15.2.1 SRRDA shall have a separate bank accounts called Maintenance Fund Account. The accounts will only with one bank. It does not transfer funds to PIUs. Instead, it authorizes the PIUs to draw cheques on its funds and keep their accounts in the prescribed forms. Moreover, the bank authorizations set the quarterly withdrawal limits for each payee (contractor/supplier wise), in addition to cheques to tax authorities or cash for the chest.

15.2.2 The accredited bank automatically invests SRRDA's surplus funds (funds above a threshold limit) in its fixed deposits at the interest rate decided in the agreement with the bank. The bank informs the SRRDA the interest credited to SRRDA's account and its detailed calculations.

15.2.3 The branches of the SRRDA's accredited bank provide the following facilities to the PIUs:

- (i) To draw self cheque by the PIUs;
- (ii) To accept deposit of the moneys received by PIU in bank account of SRRDA maintained at State level;
- (iii) To furnish bank statement at the close of each month showing the opening balance of bank authorisation account, details of PIU's cheques encashed (PIU Wise) during the month and the balance of bank authorisation account on the closing day of the month. (This statement is also furnished to the SRRDA. At some places, the bank branches only furnish details of cheques paid and deposits received).

15.2.4 Since the PIUs operate on the single bank account of the SRRDA, they need an authority from the SRRDA for this. SRRDA will issue, on receipt of a requisition in form PMGSY/GEN/F-62-MNTN from the PIUs, Bank Authorisations in form PMGSY/GEN/F-64-MNTN. It will show such payees-wise details as it deems fit.

15.2.5. SRRDA and each PIU operate bank authorisation account indicated in the chart of accounts. In SRRDA, this is accounted for in the Ledger of Credit balances (as this is SRRDA's liability to honour the cheques it authorised the PIUs to issue). The PIUs have a "Bank Authorisation" column in their Cash Book, on both sides of the Cash Book. (This is for the fund available to them for expenditure.)

15.2.6 SRRDA will also maintain PIU-wise Maintenance Fund Registers form PMGSY/IA/F-10-MNTN to record PIU wise details of different Maintenance Fund transferred to or received back from a PIU. It will also prepare an abstract of the outstanding Maintenance Funds at the close of each month in form PMGSY/IA/F-10A-MNTN. The total of the transactions will appear in the relevant minor account heads of Maintenance Funds transferred by SRRDA to PIUs, under the Major Head of Accounts 101 to 107.

15.2.7 SRRDA will also maintain Register of PIU-wise Bank Authorisation in form PMGSY/IA/F-10B-MNTN to record the release of bank authorisation to each PIU and its utilization. It will also prepare an abstract of the outstanding amounts of different Maintenance Funds at the close of each month in form PMGSY/IA/F-10C- MNTN. The total of transactions will appear in the relevant account heads, namely, 130.01 Bank Authorisations issued by the SRRDA to PIUs. The balances in these PIU-wise Registers must agree with the balances appearing in the monthly accounts (form PMGSY/F-1A MNTN) received from the PIUs. Any difference should be promptly investigated and set right.

15.3 Accounting Procedure

- (i) SRRDA shall maintain a two column Cash Book - one for cash and another for bank transactions in form PMGSY/IA/F-3.
- (ii) The funds received from the State Government or other funding organizations like any tier of the Panchayati Raj System, Marketing Boards etc. will be accounted for on the receipt side of the Cash Book in bank column by showing the relevant classification under Major Heads Account Code No.101 to 107. Details of the orders from the authorities sanctioning the release of funds will be kept in a Register of Sanctions Releasing Maintenance Fund in the form PMGSY/SR/F-28 MNTN.

Note: 1. The register will have continuous numbers, starting with 1 from each financial year.

2. All sanctions will bear the serial number shown in this register, and kept in one folder.
3. The totals will be worked out at the end of each quarter.

- (iii) On receipt of requisition of funds from the PIU in the form PMGSY/GEN/F-62 MNTN, SRRDA's Empowered Officer will issue it a bank authorisation in the format, decided in consultation with the accredited bank, with an endorsement to the bank showing the amount, names of payees, etc. SRRDA can cancel any amount of the bank authorization by using the format decided in consultation with the accredited bank. The Bank authorizations, once issued, will not lapse. These can only be cancelled by order of the Empowered Officer. Separate authorizations will be issued for each of the Maintenance Funds funded by a separate authority.
- (iv) One signed copy of the bank authorisation will become the voucher for the entry in the "Bank Authorisation Transfer Entry (BATE) Book", form PMGSY/IA/F-7A. No bank authorisation will be despatched to a PIU before an entry is made by SRRDA in the Bank Authorisation Transfer Entry Book. Bank Authorisation authority to PIU will bear the entry number in the BATE Book. Entry in the BATE Book will record debit to the relevant minor head of account of Maintenance Fund Transferred by SRRDA to the PIU under the Major Heads of Accounts 101 to 107; and credit to the head 130.01 Bank Authorisation Account. The detailed account of each PIU will be kept in the PIU-wise Registers for these transactions.
- (v) SRRDA has to incorporate in its books the information about the cheques issued by PIUs and remittances into the bank by them. Therefore, the monthly accounts from PIUs must reach the SRRDA by the 5th of the month following the month of account with the following schedules, among others.

Sl.No.	Name of Record	Form No.
1.	Bank Authorisation Utilisation and Reconciliation Statement	PMGSY/SCH/F-52- MNTN
2.	Bank Remittances Reconciliation Statement	PMGSY/SCH/F-52 (REM) MNTN

SRRDA shall pass an order on each of the above schedules accepting them, and make entry on the payment side of the Cash Book for the cheques issued and on the receipt side for the remittances made by PIUs in the bank the total amounts i.e. mentioned in Part II of the forms 52 & 52 (REM) MNTN. It will also post the details of cheques in the PIU-Wise Register of Cheques Issued (form PMGSY/IA/F-10D-MNTN). Entries from the Cash Book will be credited to Bank Authorisation Account in the General Ledger of Credit Balances. Thereafter, PIU-wise totals will be posted in PIU-wise Bank Authorisation Register. Similar action will be taken for remittances by posting their details in PIU-Wise Register of Remittances into Bank, form, PMGSY/IA/F-10E-MNTN.

- (vi) Net credit balance in the PIU-wise Bank Authorisation Register should agree with the amount shown in the Balance Sheet of the PIU. Any difference should be promptly investigated and set right.
- (vii) PIUs may deposit cheques/ demand drafts/ pay orders, etc. in the PMGSY Maintenance Fund Account (SRRDA's) with the accredited bank. They will furnish the details of these deposits in the Bank Remittances Reconciliation Statement form PMGSY/SCH/F-52 (REM) - MNTN sent to SRRDA with the monthly balance sheet. On its receipt SRRDA shall pass a transfer entry order crediting the relevant minor head of account Maintenance Fund transferred to PIU under the Major Head 101 to 107 and debiting the Bank Account. The transfer entry will then be posted in the Cash Book and the ledger.
- (viii) Net debit balance of Maintenance Funds of the PIU in the accounts of SRRDA shall be in agreement with the net credit balance in the accounts of PIU. Any difference should be promptly investigated and set right.
- (ix) In order to avoid any difference between the books of SRRDA and the PIUs, SRRDA should not issue any bank authorisation during the last five working days of the month.
- (x) Gross amount of interest received from bank on the balances shall be taken as receipt in bank column in the Cash Book Account Code 131.01. The tax deducted at source by bank shall be shown on payment side in the bank column "Tax Deducted at source by the Bank" Account Code 124.01. Refund for Tax Deducted at source shall be claimed from Income Tax Department. Where the SRRDA comes to know of tax deducted at source later, it would pass a transfer entry by credit to the Head 131.01 and debit to the head tax deducted at source by the Bank" Account Code 124.01. Interest allowed by the bank on deposits shall be entered in the account of SRRDA by credit to head of account 130.01 and corresponding credit to head of account 131.01. The Transfer Entries will be posted in the concerned ledgers.

(Note: SRRDA will take action to obtain exemption from payment of Income Tax in accordance with the provisions contained in Income Tax Act, 1961, as it is a not a profit making organisation.)

15.4 Monthly account, Income and Expenditure Account and Balance Sheet Monthly Account of Receipts and Payments

15.4.1 SRRDA will prepare its Monthly Account of Receipts and Payments in form PMGSY/F-1- MNTN at the end of each month. This account shows not only the receipts and payments, but also the cumulative total of the receipts and payments.

(Note: The cumulative balances column also becomes a trial balance).

Income and Expenditure Account

15.4.2 SRRDA will prepare each month an Income and Expenditure Account, in form PMGSY/F-1 (I&E-2) MNTN, from the Monthly Account of Receipts and Payments.

Balance Sheet

15.4.3 SRRDA will prepare each month a Balance Sheet in form PMGSY/F-2A-MNTN showing its liabilities and assets as on the last date of each month. It will attach to it the following schedules:

Sl. No.	Particulars	Form No.
1.	i) Bank Authorization Utilization and Reconciliation Statement ii) Bank Remittance Reconciliation Statement	(i) PMGSY/SCH/F-52-MNTN. (ii) PMGSY/ SCH/F-52 (REM)-MNTN. SRRDA will attach to its Balance Sheet and the State Balance Sheet a Bank Reconciliation Statement showing the reasons for the difference between its books and that of the bank.
2.	Schedule of State Maintenance Fund	PMGSY/SCH/F-52A-MNTN
3.	Schedule of Panchayat Maintenance Funds	PMGSY/SCH/F-52A-MNTN
4.	Schedule of Other Maintenance Funds	PMGSY/SCH/F-52A-MNTN
5.	Schedule of Surpluses and Misc. Income	PMGSY/SCH/F-52B MNTN
6.	Abstract of PIU-wise outstanding Bank Authorisation	PMGSY/SCH/F-10C- MNTN
7.	Schedule of Current Liabilities	PMGSY/SCH/F-52D-MNTN
8.	Schedule of Routine Maintenance of Roads	PMGSY/SCH/F-53A {To be attached with Balance Sheet (State) only}
9.	Schedule of Periodical Renewal of Roads	PMGSY/SCH/F-53B {To be attached with Balance Sheet (State) only}
10.	Schedule of Special Repairs to Roads	PMGSY/SCH/F-53C {To be attached with Balance Sheet (State) only}
11.	Schedule of Current Assets	PMGSY/SCH/F-53D-MNTN {To be attached with Balance Sheet (State) only}

15.5 State Income and Expenditure Account and the Balance Sheet

State Income and Expenditure Account

15.5.1 SRRDA is responsible to render not only its own accounts, but also all the PIUs under its control. Its own accounts do not reflect the use of Maintenance Fund as it transfers the resources to the PIUs.

15.5.2 For preparing the account for the State and to depict the consolidated picture of its own accounts and those of all the PIUs, the SRRDA will proceed as follows:

- (a) Step 1. The SRRDA will consolidate the Monthly Accounts received from all the PIUs, in the Master Sheet of Accounts of All the PIUs form PMGSY/F-1AA-MNTN.
- (b) Step 2. The SRRDA will prepare the Master Sheet of Consolidated Balance Sheet of SRRDA and PIUs by merging the consolidated figures of the PIUs with its own figures in Form PMGSY/F-1AAA-MNTN.
- (c) Step 3. From Step 2 above, the SRRDA will prepare the consolidated Income and Expenditure Account (State) in form PMGSY/F-1(I&E-1)- MNTN.
- (d) Step 4 The SRRDA will prepare Schedules for the State Balance Sheet as mentioned in paragraph 15.4.3 above to show the separate details for all the PIUs and the State, and the consolidated figure for the State.
- (e) Step 5. From the consolidated Balance Sheet of SRRDA and PIUs in Form PMGSY/F-1AAA-MNTN the SRRDA will prepare Balance Sheet (State) in form PMGSY/F-2 MNTN.

15.6 Annual Account

15.6.1 SRRDA has to prepare the annual accounts in similar way as the monthly account. The major changes are:

- (a) All the expenditure heads, for example, routine maintenance, periodic maintenance, special repairs to roads, are transferred to the Income and Expenditure Account by passing a transfer entry. In this manner, the balance in the Income & Expenditure accounts becomes nil balance and the opening balance in the next year is also nil. Maintenance Funds do not have any durable assets accounts like tools and plants, computers, etc. as these are either borne by State Governments or the Administrative Expenses Funds Account.
- (b) SRRDA has to prepare an Annual Account of Receipts and Payments in form PMGSY / F-1A (ANNUAL) MNTN.

15.6.2 The Governing Council of SRRDA will approve the annual accounts. After its approval, a transfer entry order will be passed to reduce the amount outstanding against the PIUs, and the amounts received by SRRDA from the State Governments and other authorities like Panchayats etc. The amount equal to the expenses debited to the Income and Expenditure Accounts of each PIU will be taken into account. For example, if the PIU – 'A' has debited Rs. 5 lakhs to Income and Expenditure account, then the transfer entry order will be:

Debit	State Maintenance Fund received (101.01)	Rs.5 lakh
Credit	State Maintenance Fund Transferred to PIU (101.02)	Rs.5 lakh

Similar entry will be passed for other Funds. Thus, the figures in the books of SRRDA and the PIU will agree.

15.7. Bank Reconciliation

On receipt of bank statement, the PIU and the SRRDA will prepare their own bank reconciliation statement. In normal course, the difference in the balance as per Cash Book and the bank shall be total of uncashed cheques. Bank reconciliation statement along with photocopy of bank statement shall be enclosed with the monthly account by PIU, and of the SRRDA.

CHAPTER 16

AUDIT

16.1 Statutory Audit

Audit will be conducted by the SRRDA as per requirement of donor agencies.

CHAPTER 17

MISCELLANEOUS

17.1 Cheque Books, Receipt Books

I. Cheque Books

The following procedure will be followed in regard to indenting, safe custody, issue and account of cheque books.

17.1.1 Indent - The supply of cheque books required for making payments by the Divisional Officer will be made by the Bank, on the advice of the Accounts Officer, on the basis of indents received from the Divisional Officer.

17.1.2 Issue of Cheque Books to Divisional Officer - The Divisional Officers, (who are termed as the Drawing and Disbursing Officers vested with cheque drawing powers) will requisition their requirement of cheque books/forms from the Accounts Officer.

17.1.3 Stock Register of Cheque Books - A Stock Register of Cheque Books should be maintained to keep an account of the receipts, issues and balances of cheque books (form PMGSY / SR / F-32). Each morning the cheque cashier should take such cheque books from the Officer-in-Charge, as are likely to be used during the course of the day and should remain responsible for their use and return of the balance at the close of the day.

17.1.4 In cases, where the power of drawal of funds by cheque(s) is withdrawn from any cheque-drawing Divisional Officer, all the unused form and partly used cheque books with that officer shall be defaced by writing the word "Cancelled" promptly across such cheque form and its counterfoil (but without the signature of the Drawing Officer) and returned to the Accounts Officer concerned who should destroy them after keeping a note in the relevant records. All unused cheque books with such an officer shall, however, be returned by him to the Accounts Officer without any cancellation.

17.1.5 Whenever a new cheque book is brought into use, the DDO should intimate the number of the cheque book and the Serial Number of the Cheque forms contained therein to the Bank as well as the Accounts Officer.

17.1.6 Stock taking at the change of the Officer-in-Charge - Every six month, in April and October, stock taking of the cheque book should be done by an Officer other than the Officer-in-Charge (Cheque) and a certificate of physical count recorded by him in the Stock Register. This stock taking should also be done whenever there is a change of the Officer-in-Charge and the Relieving Officer should initial the entry in respect of each of the cheque book noted in the form PMGSY / SR / F-32 and sign a certificate in the Stock Register in the following form :-

"Received the current cheque books as indicated by my initials in the register of account of cheque forms and the unused cheque books fromto..... as entered in the Stock Register."

17.1.7 The physical verification can also be entrusted either to the Inspecting Officer of the internal inspection party conducting the normal inspection of his office or by any Gazetted Officer of his department who visits that office on any other official work.

II Receipt Books

17.1.8 The following procedure will be followed in regard to indenting, safe custody, issue and account of the receipt books.

17.1.9 Receipts in machine numbered form PMGSY/IA/F-5 may be obtained from SRRDA. This standard form will be used for all the moneys received on PMGSY purposes; unless the SRRDA prescribes otherwise. SRRDA will keep complete record of the Receipt Books printed, and supplied to PIUs and for its own purpose.

17.1.10 The receipt books must be kept under lock and key in the personal custody of the officer authorized to sign them by the Executing Agency for the PIUs and for its own use by the SRRDA.

17.1.11 Before a receipt book is brought into use, the number of the forms contained therein shall be counted and the result recorded in a conspicuous place in the book over the signature of the Officer in charge of the book. Counter foils of the used receipt books will be kept in his personal custody.

17.2 Transfer of Charge

I. Divisional and Sub-Divisional Officers

17.2.1 The Relieving Officer will take into account the expenditure in cash and on stores, as the case may be, from and for the first day of the month during which the relief took place, and submit the next monthly account in the same manner as if he has been in-charge during the whole month. But the Relieved Officer remains responsible for the transactions during his incumbency.

17.2.2 In the case of transfers of divisional or sub-divisional charges, the Cash Book in the case of Divisional Office or imprest account in respect of Divisional Office and Sub-Divisional Office should be closed on the date of transfer, and a note recorded in it, over the signatures of both the Relieved and Relieving Officers showing the cash or imprest balances, the number of unused cheques made over and received in transfer by them as the case may be. A copy of this note, together with a receipt in the form appended below for the stores under the immediate charge of the Relieved Officer, should be forwarded on the same day to the SRRDA in the case of divisional or to the Divisional Officer in the case of sub-divisional charges.

The receipts of cash and stores balances should be prepared by the Relieved Officer, but the Relieving Officer should note any inaccuracies therein so that the SRRDA or the Divisional Officer, as the case may be, may pass such orders in respect of any deficient articles as may be necessary. A copy of the receipts may be given to the Relieved Officer, if desired by him.

FORM A (For Divisional Charges)

Received in transfer from A.B., formerly Divisional Officer Division, the stores in his personal charges as detailed in the annexed list.

The priced Stores Ledger is on record and have been posted up-to-date/to end of.....

Station : C.D.,

Date : Divisional Officer.....Division.

FORM B (For Sub-Divisional charges)

Received in transfer from A.B., formerly officer-in-charge.....sub-division the stock which has been in his personal custody as detailed in the Bin cards, which have been posted up-to-date.

Station : C.D., Date : (Relieving) Sub-Divisional Officer.

Divisional Accountants

17.2.3 When a Divisional Accountant is about to be relieved of his duties in a divisional office, either permanently or temporarily, he should prepare a memorandum reviewing the PMGSY accounts of the Division. The state of stock and purchase accounts and of outstandings in the accounts of works should be reviewed in particular. All important liabilities as also recoveries to be made from the staff or from contractors and others which should receive special attention should be mentioned.

Any arrears or defects in the working of the divisional office or subordinate offices rendering accounts to it should be specified with a statement of the remedies applied or contemplated. Other points requiring the special attention of the relieving Accountant, whether in regard to the initial or compiled accounts or to Inspection Notes received from the Accounts Officer should also be set forth in detail.

The memorandum should be in a tabular form with columns for (1) remarks by the relieving Accountant (2) remarks by the Divisional Officer and (3) Orders of the Accounts Officer. The relieving Accountant should examine it when

taking over charge and promptly forward it, with his remarks, to the Accounts Officer through the Divisional Officer, who will record such observations, as he may consider necessary.

17.3 Reconstitution of Executive Charges

When in consequence of the reconstitution of executive charges or of any other arrangements, the accounts of two or more Divisional Officers are to be amalgamated, or those of any office are either to be broken up into parts or closed, the Divisional Officers concerned should apply in time to the Accounts Officer for instructions to be observed in regard to PMGSY accounts in giving effect to the arrangements. On all occasions, the necessary transfer between offices of unsettled accounts, of liabilities not yet brought to account, of quantity account of road metal, and of relevant account and records (including unused forms of cheque books, receipt books and cash memo books) should receive the special attention of all concerned.

- (i) Work in progress.
- (ii) Appropriation and sanctions not yet completely operated upon.
- (iii) Stock and other Purchase accounts.
- (iv) Deposit and cash balances.
- (v) Interest-bearing securities.

17.4 Preservation of Records

17.4.1 PIUs and SRRDA will ensure preservation of records as these form vital elements of contracts for works. All the vouchers of the monthly account will be neatly tied up in separate folders, and kept under lock and key of the Executive Engineer and the Divisional Accountant. Loss of any voucher will be serious dereliction of duty of both of them. A complete list of records will be kept; and signed by the relieving and relieved officer at the time of transfers. Special care, as prescribed for court or vigilance cases, will be taken in all cases of disputes with the contractor.

17.4.2 The destruction of account records in Public Works offices governed by such rules as prescribed by Government for the PWD divisions. However, no record will be destroyed before the period of limitation is over. In cases not covered by such rules, the specific concurrence of the Accounts Officer is necessary before any records are ordered to be destroyed and that in each Divisional office full details are maintained permanently in form PMGSY/GEN/F-63 of all records destroyed from time to time.

**FORMS OF ACCOUNTS
MAINTENANCE FUND ACCOUNTS**

PMGSY MAINTENANCE FUND
 (Referred to in paragraph 15.4.1 of the Manual)
MONTHLY ACCOUNT OF RECEIPTS AND PAYMENTS (FOR SRRDA)

Name of SRRDA _____ State _____

Month _____ 200 _____

Account Code Number	Head of Account	Ledger Folio	DEBIT BALANCES		
			To end of previous month	For the month	To end of the month (4+5)
1	2	3	4	5	6
101.02	State Maintenance Fund transferred to PIU				
102.02	Central Maintenance Fund Transferred to PIU				
	And so on for Minor Heads 103.02, 104.02, 105.02, 106.02 and 107.02				
124.01	Tax deducted at source by the bank on the investment				
125.01	Cash in Chest				
125.02	Imprest with Staff				
126.01	Bank				
126.02	Investment, Deposits and other balances				
	TOTAL				

ACCOUNTANT

OFFICER-IN-CHARGE, SRRDA

Notes to the MONTHLY ACCOUNT OF RECEIPTS AND PAYMENTS (FOR SRRDA)

Debit Balances

Notes:

1. Cash in chest (and also Bank Balance) "to end of the month" shall be the closing balance as shown in the Cash Book. Cash in chest (and also Bank Balance) "for the month" shall be worked by deducting the balance "to end of the previous month" from the balance "to end of the month" i.e. column 6 minus column 4.
2. Bank reconciliation statement along-with photocopy of bank account shall be enclosed with the monthly account.

PMGSY/F-1-MNTN

PMGSY MAINTENANCE FUND
MONTHLY ACCOUNT OF RECEIPTS AND PAYMENTS (FOR SRRDA)
(Referred to in paragraph 15.4.1 of the Manual)

Name of SRRDA _____ State _____

Month _____ 200 _____

Account Code Number	Head of Account	Ledger Folio	CREDIT BALANCES		
			To end of previous month	For the month	To end of the month (4+5)
1	2	3	4	5	6
101.01	State Maintenance Fund received by SRRDA				
102.01	Central Maintenance Fund received by SRRDA PIU				
	And so on for Minor Heads District Panchayat Maintenance Fund, received by SRRDA, Block Panchayat Maintenance Fund, received by SRRDA, Village Panchayat Maintenance Fund, received by SRRDA and Other Maintenance Fund, received by SRRDA 103.01, 104.01, 105.01, 106.01 and 107.01				
114.01	Unpaid bills for purchases				
130.01	Bank Authorization Account (Books of SRRDA)				
131.01	Interest received from bank account				
131.05	Miscellaneous Receipts				
	TOTAL				

ACCOUNTANT

OFFICER-IN-CHARGE, SRRDA

Note: In the annual account the total amount of incidental receipts shall be credited to Surplus & Reserve generated from interest etc.

PMGSY MAINTENANCE FUND
MONTHLY ACCOUNT OF RECEIPTS AND PAYMENTS (FOR PIU)
(Referred to in paragraph 14.4.3 of the Manual)

Name of PIU _____

Month _____ 200 _____

Account Code Number	Head of Account	Ledger Folio	Debit Balances		
			To end of previous month	For the month	To end of the month (4+5)
1	2	3	4	5	6
120.01	Stores and Stock				
One line for each minor head 121.01 to 121.07, 121.11 to 121.17, 121.21 to 121.27	Materials at Site Account (Materials directly issued to Departmental Works)				
122.01	Misc. Works Advance Against Contractors				
122.02	Misc. Works Advance Against Staff				
123.01	Advance Payment to Contractors				
123.02	Materials issued to contractors				
123.03 to 123.05	And so on for each advance kind of advances to contractors				
125.01	Cash in Chest	CBF*			
125.02	Imprest with Staff				
130.02	Bank Authorization Account	CBF*			
One line for each minor head under Major Head 140	Expenditure on Routine Maintenance				
One line for each minor head under Major Head 141	Expenditure on Periodic Renewals				
One line for each minor head under Major Head 142	Expenditure on Special Repairs				
	TOTAL				

ACCOUNTANT _____

OFFICER-IN-CHARGE, PIU _____

Notes:

- Cash in chest (as also Bank Authorisation Account) "**to end of the month**" shall be the closing balance as shown in the Cash Book. Cash Balance "**for the month**" shall be worked by deducting the balance "**to end of the previous month**" from the balance "**to end of the month**" i.e. column 6 minus column 4.
- Vouchers** shall be retained by PIU for Audit.

* Cash Book Folio

PMGSY/F-1A-MNTN

PMGSY MAINTENANCE FUND
MONTHLY ACCOUNT OF RECEIPTS AND PAYMENTS (FOR PIU)
(Referred to in paragraph 14.4.3 of the Manual)

Name of Unit (PIU) _____

Month _____ 200 _____

Account Code Number	Head of Account	Ledger Folio	CREDIT BALANCES		
			To end of previous month	For the month	To end of the month (4+5)
1	2	3	4	5	6
101.03	State Maintenance Fund received by PIU				
102.03	Central Maintenance Fund received by PIU				
	And so on for Minor Heads District Panchayat Maintenance Fund, received by PIU, Block Panchayat Maintenance Fund, received by PIU, Village Panchayat Maintenance Fund, received by PIU and Other Maintenance Fund, received by PIU 103.03, 104.03, 105.03, 106.03 and 107.03				
112.01	Earnest Money Deposits from Contractors / Suppliers				
112.02	Security Deposit from contractors/ Suppliers				
112.03	Sums due to contractors on closed accounts.				
112.04	Miscellaneous Deposits				
112.05	Royalties				
113.01	Income Tax and Surcharge from Contractors/ Suppliers				
113.02	Commercial/Sales/Entry Tax from Contractors / Suppliers				
113.03	Any Other statutory deductions				
114.01	Unpaid bills for purchases				
131.02	Forfeiture of Earnest Money Deposit				
131.03	Fines, forfeitures, penalties etc				
131.04	Any Other non refundable Deductions from bills of Contractor / Supplier				
131.05	Miscellaneous Receipts				
	TOTAL				

ACCOUNTANT

OFFICER-IN-CHARGE, PIU

Note:- Total amount of incidental receipts shall be credited to Reserve Fund generated from Interest etc. in the annual account.

PMGSY/F-1AA-MNTN

PMGSY MAINTENANCE FUND

Master Sheet of Accounts of All the PIUs
(Referred to in paragraph 15.5.2 (a) of the Manual)

As at 20

For compiling and consolidating the accounts of all the PIUs

Line No.	Head of Account	Liabilities	PIU A	PIU B	PIU C	Total
1	101.03	State Maintenance Fund received by PIU				
2	102.03	Central Maintenance Fund received by PIU				
3		And so on for Minor Heads 103.03, 104.03, 105.03, 106.03 and 107.03				
4	112.01	Earnest Money Deposits from Contractors / Suppliers				
5	112.02	Security Deposit from Contractors/ Suppliers				
6	112.03	Sums due to Contractors on closed accounts.				
7	112.04	Miscellaneous Deposits				
8	112.05	Royalties				
9	113.01	Income Tax and Surcharge from contractors/ Suppliers				
10	113.02	Commercial/Sales/Entry Tax from Contractors / Suppliers				
11	113.03	Any Other statutory deductions				
12	114.01	Unpaid bills for purchases				
13	131.02	Forfeiture of Earnest Money Deposit				
14	131.03	Fines, forfeitures, penalties etc				
15	131.04	Any Other non refundable Deductions from bills of contractor / supplier				
16	131.05	Miscellaneous Receipts				
		Total (Lines 1 to 16)				

PMGSY/F-1AA-MNTN

PMGSY MAINTENANCE FUND
Master Sheet of Accounts of All the PIUs
(Referred to in paragraph 15.5.2 (a) of the Manual)

As at 20

For compiling and consolidating the accounts of all the PIUs

Line No.	Head of Account	Assets	PIU A	PIU B	PIU C	Total
1	120.01	Stores and Stock				
2	One line for each minor head 121.01 to 121.07, 121.11 to 121.17, 121.21 to 121.27	Materials at Site Account (Materials directly issued to Departmental Works)				
3	122.01	Misc. Works Advances Against Contractors				
4	122.02	Misc. Works Advances Against Staff				
5	123.01	Advance Payment to Contractors				
6	123.02	Materials issued to contractors				
7		And so on for each advance kind of advances to contractors				
8	125.01	Cash in Chest				
9	125.02	Imprest with Staff				
10	130.02	Bank Authorization Account				
11	One line for each minor head under Major Head 140	Expenditure on Routine Maintenance				
12	One line for each minor head under Major Head 141	Expenditure on Periodic Renewals				
13	One line for each minor head under Major Head 142	Expenditure on Special Repairs				
		Total (Lines 1 to 13)				
14		Difference between totals of Assets and Liabilities				

PMGSY MAINTENANCE FUND
Master Sheet of Consolidated Balance Sheet of SRRDA and PIUs
(Referred to in paragraph 15.5.2 (e) of the Manual)

Liabilities					Assets				
Account Head	Particulars	SRRDA	PIUs	Consolidated	Account Head	Particulars	SRRDA	PIUs	Consolidated
101.01, 102.01 103.01, 104.01, 105.01, 106.01 107.01	Maintenance Fund Received by SRRDA from Different Sources (Separate line for each head)				125.01 125.02 126.01 120.01 122.01 122.02 123.01	Cash in chest Imprest with staff Bank Balance SRRDA Stores & Stock Misc. Work Advances against Contractors Misc. works Advance against staff Advance Payment to Contractors			
111.01 Initially kept under the head 131.01, 131.02, 131.03, 131.04 & 131.05 and balanced will be transferred to head 111.01 at the end of the year	Surpluses and Reserves				123.02 123.03 123.04 123.05 124.01 126.02 121 (Major Head) 140 (Major Head)	Material issued to Contactors Secured Advance against Contractor Advances to Suppliers Other Advances Tax deducted at source by the bank on the investment Investment, Deposits and other balances Material at site Account (Materials directly issued to Department works). Separate line for each minor head of account. Expenditure on Routine Maintenance.			
112.01 to 112.05	Deposits Repayable (Separate line for each minor head)				141 (Major Head)	Expenditure on Periodic Renewals.			
113.01 to 114.01	CURRENT LIABILITIES (Separate line for each head)				142 (Major Head)	Expenditure on special repairs.			
Total									
The following contra Items of mutual liabilities and assets between SRRDA and PIUs are not part of State Balance Sheet.									
130.01	Bank Authorisations				130.02	Bank Authorisation Received by PIU			
101.03, 102.03, 103.03, 104.03, 105.03, 106.03, & 107.03	Maintenance Funds received from SRRDA (separate line for each kind of fund)				101.02, 102.02, 103.02, 104.02, 105.02, 106.02 & 107.02	Maintenance Funds Transferred by SRRDA to PIUs (separate line for each kind of fund)			
	Total								
	Grand Total								

ACCOUNTANT

FINANCE OFFICER

PMGSY/F-1A (ANNUAL) MNTN

PMGSY MAINTENANCE FUND
ANNUAL ACCOUNT OF RECEIPTS AND PAYMENTS (FOR SRRDA)
 (Referred to in paragraph 15.6.1 (b) of the Manual)
FOR THE YEAR 1ST APRIL, 200 TO 31ST MARCH, 200

Name of SRRDA _____

Account Code Number	Head of Account	Ledger Folio	Payments Debit Balances		
			Opening balance on 1 st April of the year	During the year	Closing balance on 31 st March of the year
1	2	3	4	5	6
101.02	State Maintenance Fund transferred to PIU				
102.02	Central Maintenance Fund transferred to PIU				
	And so on for Minor Heads 103.02, 104.02, 105.02, 106.02 and 107.02				
124.01	Tax deducted at source by the bank on the investment				
125.01	Cash in Chest				
125.02	Imprest with Staff				
126.01	Bank				
126.02	Investment, Deposits and other balances				
	TOTAL				

ACCOUNTANT

OFFICER-IN-CHARGE

Note:

- Closing Cash in chest (and also Bank Balance) in column 6 shall be the closing balance as shown in the Cash Book. Opening cash in chest (and also Bank Balance) in column 4 will also be as shown in the Cash Book. Column 5 for "During the Year" shall be worked by deducting the amount in column 4 from the amount in column 6.
- Bank reconciliation statement along-with photocopy of bank account shall be enclosed with the account.

PMGSY MAINTENANCE FUND
ANNUAL ACCOUNT OF RECEIPTS AND PAYMENTS (FOR SRRDA)
 (Referred to in paragraph 15.6.1 (b) of the Manual)
FOR THE YEAR 1ST APRIL, 200 TO 31ST MARCH, 200

Name of SRRDA _____

Account Code Number	Head of Account	Ledger Folio	Receipts CREDIT BALANCES		
			Opening balance on 1 st April of the year	During the year	Closing balance on 31 st March of the year
1	2	3	4	5	6
101.01	State Maintenance Fund received by SRRDA				
102.01	Central Maintenance Fund received by SRRDA				
	And so on for Minor Heads 103.01, 104.01, 105.01, 106.01 and 107.01				
114.01	Unpaid bills for purchases				
130.01	Bank Authorization Account (Books of SRRDA)				
131.01	Interest received from bank Account				
131.05	Miscellaneous Receipts				
	TOTAL				

ACCOUNTANT

OFFICER-IN-CHARGE SRRDA

Note: In the annual account the total amount of Miscellaneous Receipts and Interest Income shall be credited to the Surpluses and Reserves.

PMGSY/F-1B (ANNUAL)-MNTN

PMGSY MAINTENANCE FUND
ANNUAL ACCOUNT OF RECEIPTS AND PAYMENTS (FOR PIU)
FOR THE YEAR 1ST APRIL, 200 TO 31ST MARCH, 200
(Referred to in paragraph 14.4.13 of the Manual)

Name of PIU _____

Account Code Number	Head of Account	Ledger Folio	Receipts CREDIT BALANCES		
			Opening balance on 1 st April of the year	Receipts during the year	Closing balance on 31 st March of the year
1	2	3	4	5	6
120.01	Stores and Stock				
One line for each minor head below major head 121	Materials at Site Account (Materials directly issued to Departmental Works)				
122.01	Misc. Works Advances Against Contractors				
122.02	Misc. Works Advances Against Staff				
123.01	Advance Payment to Contractors				
123.02	Materials issued to contractors				
	And so on for each kind of advances to contractors				
125.01	Cash in Chest				
125.02	Imprest with Staff				
130.02	Bank Authorization Account				
One line for each minor head under Major Head 140	Expenditure on Routine Maintenance				
One line for each minor head under Major Head 141	Expenditure on Periodic Renewals				
One line for each minor head under Major Head 142	Expenditure on Special Repairs				
	TOTAL				

DIVISIONAL ACCOUNTANT

OFFICER-IN-CHARGE/ PIU

Note: Total amount of incidental receipts shall be credited to Reserve Fund generated from Interest etc. in the annual account.

PMGSY MAINTENANCE FUND
ANNUAL ACCOUNT OF RECEIPTS AND PAYMENTS (FOR PIU)
(Referred to in paragraph 14.4.13 of the Manual)

Name of PIU _____

Year _____

Account Code Number	Head of Account	Ledger Folio	Receipts Credit Balances		
			Opening balance on 1 st April of the year	During the year (Col. 6-4)	Closing balance on 31 st March of the year
1	2	3	4	5	6
101.03	State Maintenance Fund received by PIU				
102.03	Central Maintenance Fund received by PIU				
	And so on for Minor Heads 103.03, 104.03, 105.03, 106.03 and 107.03				
112.01	Earnest Money Deposits from Contractors / Suppliers				
112.02	Security Deposit from Contractors/ Suppliers				
112.03	Sums due to Contractors on closed accounts				
112.04	Miscellaneous Deposits				
112.05	Royalties				
113.01	Income Tax and Surcharge from Contractors/ Suppliers				
113.02	Commercial/Sales/Entry Tax from Contractors / Suppliers				
113.03	Any Other statutory deductions				
114.01	Unpaid bills for purchases				
131.02	Forfeiture of Earnest Money Deposit				
131.03	Fines, forfeitures, penalties etc				
131.04	Any Other non refundable Deductions from bills of contractor / supplier				
131.05	Miscellaneous Receipts				
	TOTAL				

DIVISIONAL ACCOUNTANT

OFFICER-IN-CHARGE/ PIU

Note:

1. Closing Cash in chest (and also Bank Balance) in column 6 shall be the closing balance as shown in the Cash Book. Opening cash in chest (and also Bank Balance) in column 4 will also be as shown in the Cash Book. Column 5 for "During the Year" shall be worked by deducting the amount in column 4 from the amount in column 6.
2. Bank reconciliation statement along-with photocopy of bank account shall be enclosed with the account
3. Vouchers shall be retained by PIU for Audit.

PMGSY/F-1 (I&E-1) MNTN

PMGSY MAINTENANCE FUND
Consolidated Income and Expenditure Account for the State of -----
(Referred to in paragraphs 15.4.2 & 15.5.2 (c) of the Manual)
From 1st April, _____ to the end of the month of _____, 200

SRRDA _____

Line No.	Particulars	SRRDA Amount		ALL PIUs Amount		State (Col 4 + 6)
		3	4	5	6	
1	2					
	Expenditure					
	Part I. State Maintenance Fund					
	• Routine Maintenance					
	• Periodic Renewal of Roads					
	• Special Repairs to Roads					
	TOTAL Expenses taken to the Balance Sheet					
	Part II. Central Maintenance Fund					
	• Routine Maintenance					
	• Periodic Renewal of Roads					
	• Special Repairs to Roads					
	TOTAL Expenses taken to the Balance Sheet					
	Part III. District Panchayat					
	• Routine Maintenance					
	• Periodic Renewal of Roads					
	• Special Repairs to Roads					
	Part IV. Block Panchayat					
	• Routine Maintenance					
	• Periodic Renewal of Roads					
	• Special Repairs to Roads					
	Part V. Village Panchayat					
	• Routine Maintenance					
	• Periodic Renewal of Roads					
	• Special Repairs to Roads					
	Part VI. Marketing Board					
	• Maintenance Fund					
	• Periodic Renewal of Roads					
	• Special Repairs to Roads					
	Part VII. Other Maintenance Fund					
	• Maintenance Fund					
	• Periodic Renewal of Roads					
	• Special Repairs to Roads					
	Total Expenses Taken to Balance Sheet					
	Income					
	Surpluses Miscellaneous Income					
	(Carried to the Surpluses in the Balance Sheet)					

DIVISIONAL ACCOUNTANT

OFFICER-IN-CHARGE/ PIU

PMGSY/F-1(I&E-2)MNTN

PMGSY MAINTENANCE FUND

Income and Expenditure Account for the period from 1st April, _____ to the end of the month of _____, 200
(Referred to in paragraph 15.4.2 of the Manual)

Name of SRRDA _____

Particulars	Amount
Surpluses	
Income	
Miscellaneous Income	
Interest Income	
Total	
(Carried to the Surpluses and Reserves in the Balance Sheet)	

DIVISIONAL ACCOUNTANT

OFFICER-IN-CHARGE

PMGSY/F-1(I&E-3)MNTN

PMGSY MAINTENANCE FUND
Income and Expenditure Account (PIU)
(Referred to in paragraph 14.4.4 of the Manual)
for the period from 1st April, 2004 to the end of the _____, 20

Name of PIU _____

Line No.	Particulars	Current Year	
		Amount	Amount
	Expenditure		
	Part I. State Maintenance Fund		
	• Routine Maintenance		
	• Periodic Renewal of Roads		
	• Special Repairs to Roads		
	TOTAL Expenses taken to the Balance Sheet		
	Part II. Central Maintenance Fund		
	• Routine Maintenance		
	• Periodic Renewal of Roads		
	• Special Repairs to Roads		
	TOTAL Expenses taken to the Balance Sheet		
	Part III. District Panchayat		
	• Routine Maintenance		
	• Periodic Renewal of Roads		
	• Special Repairs to Roads		
	Part IV. Block Panchayat		
	• Routine Maintenance		
	• Periodic Renewal of Roads		
	• Special Repairs to Roads		
	Part V. Village Panchayat		
	• Routine Maintenance		
	• Periodic Renewal of Roads		
	• Special Repairs to Roads		
	Part VI. Marketing Board		
	• Maintenance Fund		
	• Periodic Renewal of Roads		
	• Special Repairs to Roads		
	Part VII. Other Maintenance Fund		
	• Maintenance Fund		
	• Periodic Renewal of Roads		
	• Special Repairs to Roads		
	Total Expenses Taken to Balance Sheet		
	Income		
	Part VIII. Surpluses Miscellaneous Income		
	(Carried to the Surpluses in the Balance Sheet)		

DIVISIONAL ACCOUNTANT

DIVISIONAL OFFICER

PMGSY MAINTENANCE FUND
(Referred to in paragraph 15.5.2 (e) of the Manual)
State Balance Sheet
Consolidated Balance Sheet of the SRRDA and PIUs
As at last (date, month year)

Line No.	Particulars	Schedule No.	Current Year Amount	Previous Year Amount
	CAPITAL FUND AND LIABILITIES			
1	State Maintenance Fund	L 1 (PM)GSY/SCH/F-52A MNTN)		
2	Central Maintenance Fund	L 1 (PM)GSY/SCH/F-52A MNTN)		
3	Panchayats Maintenance Fund and so on	L 1 (PM)GSY/SCH/F-52A MNTN)		
4	Other Maintenance Funds	L 1 (PM)GSY/SCH/F-52A MNTN)		
5	Surplus Funds <ul style="list-style-type: none"> • Miscellaneous Receipts • Interest Income 	L 2 (PMGSY/SCH/F-52B MNTN)		
6	Deposits Repayable	L3 (PMGSY/SCH/F-52C MNTN)		
7	Current Liabilities	L 4 (PMGSY/SCH/F-52D MNTN)		
	Total			
	ASSETS			
1	Cash in Chest with SRRDA			
2	Cash in Chest with PIUs			
3	Bank Balance			
4	Imprest with Staff			
5	Current Assets	A4 (PMGSY/SCH/F-53D-MNTN)		
	Total			

ACCOUNTANT

OFFICER-IN-CHARGE PIU

Note: Add a column for the previous year in the annual balance sheet.

PMGSY/F-2A-MNTN

PMGSY MAINTENANCE FUND
Monthly/Annual Balance Sheet (SRRDA)
(Referred to in paragraph 15.4.3 of the Manual)

Name of SRRDA _____

Balance Sheet as at _____

MAINTENANCE FUNDS LIABILITIES	Schedule	Current Year Amount	Previous Year Amount*
State Maintenance Fund	L 1 (PM)GSY/SCH/F-52A MNTN)		
Central Maintenance Fund	L 1 (PM)GSY/SCH/F-52A MNTN)		
Panchayat Maintenance Fund	L 1 (PM)GSY/SCH/F-52A MNTN)		
Other Maintenance Fund	L 1 (PM)GSY/SCH/F-52A MNTN)		
State Maintenance Fund	L1 (PM)GSY/SCH/F-52A MNTN)		
Surpluses	L2 (PMGSY/SCH/F-52B MNTN)		
Deposits Repayable	L3 (PMGSY/SCH/F-52C MNTN)		
Current Liabilities	L4 (PMGSY/SCH/F-52D MNTN)		
TOTAL Funds and Liabilities			
ASSETS			
Central Maintenance Fund transferred to PIUs			
State Maintenance Fund transferred to PIUs			
Cash in Chest			
Bank Balance			
Imprest with staff			
Current Assets	A4 (PMGSY/SCH/F-53D-MNTN)		
TOTAL			

ACCOUNTANT

OFFICER-IN-CHARGE SRRDA

* This column is only for the Annual Balance Sheet

PMGSY MAINTENANCE FUND
Balance Sheet Monthly/Annual of PIU
(Referred to in paragraph 14.4.5 of the Manual)

Name of PIU _____

Balance Sheet as at _____

CAPITAL FUND AND LIABILITIES	Schedule	Current Year	Previous Year
State Maintenance Fund	L 1 (PM)GSY/SCH/F-52A MNTN)		
Central Maintenance Fund	L 1 (PM)GSY/SCH/F-52A MNTN)		
Panchayats Maintenance Fund	L 1 (PM)GSY/SCH/F-52A MNTN)		
Other Maintenance Funds	L 1 (PM)GSY/SCH/F-52A MNTN)		
Surplus Funds and Miscellaneous Income	L 2 (PM)GSY/SCH/F-52B MNTN)		
Deposits Repayable	L 3 (PM)GSY/SCH/F-52C		
Current Liabilities	L 4 (PM)GSY/SCH/F-52D)		
Total Liabilities			
ASSETS			
Cash in Chest with PIUs			
Bank Authorisation Account			
Imprest with Staff			
Stores & Stock Material at Site Account (except March)			
Routine Maintenance of Roads	A1 (PMGSY/SCH/F-53A- MNTN)		
Periodical Renewal of Roads	A2 (PMGSY/SCH/F-53B- MNTN)		
Special Repairs of Roads	A3 (PMGSY/SCH/F-53C- MNTN)		
Current Assets	A4 (PMGSY/SCH/F-53D- MNTN)		
Total Assets			

DIVISIONAL ACCOUNTANT

OFFICER-IN-CHARGE PIU

PMGSY/IA/F-3

PMGSY MAINTENANCE FUND
(Referred to in paragraph 15.3 (i) of the Manual)
CASH BOOK OF SRRDA

NAME OF SRRDA _____

MONTH _____ 200

DEBIT RECEIPTS

Date	Money Receipt/ Voucher Number	Particulars of Transaction	Ledger Folio	Cash	Bank	Account Code Number
1	2	3	4	Rs. 5	Rs. 6	7

PAYMENTS

Date	Voucher Number	Particulars of Transaction	Ledger Folio	Cash	Cheque Number	Bank	Account Code Number
8	9	10	11	Rs. 12	13	Rs. 14	15

Note:

- Cash Book pages shall be machine numbered.
- Cash Book is the ledger account for cash and bank transactions.
- Receipt Side of Cash Book shall be the Debits to Cash and Bank Account, whereas payment side of Cash Book shall be credits to Cash and Bank Account.
- Account codes shall be recorded in column 7 and 15 of the Cash Book for each entry to facilitate ledger posting.

PMGSY/IA/F-3A

PMGSY MAINTENANCE FUND
(Referred to in paragraphs 7.6.1 & 7.6.2 of the Manual)
CASH BOOK of PIU

NAME OF PIU _____

MONTH _____ 200 _____

DEBIT RECEIPTS

Date	Money Receipt/ Voucher Number	Particulars of Transaction	Ledger Folio	Cash	Bank Authorisation	Account Code Number
1	2	3	4	Rs. 5	Rs. 6	7

PAYMENTS

Date	Voucher Number	Particulars of Transaction	Ledger Folio	Cash	Cheque Number	Bank Authorisation	Account Code Number
8	9	10	11	Rs. 12	13	Rs. 14	15

Note:

1. Cash Book pages shall be machine numbered. Before bringing a Cash Book into use, the Drawing and Disbursing Officer should count the number of pages and record a certificate of count on the first page of the Cash Book.
2. Cash Book is the ledger account for cash and bank authorisations.
3. Receipt Side of Cash Book shall be the Debits to Cash and Bank Account, whereas payment side of Cash Book shall be credits to Cash and Bank Account.
4. Account codes shall be recorded in column 7 and 15 of the Cash Book for each entry to facilitate ledger posting.

PMGSY/F-3B

PMGSY MAINTENANCE FUND
Register of Cheques Received and Adjusted
(Referred to in paragraph 7.3.2 of the Manual)

Serial No.	Date of Receipt	From whom received	Name of Bank	Cheque No. and Date	Amount
1	2	3	4	5	6

On what account to be credited	Date of despatch to the Bank	Date of adjustment	Divisional Officer's initials	Remarks
7	8	9	10	11

PMGSY/IA/F-4

**PMGSY MAINTENANCE FUND
IMPREST CASH BOOK**
(Referred to in paragraph 7.6.9 of the Manual)

NAME OF PIU/SRRDA _____

IMPREST CASH BOOK OF SHRI _____

DESIGNATION _____

Date	Voucher Number	Particulars of Transaction	Amount	Account Code Number
1	2	3	4	5

ABSTRACT OF CASH PAYMENTS

Voucher Number	Account Code Number Amount	Account Code Number Amount	Account Code Number Amount	Account Code Number Amount
1	2	3	4	5

Signature of Imprest Holder

Note:

1. Imprest Cash Book pages shall be machine numbered.
2. Abstract of cash payments shall be printed on the overleaf of Imprest Cash-Book.

PMGSY/IA/F-5

PMGSY MAINTENANCE FUND
MONEY RECEIPT BOOK ORIGINAL
(Referred to in paragraphs 5.2.5 (c) and 7.3.1 of the Manual)

NAME OF PIU/SRRDA _____ BOOK NUMBER _____

RECEIPT NUMBER _____

DATE _____

RECEIVED WITH THANKS FROM M/s/ SHRI _____

A SUM OF RUPEES (IN WORDS) _____

ON ACCOUNT OF _____

Rs _____

Revenue Stamp

Signature _____

Designation _____

Note:

1. Money Receipt Book shall be printed in Duplicate.
2. Book shall contain 50 receipts forms.
3. Book number and Receipt number shall be machine numbered.
4. Reversible carbon paper shall be used.

PMGSY/IA/F-5

PMGSY MAINTENANCE FUND
MONEY RECEIPT BOOK DUPLICATE

NAME OF PIU/SRRDA _____ BOOK NUMBER _____

RECEIPT BOOK NUMBER _____

DATE _____

RECEIVED WITH THANKS FROM M/s/ SHRI _____

A SUM OF RUPEES (IN WORDS) _____

ON ACCOUNT OF _____

Rs _____

Account Code No. _____

Entered in Cash Book Folio _____

Signature of Accountant _____

Signature _____

Designation _____

**PMGSY MAINTENANCE FUND
PAYMENT VOUCHER**
(Referred to in paragraphs 11.2.4 (e), 11.2.11 and 11.2.14 of the Manual)

NAME OF PIU/ SRRDA _____
 Voucher Number _____ Date _____
 Account Code Number _____

Particulars of Transaction	Amount (Rs.)
TOTAL	

Rupees (In words) _____
 Passed for payment of Rs. _____
 Rupees (In words) _____
 Date _____

Officer-in-charge/PIU/ SRRDA

Received Rs. _____
 Rupees (In words) _____
 Date _____

Revenue Stamp

Signature of Payee

**PMGSY MAINTENANCE FUND
TRANSFER ENTRY BOOK**
(Referred to in paragraphs 9.1.9 of the Manual)

NAME OF PIU/SRRDA _____
 MONTH _____ 200

Date	T.E. No.	Particulars of Transaction with reasons for adjustment	DEBITS			CREDITS			Dated Initials of Accountant
			Ledger Folio	Account Code Number and its description	Amount	Ledger Folio	Account Code Number and its description	Amount	
1	2	3	4	5	6	7	8	9	10

Note: Pages of Transfer Entry Book shall be machine numbered.

PMGSY/IA/F-7A

**PMGSY MAINTENANCE FUND
BANK AUTHORISATION TRANSFER ENTRY BOOK
(Referred to in paragraph 15.3 (iv) of the Manual)**

NAME OF SRRDA _____

MONTH _____ 200

Date	Bank Authorisation Order Number	Particulars of Transaction	Ledger Folio	DEBITS		CREDITS			Dated Initials of Accountant
				Account Code Number	Amount	Ledger Folio	Account Code Number	Amount	
1	2	3	4	5	6	7	8	9	10

Note: Pages of Transfer Entry Book shall be machine numbered.

PMGSY/IA/F-8

**PMGSY MAINTENANCE FUND
GENERAL LEDGER (DEBIT BALANCES)
(Referred to in paragraph 14.4.1 of the Manual)**

NAME OF PIU / SRRDA _____

ACCOUNT CODE NUMBER _____

Account Code Description / _____

Date	Vr. / T.E. No.	Particulars of Transaction	Cash Book/ TE/BATE Entry Book Folio	Transactions for the Month			Closing Balance (Last balance + column 7)
				DEBIT	CREDIT	Debit Balance (5-6)	
				Rs.	Rs.	Rs.	Rs.
1	2	3	4	5	6	7	8

Note:

- Pages of the ledger shall be machine numbered.
- Separate page shall be allotted to each Account Code
- Index shall be prepared in the beginning of ledger to show page numbers allotted to each Account Code.
- Net result of Debit (Column 5) and Credit (Column 6) will be worked out for each transaction in column 7. Closing balance after each transaction will be worked out in column 8.
- If the amount of credit column (column 6) is more than the amount of the debit column 5, the net effect in column 7 will be a minus debit.

Note for SRRDA: i) PIU-wise ledger will also be opened in form PMGSY/IA/F-10.

Note for PIU: i) Contractor's Ledger and Register of Works will also be opened and posted.

**PMGSY MAINTENANCE FUND
GENERAL LEDGER (CREDIT BALANCES)
(Referred to in paragraph 14.4.1 of the Manual)**

NAME OF PIU/SRRDA _____

ACCOUNT CODE NUMBER _____

Account code Description _____

Date	M.R/Vr/TE No.	Particulars of Transaction	Cash Book /TE/BATE Entry Book Folio	Transactions for the Month			Closing Balance (Last Balance + column 7) Rs.
				CREDIT	DEBIT	Credit Balance (5-6)	
				Rs.	Rs.	Rs.	
1	2	3	4	5	6	7	8

Note:

- Pages of the ledger shall be machine numbered.
- Separate page shall be allotted to each Account Code
- Index shall be prepared in the beginning of ledger to show page numbers allotted to each Account Code.
- Credit (Column 5) and Debit (Column 6) will be worked out for each transaction in column 7. Closing balance after each transaction will be worked out in column 8.
- If the amount of Debit column 6 is more than the amount of the Credit column 5, the net effect in column 7 will be a minus credit.

**PMGSY MAINTENANCE FUND
PIU WISE MAINTENANCE FUND REGISTERS
(Referred to in paragraph 15.2.6 of the Manual)**

NAME OF SRRDA _____

NAME OF PIU _____

Date	Vr/TE No.	Particulars of Transaction	Cash Book Transfer Entry Book Folio	Transactions amount			Balance after the transaction (last balance +6) Rs.
				Funds Transferred (Debit)	Funds Received Back (Credit)	Debit Balance (4-5)	
				Rs.	Rs.	Rs.	
1	2	3	4	5	6	7	8

Note:

- This Register will record PIU wise details of different Maintenance Fund transferred to or received back from a PIU.
- Pages of Register shall be machine numbered.
- Separate Folio will be allotted to each PIU.
- Index will be prepared in the beginning of the register.
- Funds, if any, received back from PIU, or Bank Authorization cancelled, shall be accounted for in column 6.
- An abstract shall also be prepared in form PMGSY/IA/F-10A showing the position of Maintenance Fund with each PIU.
- There will be a separate register for State, Panchayats, Other Funds.

PMGSY/IA/F-10A-MNTN

PMGSY MAINTENANCE FUND
ABSTRACT PIU-WISE REGISTER OF MAINTENANCE FUND TRANSFERRED BY SRRDA
 (Referred to in 15.2.6 of the Manual)

S. No.	Name of PIU	Ledger Folio	Central/State/Panchayat/Other Maintenance Fund Outstanding at the end of							Oct and so on Rs.
			APRIL Rs.	May Rs.	June Rs.	July Rs.	Aug Rs.	Sept Rs.		
1	2	3	4	5	6	7	8	9	10	
TOTAL										

Note: Columns for 12 months shall be opened.

PMGSY/IA/F-10B-MNTN

PMGSY MAINTENANCE FUND
REGISTER OF PIU-WISE BANK AUTHORISATIONS
 (Referred to in paragraph 15.2.7 of the Manual)

NAME OF SRRDA _____
 Account Code No. 130.01 BANK AUTHORISATIONS TO PIU
 NAME OF PIU _____

Date	Vr. / T.E. No.	Particulars of Transaction	Cash Book/TE/ BATE Entry Book Folio	Transaction Amount		Closing Credit Balance (Last balance + column 7) Rs.
				Bank Authorisation issued CREDIT Rs.	Bank Authorisation used by PIU DEBIT Rs.	
1	2	3	4	5	6	7
						8

Note:

- Pages of Register shall be machine numbered.
- Register shall be maintained PIU-wise.
- Each PIU shall be allotted page numbers and its index prepared in the beginning of the register.
- Authorizations cancelled, lapsed, used, shall be accounted for in column 5.
- An abstract shall also be prepared showing the position of outstanding Bank Authorization with each PIU.

PMGSY/IA/F-10C-MNTN

PMGSY MAINTENANCE FUND
ABSTRACT OF PIU-WISE OUTSTANDING BANK AUTHORISATIONS
 (Referred to in paragraph 15.2.7 of the Manual)

S. No.	Name of PIU	Ledger Folio	OUTSTANDING AUTHORISATIONS AT THE END OF						Oct and so on
			APRIL	May	June	July	Aug	Sept	
1	2	3	4	5	6	7	8	9	10
		TOTAL							

Note: Columns for 12 months shall be opened.

PMGSY/IA/F-10D-MNTN

PMGSY MAINTENANCE FUND
PIU-Wise Register of Cheques Issued
 (Referred to in paragraph 15.3 (v) of the Manual)

Name of PIU _____

Sl. No.	Date	Voucher No.	Cheque	Amount Rs.	Month of Bank Statement in which encashed	Remarks

Abstract at the end of the Month:

		Rs.
1.	Un-cashed cheques outstanding at the end of the previous month	
2	Deduct the cheques encashed during the month	
3	Balance (1 minus 2)	
4	Add Cheques issued during the month not cashed	
5	Total (3 + 4)	

Details of outstanding Cheques as on _____

Sl. No.	PIU	Cheque No.	Amount Rs.	Remarks
Total				

PMGSY/IA/F-10E-MNTN

PMGSY MAINTENANCE FUND
Register of Remittances into the Bank
 (Referred to in paragraph 15.3 (v) of the Manual)

Name of PIU/SRRDA _____

S. No.	Date	Bank Remittances Reconciliation Statement/Pay in slip	Amount Rs.	Month of Bank Statement in which the deposit appears	Remarks
1	2	3	4	5	6

Abstract at the end of the Month

Remittances not reported by the bank _____

Brought forward from the previous month _____

Accounted for by the bank _____

Outstanding Remittances _____

Details of the remittances outstanding at the end of the month:

S. No.	Date	PIU (for use by SRRDA)	Amount (Rs.)

PMGSY/IA/F-11

PMGSY MAINTENANCE FUND
RUNNING / FINAL ACCOUNT BILL
 (Referred to in paragraphs 11.2.11 and 11.2.13(a) of the Manual)

NAME OF PIU: _____

VOUCHER No. _____ DATE _____

NAME OF CONTRACTOR: _____

NAME OF WORK: _____

SERIAL NUMBER OF THIS BILL: _____

CONTRACT AGREEMENT No.: _____

REFERENCE OF PREVIOUS BILL FOR THIS WORK SERIAL No.: _____

VOUCHER No. _____ DATED _____

AMOUNT OF CONTRACT: _____

DATE OF WRITTEN ORDER TO COMMENCE WORK : _____

DUE DATE OF COMPLETION AS PER AGREEMENT: _____

DATE OF ACTUAL COMPLETION OF WORK: _____

PARTICULARS OF EXTENSION/ PERMISSION GRANTED BY: _____

AUTHORITY NO. _____ DATE _____

Contd. on page-2

Part I Account of Work Executed/Supplies Made

Item of Work/ Supplies	Unit	Rate Rs.	Quantity executed / supplied as per Measurement Book	Payments on the basis of actual measurements.		Remarks
				Up-to date	Since previous Bill	
				Rs.	Rs.	
1	2	3	4	5	6	7
Road A						
Total Add/Deduct Percentage premium/discount						
Road B						
Total Add/Deduct Percentage premium/discount						
And so on						

Contd. on page-3

-3-

I — Account of Work Executed / Supply Made

Item of Work/ Supplies	Unit	Rate	Quantity executed / supplied as per Measurement Book	Payments on the basis of actual measurements		Remarks
		Rs.		Up-to date	Since previous Bill	
				Rs.	Rs.	
1	2	3	4	5	6	7
Abstract of Total Value of Work Done Road A Road B And so on						
Total value of work done to-date (A)						
Deduct						
Value of work as shown in previous bill						
Net value of work since previous Bill						
Figure (F) in words						
Rupees _____						

II — Certificate and Signatures

The measurements, on which the entries in column 1 to 7 are based, were made by Shri _____

on _____ (Date) are recorded at page _____ of Measurement Book No. _____.

Dated signature of officer preparing Bill

Dated signature of Contractor /Supplier

Dated signature of In-charge PIU

Contd. on page-4

III. MEMORANDUM OF PAYMENTS

1. Total Value of Work actually measured as per Acct. 1, Col. 5 Entry (A)
2. **Total "up-do-date" Advance Payments for work not yet measured, as per details given below:**
 - (i) Total as per previous bill (B)
 - (ii) Since previous bill _____ as per page _____ (D)
of M.B. No. _____
3. Total "up-do-date" Secured Advances on security of materials as per Annexures PMGSY/1A/F-12, Col. 10, Entry (C) _____
4. Total (items 1+2+3)
5. Deduct - Amount withheld:

Figures for works abstract	
Rs.	Rs.
(a) From previous bill as per last Running Account Bill	
(b) From this bill.	
6. Balance i.e., "up-do-date" payment (item 4-5)	(K)*
7. Total amount of payments already made as per Entry (K), of last Running Account Bill No. _____ accounted for in the accounts of _____, 200_____	Rs.
8. Payments now to be made, as detailed below:	
(a) By recovery of material creditable to Account Code 123.02 (a)	
Total 5 (b) + 8 (a) _____ (G)	
(b) By recovery of amounts creditable to other works or heads of accounts (b)	
(i) _____	
(ii) _____	
(c) By cheque*	
Total 8 (b) + (c) _____ (H)	

Pay Rs. _____ (** (Rupees _____) Δ (by cheque) _____) Dated Signature of Officer-in-Charge PIU

Received Rs. ** (Rupees _____) as per above the memorandum, on account of this work.

Dated _____, 200_____

Stamp

Signature of contractor

Paid by me, vide cheque No. _____ dated _____

Dated signature of person actually making the payment.

IV-ACQUITTANCE

Received #Rs. _____ Rupees (In words) _____

as per above memorandum (in full settlement of all demands in case of final bill) on account of this work.

Date _____

Revenue Stamp

Signature of Contractor/Supplier

Witness _____

Paid by me vide Cheque # No. _____ Dated _____

Dated Signature of Officer-in-Charge PIU

Notes:

* The figure should be tested to see that it agrees with the total of items 7 and 8.

** Here specify the net amount payable, vide item 8 (c).

Δ If the net amount to be paid is less than Rs. 10 and it cannot be included in a cheque the payment should be made in cash, the entry being attested suitably and alteration attested by dated initials.

The payee's acknowledgment should be for the gross amount paid as per item 8 (a+b+c).

Payment should be attested by some known person when the payee's acknowledgement is given by a mark, seal or thumb impression.

1. Part I of the bill will be prepared road wise, seriatum. Total of each road will be worked out before writing the details of the next road.
2. Abstract of road wise expenditure shall be prepared at the end of Part I and taken to Part III.

PMGSY MAINTENANCE FUND
RUNNING / FINAL ACCOUNT BILL FOR PERFORMANCE BASED MAINTENANCE OF ROADS
(Referred to in paragraphs 11.2.11 and 11.2.13 (b)of the Manual)

NAME OF PIU: _____
VOUCHER No.: _____ Dated: _____
NAME OF CONTRACTOR: _____
NAME OF WORK: _____
SERIAL NUMBER OF THIS BILL: _____
CONTRACT AGREEMENT No.: _____
REFERENCE OF PREVIOUS BILL FOR THIS WORK SERIAL No.: _____
VOUCHER No.: _____ Dated: _____
AMOUNT OF CONTRACT: _____
DATE OF START OF MAINTENANCE OF ROADS: _____
DUE DATE OF COMPLETION OF ROAD MAINTENANCE: _____
PARTICULARS OF EXTENSION/ PERMISSION GRANTED BY: _____
AUTHORITY NO.: _____ Date: _____

Contd. on page-2-

-2-

Part I PERFORMANCE OF MAINTENANCE WORK

List each item of work as defined in the contract Road Wise	Due Months	Whether done by the contractor	Reference to page no. of the Performance Check Book	Whether the contractor submitted monthly performance reports in time: Specify details of each month	Amount due to contractor		Remarks
					Month	Rs.	
1	2	3	4	5	6	7	8
Road A Total Add/Deduct Percentage Premium/discount							
Road B And so on Total Add/Deduct Percentage premium/discount							

Contd. on page-3

-3-

Part I PERFORMANCE OF MAINTENANCE WORK

Total value of Maintenance work for the period _____ to _____, a total of _____ months A)					
Deduct For work not done during the month of _____ 200 .					
Net Amount Payable _____ Rupees _____					
Figure (F) in words _____					

II-Certificate and Signatures

The performance, on which the entries in column 1 to 7 are based, were checked by Shri _____ on _____ (Date) are recorded at page _____ of the Performance Check book. No. _____.

Dated signature of Contractor /Supplier

Dated signature of officer preparing Bill

Dated signature of In-charge PIU

III-MEMORANDUM OF PAYMENTS

S. No.	Particulars	Amount	Amount
1	2	3	4
1.	Total Value of Work actually measured as per Acct. 1, Col. 5 Entry (A)		
2.	Deduct-Amount not payable for performance not done as per the contract.:		
3.	Balance Due (1-2)		
4.	Deduct recoveries creditable to other works or heads of account	(B)*	
	(a) By recovery of amounts		
	(i) _____ (ii) _____		
5.	(b) By cheque*		
	Total 8 (a) + (b) _____(C)		

Pay Rs _____ ** (Rupees _____) by cheque. _____

Checked _____ Dated Signature of Officer-in-Charge/ PIU

_____ Dated signature of Accountant

IV-ACQUITTANCE

Received # Rs _____ Rupees (In words _____)
as per the above memorandum (in full settlement of all demands in case of final bill) on account of this work.

Date _____

Revenue Stamp

Signature of Contractor/Supplier

##Witness _____

Paid by me vide cheque #No _____ Dated _____

Dated Signature of person actually making the payment

Notes:

- # The payee's acknowledgment should be for the gross amount paid as per item 4(a+b).
- ## Payment should be attested by some known person when the payee's acknowledgement is given by a mark, seal or thumb impression.
- 3. Part I of the bill will be prepared road wise, seriatum. Total of each road will be worked out before writing the details of the next road.
- 4. Abstract of road wise expenditure shall be prepared at the end of Part I and taken to Part III.

PMGSY/IA/F-12

**PMGSY MAINTENANCE FUND
ACCOUNT OF SECURED ADVANCE**

(Referred to in paragraphs 11.2.13 (a), 11.2.19 and 11.7.5 (c) (iii) of the Manual)

NAME OF PIU _____

VOUCHER No. _____

NAME OF CONTRACTOR _____

NAME OF WORK _____

SERIAL NUMBER OF BILL TO WHICH ACCOUNT PERTAINS _____

REFERENCE TO AGREEMENT _____

Quantity outstanding from previous bill	Quantity utilised in work measured since previous bill	Quantity outstanding including quantity brought to site since previous bill			Full rates as assessed by Officer-in-Charge of PIU	Description of Materials
		Balance (1-2)	Quantity brought to site	Total (3+4)		
1	2	3	4	5	6	7

Unit	Reduced rate at which advance made	Up-to-date amount of advance(5X9)	Officer-in-Charge/ PIU orders		Reasons for non-clearance of advance	Remarks
			No.	Date		
8	9	10	11	12	13	14

ABSTRACT

PARTICULARS	AMOUNT
1. Total amount outstanding as per Column 10 of this account _____(C)	
2. Deduct amount outstanding as per entry (C) of Annexure to the previous account	
3. Net amount payable/recoverable as per this account (E)	

(In words as per Serial Number 3) Rupees _____

Dated signature of Officer-in-Charge PIU

CERTIFICATE

Certified that:

1. The plus quantities of materials shown in Column 4 above have actually been brought by the contractor to the site of the work and the Contractor has not previously received any advance on their security.
2. These materials are of imperishable nature and are required for use on the work for which agreement for finished work has been executed, and
3. A formal agreement Indenture for secured advances signed and executed by the contractor is recorded in the PIU office.

Dated signature of Officer-in-Charge/ PIU

PMGSY/IA/F-14

**PMGSY MAINTENANCE FUND
INDENTURE FOR SECURED ADVANCES
(Referred to in paragraph 11.2.19 of the Manual)**

Non-Judicial

Stamp

As prescribed by the SRRDA in consultation with the Executing Agency

PMGSY/IA/F-15

**PMGSY MAINTENANCE FUND
RECORD MEASUREMENT BOOK**

(Referred to in paragraphs 11.2.7, 11.2.8, and 11.3.5 of the Manual)

NAME OF PIU _____

MEASUREMENT BOOK NO. _____

PAGES FROM _____ TO _____

NAME & DESIGNATION OF SITE ENGINEER TO WHOM ISSUED _____

NAME OF WORK _____

DATE OF ISSUE _____

DATE OF LAST ENTRY _____

DATE OF RETURN TO PIU _____

DATE OF FINAL RECORD IN PIU _____

**MEASUREMENT BOOK
INDEX**

S. No.	Particulars of Item of work	Record Measurement Pages		Remarks
		From	To	
1	2	3	4	5

MEASUREMENT BOOK

Particulars	Details of actual measurements				Contents of Area
	Number	Length	Breadth	Depth/ Height	
1	2	3	4	5	6

NOTE:

PAGES OF THE MEASUREMENT BOOK SHALL BE MACHINE NUMBERED.

PMGSY MAINTENANCE FUND

PERFORMANCE CHECK BOOK
(Referred to in paragraphs 11.2.7 and 11.2.8 of the Manual)

NAME OF PIU _____
 PERFORMANCE CHECK BOOK NO _____
 PAGES FROM _____ TO _____
 NAME & DESIGNATION OF SITE ENGINEER TO WHOM ISSUED _____
 NAME OF WORK _____
 DATE OF ISSUE _____
 DATE OF LAST ENTRY _____
 DATE OF RETURN TO PIU _____
 DATE OF FINAL RECORD IN PIU _____

**PERFORMANCE CHECK BOOK
INDEX**

S. No.	Name of the Road	Performance Check Pages		Remarks
		From	To	
1	2	3	4	5

PERFORMANCE CHECK BOOK

Name of Road					
Month and Year to which the performance relates					
I. Performance indicators as per the contract	Performance due this month	Date Performance report received from the contractor	Performance checked on	Defect pointed out vide details belows	Defects corrected on
1	2	3	4	5	6

II. Details of defects pointed out by the Village Panchayat and the PIU	Date pointed out to the Contractor	Date corrected by the Contractor	Date Checked	Remarks
1	2	3	4	5

NOTE: PAGES OF THE MEASUREMENT BOOK SHALL BE MACHINE NUMBERED.

PMGSY/IA/F-16

**PMGSY MAINTENANCE FUND
BILL MEASUREMENT BOOK**

(Referred to in paragraph 11.2.8 (ii) of the Manual)

NAME OF PIU _____

MEASUREMENT BOOK NO. _____

PAGES FROM _____ TO _____

NAME & DESIGNATION OF SITE ENGINEER TO WHOM ISSUED _____

NAME OF WORK _____

DATE OF ISSUE _____

DATE OF LAST ENTRY _____

DATE OF RETURN TO PIU _____

DATE OF FINAL RECORD IN PIU _____

**BILL MEASUREMENT BOOK
INDEX**

S. No.	Name of work	Bill Pages		Remarks
		From	To	
1	2	3	4	5

BILL MEASUREMENT BOOK

S. No.	Description of item of work	Estimated Quantity	Reference to Record Measurement Book		Quantity	Unit	Rate Rs.	Up-to date value of work done	To end of previous Bill		Since previous Bill	
			No.	Pages from ... to					Quantity	Amount Rs.	Qty	Amount Rs.
1	2	3	4	5	6	7	8	9	10	11	12	13

NOTE: PAGES OF BILL MEASUREMENT BOOK SHALL BE MACHINE NUMBERED.

**PMGSY MAINTENANCE FUND
TRANSFER ENTRY ORDER
(Referred to in paragraph 9.1.5 of the Manual)**

NAME OF PIU/SRRDA _____

MONTH _____ Transfer Entry Order No. _____

Date	Particulars of transaction with reasons for adjustment	DEBIT		CREDIT	
		Account Code Number	Amount	Account Code Number	Amount
1	2	3	4	5	6

OFFICER-IN-CHARGE/ PIU

DIVISIONAL ACCOUNTANT

**PMGSY MAINTENANCE FUND
CONTRACTORS LEDGER**

(Referred to in paragraphs 11.3.4, 11.5.10 & 11.7.1 to 11.7.9 of the Manual)

NAME OF PIU _____

NAME OF CONTRACTOR/ SUPPLIER _____

AGREEMENT NUMBER _____

NAME OF WORK/SUPPLIES _____

Voucher/ Transfer Entry No.		Advance Payments (+) Debits (-) Credits	Secured Advance (+) Debits (-) Credits	Materials issued (+) Debits (-) Credits	Name of Work	Particulars of Transaction	Gross Transactions		Total Value of Work or Supplies	Remarks
Number	Date						Debits	Credits		
1	2	3 (D)	4 (E)	5 (G)	6	7	8	9	10	11

Note:

- Ledger shall be maintained Contractor/ Supplier-wise and Work/Supplies-wise.
- Debits in column 3 to 5 shall include the amounts to be recovered from the Contractors/Suppliers.
- Credits in column 3 to 5 shall include the amounts recovered from the Contractors/ Suppliers.
- Debits in column 3 and 4 shall be posted from serial number 2 & 3 of Part III of Contractor's Running Bill.
- Debits in column 5 shall be posted from Transfer Entry Book.
- Credits in columns 3 to 5 shall be posted from serial number 2 and 3 of part III of Contractor's Bill.
- Column 8 shall be posted from serial number 8 (b + c) of Part III of Contractor's Bill.
- Column 9 shall be posted from figure 'F' of Part I of Contractor's Running Bill.
- Column 10 shall be posted with figure (A) of Part I of Contractor's Running Bill.

PMGSY/IA/F-19 MNTN

**PMGSY MAINTENANCE FUND
REGISTER OF WORKS**

(Referred to in paragraphs 11.5.13, 14.4.1 (Note) 11.6.1 to 11.6.7 of the Manual)

NAME OF PIU	Classification	Sanctioned/Revised Estimate				Folio No.
NAME OF WORK/PKG	Phase	Date	Amount	Date	Amount	
Funded by →	Agreement No.					
Bank Authorisations Received Date/Amount								

	Road Name →	Roads under the Package									Total Cost	Dated Initial of In-Charge PIU
		Road			Road			Road				
	Rd ID→											
		Amount			Amount			Amount			Amount	
	Sub-head	A	B	C	A	B	C	A	B	C		
Date	Particulars/ Voucher / TE No.											
1	2	3	4	5	6	7	8	9	10	11	12	
April												
Progressive Total end April												
Progressive Total end of May												
Progressive Total end of June												
and so on												

Note:

1. The Register shall be machine numbered.
2. It shall be maintained for each work separately.
3. This Register will be the basis for preparation of Schedule for the Balance Sheet and detailed completion Report.
4. "Materials and Labour" shall be opened under each road only for work executed departmentally, if desired.

**PMGSY MAINTENANCE FUND
DETAILED COMPLETION REPORT
(Referred to in paragraphs 11.6.7 of the Manual)**

NAME OF PIU _____
 NAME OF WORK _____
 AMOUNT OF SANCTIONED ESTIMATE _____
 EXPENDITURE _____
 EXCESS _____
 PERCENTAGE OF EXCESS _____
 DATE OF COMMENCEMENT _____
 DATE OF COMPLETION _____

EXPLANATION OF EXCESSES

Description of item of work as per sanctioned estimate	As Estimated			As Executed			Difference Excess (+) Savings (-)			Explanation of Excesses/ Savings
	Quantity	Rate	Amount	Quantity	Rate	Amount	Quantity	Rate	Amount	
1	2	3	4	5	6	7	8	9	10	11

Note: If any considerable deviations from the sanctioned estimates have occurred, a report showing reason for deviation and details of measurement of the work actually done in the same form as the estimate should accompany the Completion Report.

**PMGSY MAINTENANCE FUND
REGISTER FOR STATUTORY DEDUCTIONS FROM CONTRACTORS/SUPPLIERS
(Referred to in paragraph 14.4.2 of the Manual)**

NAME OF PIU/SRRDA _____

S. No.	Month and year from which transaction dated	Name of supplier/ contractor	Name of work/ supplies	Opening Balance	APRIL.....				MAY and so on	
					Voucher/ Transfer Entry		CREDIT	DEBIT		Balance
					Number	Date				
1	2	3	4	5	6	7	8	9	10	

- Note:**
- Column for 12 months shall be opened on the same pattern as for the month of April.
 - The register shall be divided in three parts viz.
 - Income Tax from Contractors/ Suppliers
 - Commercial/Sales/ Entry Tax from contractors/Suppliers.
 - Other deductions on behalf of any other authority from Contractors/ Suppliers.
 - Month and year from which transaction dated in column 2 shall be filled in for the transactions brought forward from the previous year.

PMGSY/SR/F-22

**PMGSY MAINTENANCE FUND
REGISTER OF DEPOSITS REPAYABLE
(Referred to in paragraph 13.1.2 of the Manual)**

NAME OF PIU/SRRDA _____

Sl. No.	Month and year from which transaction dated	Name of supplier	Name of work	Opening Balance	APRIL.....					MAY and so on
					Voucher/ Transfer Entry		Credit	Debit	Balance	
					Number	Date				
1	2	3	4	5	6	7	8	9	10	

Note:

- Column for 12 months shall be opened on the same pattern as for the month of April.
- The register shall be divided in two parts.
 - Earnest Money Deposit
 - Others
- Month and year from which transaction dated in column 2 shall be filled in for the transactions brought forward from the previous year.

PMGSY/SR/F-23

**PMGSY MAINTENANCE FUND
REGISTER OF MISCELLANEOUS WORKS ADVANCES
(Referred to in paragraph 12.2 of the Manual)**

NAME OF PIU/SRRDA _____

Sl. No.	Month and year from which transaction dated	Name of supplier/ contractor/ Employee	Particulars of Transaction	Opening Balance	APRIL.....					MAY and so on
					Voucher/ Transfer Entry		Credit	Debit	Balance	
					Number	Date				
1	2	3	4	5	6	7	8	9	10	

Note:

- Column for 12 months shall be opened on the same pattern as for the month of April.
- The register shall be divided in four parts viz.
 - Against contractors / suppliers.
 - Against staff.
 - Other Advances.
- Month and year from which transaction dated in column 2 shall be filled in for the transactions brought forward from the previous year.

PMGSY/SR/F-24-MNTN

PMGSY MAINTENANCE FUND
REGISTER OF SANCTIONED ESTIMATES
 (Referred to in paragraph 14.2.4 (Note) of the Manual)

NAME OF THE PIU _____

Serial No.	Package No.	Road name	Road ID	Authority sanctioning the estimate	Original sanctioned Estimate by the authority releasing the funds		Estimates Revised within the Guidelines of the authority releasing the funds	
					Date	Amount	Date	Amount
1	2	3	4	5	6	7	8	9

Note : Leave enough space between two serial numbers to record revised estimates

PMGSY/SR/F-27

PMGSY MAINTENANCE FUND
REGISTER OF INTEREST BEARING SECURITIES/BANK GUARANTEES
 (Referred to in paragraphs 13.2.3 (Note 3) and 13.4 of the Manual)

S. No.	Name of Contractor/Supplier	Name of Work	Contract Agreement Number	Particulars of Securities Received				
				Particulars	Number	Date of Issue	Amount	Validity date
1	2	3	4	5	6	7	8	9

Particulars of Bank Guarantees					Date of Receipt in Office	Dated Initials of Officer/PIU
Name of Bank	Name of Branch	Date of Issue	Validity Date	Amount		
10	11	12	13	14	15	16

Orders for revalidation of Bank Guarantees			Dated initials of In-charge PIU	Orders for return of Securities/ Bank Guarantees		Dated signature of the Contractor/ Supplier for receipt of securities	Dated Initials of In-charge PIU	Remarks
No.	Date	Date up to which validity extended		No.	Date			
17	18	19	20	21	22	23	24	25

Note: Genuineness of the securities and Bank Guarantees shall be verified before acceptance without the help of the bidder/contractor.

PMGSY/SR/F-28-MNTN

PMGSY MAINTENANCE FUND
Register of Sanctions Releasing Maintenance Fund
 (Referred to in paragraph 15.3 (ii) of the Manual)

Serial No.	Maintenance Fund Received From	Sanction Details		Purpose Amount				Acknowledged by MR No. and Date	Remarks
		Number	Date	State Government's	MoRD Funded	Panchayats	Other Agencies		
1	2	3	4	5	6	7	8	9	10

Notes:

1. This register will have continuous serial numbers, starting with Serial No. 1 each financial year.
2. All sanctions will bear the Serial No. shown in this Register, and kept in one folder.
3. Work out the totals at the end of each quarter.
4. Similar Registers will be opened for Periodic Renewals and Special Repairs.

PMGSY/SR/F-31-MNTN

PMGSY MAINTENANCE FUND
REGISTER OF MEASUREMENT BOOKS/PERFORMANCE CHECK BOOKS
 (Referred to in paragraph 11.2.7 of the Manual)

NAME OF PIU _____

Measurement Book No.	Date of Receipt	From whom received	Date of Issue	To whom Issued	Name of Work	Dated signature of Site Engineer to whom issued	Date of receipt of completed Measurement Book	Remarks
1	2	3	4	5	6	7	8	9

PMGSY/SR/F-32

PMGSY MAINTENANCE FUND
REGISTER OF CHEQUE/RECEIPT BOOK
 (Referred to in paragraphs 17.1.3 of the Manual)

NAME OF PIU/ SRRDA _____

Book Number	Designation of Officer	Date of first entry in Cash Book	Date of last entry in Cash Book	Date of Return of counterfoils	Dated initials of Divisional Accountant
1	2	3	4	5	6

Note: Separate Register shall be maintained for money receipt books and cheque books.

PMGSY/SR/F-32A

PMGSY MAINTENANCE FUND
REGISTER OF MISCELLANEOUS RECOVERIES
 (Referred to in paragraph 14.2.7 of the Manual)

Item No.	Number and date of authority ordering recovery	Substance of Order				Dated initials of Divisional Accountant	Note of recoveries made against each order				Dated initials of Divisional Officer	Remarks
		Nature and particulars of the recovery and of the account concerned	From whom due	Amount recoverable	Due date or dues of recovery		No. of voucher or account	Month	Amount	Progressive Total of recoveries		
1	2	3	4	5	6	7	8	9	10	11	12	13
				Rs.					Rs.	Rs.		

Division _____ Period _____

PMGSY/SS/F-33

PMGSY MAINTENANCE FUND

BILL REGISTER

(Referred to in paragraph 11.2.15 (Note 3) of the Manual)

Name of the PIU _____ Month _____ 20__

This Register shall be kept in the custody of the Divisional Accountant. The Register should be submitted to the Divisional Officer every week.

Sl. No. of the item	Date of receipt	Name of Sub-Divisional to which the bill pertains	Name of work & package	Name of Contractor	Amount of the bill	Signature of receiving Clerk in Division	Date on which Cheque is drawn	Initial of Divisional Officer	Proof of delivery/ dispatch of Cheque. If handed over personally signature of Contractor/ supplier. If dispatched then reference to postal register letter No.	Initial of Divisional Accountant	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

PMGSY/SS/F-35

PMGSY MAINTENANCE FUND

GOODS RECEIVED SHEET

(Referred to in paragraphs 8.2.5, 8.2.6 and 8.2.23 of the Manual)

NAME OF PIU _____

NUMBER _____

DATE _____

NAME OF SUPPLIER _____

S. No.	Purchase/ Supply Order		Invoice/ Railway Receipt		Description of Materials	Quantity	Unit	Rate
	No.	Date	No.	Date				
1	2	3	4	5	6	7	8	9

Amount	Incidental charges	Total Value (10+11)	Bin Card Number	Priced Store Ledger Folio No.	Payment Voucher/ Transfer Entry		Results of test check by superior officer	Dated initials of Officer In-Charge PIU
					No.	Date		
10	11	12	13	14	15	16	17	18

Note:

1. It shall be printed in the form of booklet in triplicate duly machine numbered. Original, Duplicate and Triplicate shall be printed on the respective sheet. Triplicate copy shall be intact whereas original and duplicate shall be perforated.
2. It shall be prepared for each supplier separately.
3. Each booklet shall also be serially machine numbered.

**PMGSY MAINTENANCE FUND
SUMMARY OF STOCK RECEIPTS
(Referred to in paragraph 8.2.27 of the Manual)**

NAME OF PIU _____

MONTH _____

S. No.	Goods Received Sheet		Name of Supplier	Description of Materials	Quantity Received	Value as per column 10 of Goods Received Sheet	Payment Voucher/TE	
	No.	Date					No.	Date
1	2	3	4	5	6	7	8	9
Total								

Note:

1. It shall be printed in Duplicate.
2. T.E. shall be prepared to adjust value of such materials for which payment could not be made to the suppliers during the month by credit to "Un-paid Bills for Purchases".

**PMGSY MAINTENANCE FUND
STORES INDENT
(Referred to in paragraphs 8.2.9 to 8.2.11 of the Manual)**

NAME OF PIU _____

STORES INDENT No. _____ DATE _____

S. No.	Description of Stores	Quantity Indented	Quantity Issued	Unit	Rate	Value	Name of work	Name of Contractor, if value is recoverable from him
1	2	3	4	5	6	7	8	9

Account code Number	Name & Signature of person to whom stores to be delivered		Dated signature of Officer-in-Charge PIU	Date of Issue	Received	Bin Card Number	Signature of Store Keeper/ Site Engineer
	Name	Designation			Signature		
10	11	12	13	14	15	16	17

Note: It shall be printed in the form of booklet in quadruplicate duly machine numbered. Original, Duplicate, Triplicate and Quadruplicate copy shall be printed. Quadruplicate copy shall be intact whereas all the three shall be perforated.

PMGSY/SS/F-38

PMGSY MAINTENANCE FUND
SUMMARY OF INDENTS
(Referred to in paragraph 8.2.27 of the Manual)

NAME OF PIU _____

S. No.	Stores Indent		Name of Work	Description of Stores	Date of Issue	Quantity Issued
	Number	Date				
1	2	3	4	5	6	7
						Total

Value	Account Code Number	Priced Store Ledger Folio	Name of contractor if value is recoverable from him	Transfer Entry for adjustment in Accounts	
				Number	Date
8	9	10	11	12	13

NOTE:

1. It shall be printed in Duplicate.
2. Value of materials issued during the month shall be adjusted by debit to work concerned and credited to stock.

STORE KEEPER /SITE ENGINEER

PMGSY/SS/F-38A

PMGSY MAINTENANCE FUND
REGISTER OF INDENTS
(Referred to in paragraph 8.2.10 of the Manual)

Sl. No.	Indent		Description of Stores	Code No.	Quantity Indented
	No.	Date			
1	2	3	4	5	6

Name of work/job (with name of contractor from whom value is recoverable)	Signature of Indenting Officer	Quantity received	Reference to Stock A/c	Remarks
			O.T.E.O.	
7	8	9	10	11

**PMGSY MAINTENANCE FUND
BIN CARD**
(Referred to in paragraphs 8.2.5, 8.2.11 to 8.2.15 and 8.2.38 of the Manual)

NAME OF PIU _____
 BIN CARD NO. _____
 DESCRIPTION OF STORE ARTICLE _____
 UNIT _____ ISSUE RATE _____

Date	Opening Balance Quantity	Quantity Received		Total	Quantity Issued			Balance	Initials of Store Keeper/ Site Engineer		
		Goods Received Sheet			Stores Indent		Quantity				
		No.	Date		No.	Date					
1	2	3	4	5	6	7	8	9	10	11	

Note:

1. It shall be maintained for each article separately and shall be kept at the place where material is stored.
2. Bin cards for steel shall be kept dia-wise.

**PMGSY MAINTENANCE FUND
PRICED STORES LEDGER**
(Referred to in paragraphs 8.2.27, 8.2.29 to 8.2.34 of the Manual)

NAME OF PIU _____
 DESCRIPTION OF STORE ARTICLE _____
 UNIT _____
 ISSUE RATE _____

S. No.	Date	Opening Balance		From whom received	Goods Received Sheet		Receipts			Incidentals
		Quantity	Value		No.	Date	Quantity	Rate	Value	
1	2	3	4	5	6	7	8	9	10	11

Total (10 +11)	Total		Issues					Balance		Initials of Accountant	Reference to payment or Adjustment Vr. No. & Date	Initial of Poster	
	Quantity (3+8)	Value (4+12)	To whom issued	Name of work	Indent		Quan- tity	Value	Quan- tity (13-19)				Value (14-20)
					No	Date							
12	13	14	15	16	17	18	19	20	21	22	23	24	25

Note:

1. Account of Steel shall be maintained dia-wise
2. Issue rate shall be determined on each receipt of fresh stores on no profit/no loss basis.
3. At the end of each month the total receipts and issues shall agree with the amounts shown in the Monthly Account.

PMGSY/SS/F-41

**PMGSY MAINTENANCE FUND
REGISTER OF GOODS RECEIVED SHEET
(Referred to in paragraph 8.2.8 of the Manual)**

NAME OF PIU _____

S. No. of Booklet	Number of Goods Received Sheet	Date of Issue	Name & Designation of Employee to whom issued		Signature of employee to whom issued	Date of receipt of used booklet in PIU office	Dated Initials of Accountant
			Name	Designation			
1	2	3	4	5	6	7	8

PMGSY/SS/F-42

**PMGSY MAINTENANCE FUND
REGISTER OF BIN CARDS
(Referred to in paragraph 8.2.13 to 8.2.15 of the Manual)**

NAME OF PIU _____

Bin Card Number	Date of Issue	Name of Article	Name & Designation of Employee to whom issued		Signature of Employee to whom issued	Date of Return of used Bin Card	Initials of Divisional Accountant
			Name	Designation			
1	2	3	4	5	6	7	8

PMGSY/SS/F-42A

**PMGSY MAINTENANCE FUND
SALE ACCOUNT**

(Referred to in paragraphs 8.2.22 (Note) of the Manual)

Division _____ Authority for the sale _____ Sub Division _____

Name of articles	Quantity	Stock		Amount realized	Loss (if any)	To whom and when sold	Classification of receipts	Remarks and explanation of loss, if any, with report of steps taken towards necessary adjustment
		Rate	Book Value					
1	2	3	Rs.	4	5	6	7	8
			Rs.					
		Total						
Deduct –Auctioneer’s commission at _____ Per cent, If admissible under paragraph 151 of Central P.W.D. Code/State PWD								
Net proceeds								
						Received Rupees () _____ _____on account of my commission in full Vide Cash Receipt No. _____ dated _____		
						Dated _____ 20 _____ Auctioneer		

Dated _____

 Divisional Accountant

 Divisional Officer

 Sub-Divisional Officer

PMGSY/SS/F-42B

**PMGSY MAINTENANCE FUND
STATEMENT OF RECEIPTS, ISSUES AND BALANCES OF ROAD METAL**
(Referred to in paragraphs 8.4.1 and 8.4.2 of the Manual)

PIU _____ Sub-division of PIU _____ Length _____ Kilometers
Road from _____ to _____
Month _____ 20 _____

No. of Kilometers	Nature of Metal	Opening Balances	Received during the month	Total	Expended during the month	Closing Balance	Actual checked by measurement		Remarks*
							Date	Remarks	
1	2	3	4	5	6	7	8	9	10

* Action taken in respect of deficiencies should be indicated in this column.

**PMGSY MAINTENANCE FUND
REGISTER OF MATERIALS AT SITE ACCOUNT**

(Referred to in paragraphs 8.2.10, 11.3.11, 11.3.12, 11.3.15, 11.3.16, 11.5.7 and 11.5.8 of the Manual)

NAME OF PIU _____
 NAME OF WORK _____ NAME OF ARTICLE _____

S. No.	Date	Received from	Store Indent		Opening Balance		Receipts	
			No.	Date	Quantity	Value	Quantity	Value
1	2	3	4	5	6	7	8	9

Total		Register Folio	Issues as per consumption Register		Balance		Dated initials of Site Engineer
Quantity	Value		Quantity	Value	Quantity	Value	
10	11	12	13	14	15	16	17

Note:

- Balance Material after the completion of work shall be returned to Stores and adjustment thereof shall be done by PIU.
- Scrap, if any, shall be transferred to scrap register.
- Account for steel shall be maintained dia-wise.

**PMGSY MAINTENANCE FUND
REGISTER SHOWING MATERIALS USED IN WORKS
(Referred to in paragraph 11.3.10 and 11.3.15 of the Manual)**

NAME OF PIU _____
 NAME OF WORK _____
 NAME OF ARTICLE _____
 ESTIMATED REQUIREMENT _____

Description of item of work	Quantity of work executed			Description of Material used		MAS Register Folio
	Measurement Book		Quantity	Quantity	Value	
	No.	Page				
1	2	3	4	5	6	7

Note:

- The quantity used in construction shall be calculated on the basis of quantities of work executed on such authorised formulae being adopted for the purpose as may be in use locally.
- The register shall be closed at the end of each month and a copy of the transactions for the month shall be submitted to PIU for adjustment by debit to "Work Concerned" and Credit to Materials charged to work.
- Materials as shown used in the register at the end of each month shall be posted in the Register of Materials at Site.
- Account of Steel shall be maintained dia-wise.

PMGSY/SS/F-44A

PMGSY MAINTENANCE FUND
REGISTER OF MATERIAL ISSUED TO CONTRACTORS
 (Referred to in paragraphs 11.3.4 and 11.3.7 of the Manual)

Division _____ Sub-division _____

Name of work _____

Particulars	Total issues to the work				Dated initials of Sub-Divisional Officer	Dated initials of Divisional Accountant in token of check	
	1	2	3	4			5
Description of materials							
Unit							
Estimated requirements of Quantities							
	1	2	3	4	5	6	7
Balance B/F to end of March							
April, 20.... Progressive							

PMGSY/SS/F-45

PMGSY MAINTENANCE FUND
REGISTER OF ADVANCES TO SUPPLIERS
 (Referred to in paragraph 11.2.15 (Note 2) of the Manual)

NAME OF PIU/SRRDA _____

S. No.	Month and year from which transaction dated	Name of supplier	Particulars of supplier	Opening Balance	APRIL.....				MAY and so on	
					Voucher/ Transfer Entry		DEBIT	CREDIT		Balance
					Number	Date				
1	2	3	4	5	6	7	8	9	10	Repeat Col. 6 to 11

Note:

- Column for 12 months shall be opened on the same pattern as for the month of April.
- Month and year from which transaction dates in column 2 shall be filled in for the transactions brought forward from the previous year.

**PMGSY MAINTENANCE FUND
REGISTER OF UNPAID BILLS
(Referred to in paragraph 11.2.1 of the Manual)**

NAME OF PIU/SRRDA _____

S. No.	Month and year from which transaction dated	Name of supplier	Particulars of supplies		Opening Balance	APRIL _____				MAY and so on	
			Material	Quantity		Voucher/ Transfer Entry		CREDIT	DEBIT		Balance
						No.	Date				
1	2	3	4		5	6	7	8	9	10	6
								Rs.	Rs.	Rs.	

Note:

1. Column for 12 months shall be opened on the same pattern as for the month of April.
2. Month and year from which transaction dated in column 2 shall be filled in for the transactions brought forward from the previous year.
3. Balance, if any, after the payment to supplier shall be credited to Miscellaneous Receipts.

**PMGSY MAINTENANCE FUND
FIRST & FINAL BILL
(Referred to in paragraphs 11.2.11 and 11.2.12 of the Manual)**

NAME OF PIU _____

NAME OF WORK _____

VOUCHER No. _____

DATED _____

Agreement No.	Name of Contractor / Supplier	Item of Work/ Supplies	Reference to record Measurement Book			Written order to commence work		Actual date of completion	Quantity	Rate	Unit
			No.	Page No.	Date	No.	Date				
1	2	3	4	5	6	7	8	9	10	11	12

Amount	Total amount payable to Contractor/ Supplier		Payee's dated signature in token of acceptance of bill and payment	Dated signature of witness	Dated Certificate of disbursement		Dated Signature of Officer-in-Charge PIU	Remarks
	Figure	Words			Cheque No.	Date		
13	14	15	16	17	18	19	20	21

Dated signature of officer preparing Bill _____

Pay Rs. _____ (Rupees _____) in cash and Rs. _____

(Rupees _____) by cheque.

Dated signature of Officer authorising payment _____

Checked

Dated Initials of Divisional Accountant

Note:

This form is meant for making payment to the contractors for the work when a single payment is made for a job or contract on its completion.

PMGSY/SS/F-48

**PMGSY MAINTENANCE FUND
MUSTER ROLL**

(Referred to in paragraphs 11.1.4 and 11.2.3 of the Manual)

Note:- The form prescribed for the State Public Works Department/Rural Engineering Department will be used.

PMGSY/SS/F-49

**PMGSY MAINTENANCE FUND
REGISTER OF UN-PAID WAGES**

(Referred to in paragraph 11.2.4 (d) of the Manual)

The form prescribed for the State Public Works Department/Rural Engineering Department will be used.

NOTE: REGISTER SHALL BE MAINTAINED WORK-WISE.

PMGSY MAINTENANCE FUND
APPLICATION-CUM-BILL FOR REFUND OF LAPSED DEPOSIT
(Referred to in paragraph 11.2.14 of the Manual)

To

The Divisional Officer _____

Sir,

The refund of lapsed deposits aggregating Rs. _____
 (Rupees _____) as mentioned in Cols. 1 to 4 below, is due to me/us and
 its payment may be arranged –

Purpose for which deposited	No. & date of challan or authority with/under which deposited	Amount deposited & Office/Bank in which deposited	Amount claimed	Amount lapsed to Govt.	Particulars of lapsed statement		Remarks
					Year	Item No.	
1	2	3	4	5	6(a)	6(b)	7

Note: Column 5 to 7 are for use in Departmental Offices.

* Received payment

Date _____ Signature of claimant(s) _____

I have satisfied myself about the identity of the claimant(s) and his/their title to the amount claimed vide details given in Columns 5 to 7 above. It is requested that the payment may be made by cheque in favour of self/ _____ [Claimant/(s)] or by bank draft in favour of [Claimant(s)] at _____ (Station).

No. _____

Signature _____

(Divisional Officer)

Date _____

PMGSY/SCH/F-52-MNTN

PMGSY MAINTENANCE FUND

Bank Authorisation Utilisation and Reconciliation Statement (Referred to in paragraphs 14.3.2 to 14.3.3 and 14.4.8 of the Manual)

PIU will fill in Parts II and III of this statement and send it with the Monthly Account to SRRDA

Name of PIU	Month
--------------------	--------------

Part I For office use in State Rural Roads Development Agency

(This becomes the voucher for entry on the payment side in the bank column of the SRRDA's Cash Book. The classification of the transaction will be Bank Authorisation Account Head 130.01)

Voucher No.	Head of Account	Month	Date	Amount
-------------	-----------------	-------	------	--------

Debit: Bank Authorisation Account
Classification 130.01

Credit: Bank Account in the Cash Book Classification 126.01

Signature of Accountant

Signature of Financial Controller

Part II (To be prepared by the PIU)

Line No.	Month and Year	Account of Bank Authorisations Received and Utilised	
		Amount Inner Column Rs.	Amount Outer Column Rs.
1	Opening Balance of Bank Authorisation as per Cash Book		
2	Bank Authorisations received in the month		
3	Bank Authorisations cancelled in the month		
4	Total (1+2-3)		
5	Deduct Cheques Issued during the month, as per statement attached.		
6	Closing Balance of Bank Authorisations as per Cash Book (It should equal Line No. 4 minus Line 5)		

Signature of Divisional Accountant

Signature of In-charge PIU

Part III Bank Reconciliation Statement for un-cashed cheques

1. Opening balance of Uncashed Cheques
2. Cheques issued during the month
3. Total
4. Deduct cheques encashed during the month as per bank statement
5. Closing balance of uncashed cheques with details of cheque no., date and amount

Signature of Divisional Accountant

Signature of In-Charge PIU

- Notes:**
1. Attach a statement of uncashed cheques
 2. The statement should reach SRRDA latest by the 5th of the next month.

PMGSY MAINTENANCE FUND
Bank Remittances Reconciliation Statement
(Referred to in paragraphs 14.3.4 and 15.3(v) of the Manual)
PIU will fill in Part II of this statement and send it with the monthly account to SRRDA

Name of PIU	Month
--------------------	--------------

Part I For office use in State Rural Roads Development Agency

(This becomes the voucher for entry on the receipt side in the bank column of the SRRDA's Cash Book. The classification of the transaction will be Minor head 101.02,102.02,103.02 etc with reference to the Maintenance Fund of the financing agency like the State, Centre, Panchayats etc.)

Voucher No.	Head of account	Date	Account Code	Amount
	Debit: Bank Account in the Cash Book		126.01	
	State Maintenance Fund Transferred to PIU			
	Credit: (And similar heads of financing agencies)		101.02	

Signature of Accountant

Signature of Financial Controller

Part II (To be prepared by the PIU)

Line No.	Month and Year	Account of Remittances to SRRDA	
		Amount Inner Column	Amount Outer Column
1	Outstanding Remittances into the accredited Bank of SRRDA		
2	Add Remittances during the month as per details below: Serial No. Date Particulars/Purpose		
	Total		
3	Total Remittances(1+2)		
4	Deduct remittances accounted for by the bank (copy of statement enclosed)		
5	Remittances Outstanding (3-4) Serial No. Date Particulars/Purpose	Amount	

SIGNATURE OF DIVISIONAL ACCOUNTANT

SIGNATURE OF IN-CHARGE PIU

PMGSY/SCH/F-52A-MNTN

PMGSY MAINTENANCE FUND

SCHEDULES FORMING PART OF BALANCE SHEET AS AT (last date and month) year
(Referred to in paragraphs 14.4.5 and 14.4.8 & 15.4.3 of the Manual)

NAME OF PIU/SRRDA _____

SCHEDULE No. L1 MAINTENANCE FUNDS

Serial No.	Particulars of Maintenance Fund	Opening Balance at the start of the year	Received during the year	Utilised during the year	Balance
		Amount Rs.	Amount Rs.	Amount Rs.	Amount Rs.
1	State Maintenance Fund				
2	District Panchayat Maintenance Fund received				
	And so on				

DIVISIONAL ACCOUNTANT /ACCOUNTANT SRRDA

DIVISIONAL OFFICER/OFFICE-IN-CHARGE SRRDA

PMGSY/SCH/F-52B-MNTN

PMGSY MAINTENANCE FUND

SCHEDULES FORMING PART OF BALANCE SHEET AS AT

(Referred to in paragraph 14.4.5, 14.4.8 and 15.4.3 of the Manual)

NAME OF PIU/SRRDA _____

SCHEDULE No. L 2- SURPLUS FUNDS AND MISCELLANEOUS INCOME :	Current Year	Previous Year*
Opening Balance (A)		
Add transfer of surplus from Income and Expenditure Account (B)		
(Deduct) : Transferred to the SRRDA during the year. (C)		
TOTAL D=A+B-C		

*To be used only in the annual balance sheet

Divisional Accountant /Accountant SRRDA

Divisional Officer/Office-in-Charge SRRDA

PMGSY MAINTENANCE FUND
SCHEDULES FORMING PART OF BALANCE SHEET AS AT _____
 (Referred to in paragraph 14.4.5, 14.4.8 and 15.4.3 of the Manual)

NAME OF PIU/SRRDA _____

SCHEDULE No. L3-DEPOSITS PAYABLE	Current Month/Year	Previous Year*
Contractors & Suppliers Outstanding amount as per the last Balance Sheet		
Add: Received during the month		
Less: Refunded during the month		
Total		

*To be used only in the annual balance sheet

Divisional Accountant _____

Divisional Officer/Officer-in-Charge SRRDA _____

*To be used only in the annual balance sheet

PMGSY MAINTENANCE FUND
SCHEDULES FORMING PART OF BALANCE SHEET AS AT _____
SCHEDULES FORMING PART OF BALANCE SHEET AS AT _____
Schedule of Current Liabilities
 (Referred to in paragraphs 14.4.5 and 14.4.8 & 15.4.3 of the Manual)

NAME OF PIU/STATE _____

SCHEDULE No. L4 CURRENT LIABILITIES	Current Month/Year	Previous Year*
A. Statutory taxes to be paid		
a) Income Tax		
b) Commercial Tax		
c) Others		
Total		
B. Un-paid Bills		
Total		
GRAND TOTAL (A+B)		

*To be used only in the annual balance sheet

Divisional Accountant /Accountant SRRDA _____

Divisional Officer/Officer-in-Charge SRRDA _____

PMGSY/SCH/F-53A-MNTN

PMGSY PROGRAMME FUND
Schedule of Maintenance of Roads
 (Referred to in paragraphs 14.4.5 and 14.4.8 & 15.4.3 of the Manual)
SCHEDULES FORMING PART OF BALANCE SHEET AS AT _____

NAME OF PIU _____

SCHEDULE No A1. Routine Maintenance of Roads

Part I PMGSY Roads				
Serial No.	Name of the Road	Road ID	Maintenance Expenditure	If not maintained, reasons
1	2	3	4	5
Part II Non-PMGSY Roads				
A. Funded by State Government				
Serial No.	Name of the Road	Road ID	Maintenance Expenditure	If not maintained, reasons
B. Funded by Panchayats				
C. Funded by Others				
Serial No.	Name of the Road	Road ID	Maintenance Expenditure	Maintenance Expenditure

DIVISIONAL ACCOUNTANT/ACCOUNTANT SRRDA

DIVISIONAL OFFICER/OFFICE-IN-CHARGE SRRDA

PMGSY/SCH/F-53B-MNTN

PMGSY PROGRAMME FUND
Schedule of Maintenance of Roads
 (Referred to in paragraphs 14.4.5 and 14.4.8 & 15.4.3 of the Manual)
SCHEDULES FORMING PART OF BALANCE SHEET AS AT _____

NAME OF PIU _____

SCHEDULE No A2. Periodic Renewal of Roads

Part I PMGSY Roads				
Serial No.	Name of the Road	Road ID	Maintenance Expenditure	If not maintained, reasons
1	2	3	4	5
Part II Non-PMGSY Roads				
A. Funded by State Government				
Serial No.	Name of the Road	Road ID	Maintenance Expenditure	If not maintained, reasons
B. Funded by Panchayats C. Funded by Others				
Serial No.	Name of the Road	Road ID	Maintenance Expenditure	Maintenance Expenditure

Divisional Accountant/Accountant SRRDA

Divisional Officer/Officer-in-Charge SRRDA

PMGSY/SCH/F-53C-MNTN

PMGSY PROGRAMME FUND
Schedule of Maintenance of Roads
 (Referred to in paragraphs 14.4.5 and 14.4.8 & 15.4.3 of the Manual)
SCHEDULES FORMING PART OF BALANCE SHEET AS AT _____

NAME OF PIU _____

SCHEDULE No A3 — Special Repairs to Roads

Part I PMGSY Roads				
Serial No.	Name of the Road	Road ID	Maintenance Expenditure	If not maintained, reasons
1	2	3	4	5
Part II Non-PMGSY Roads				
A. Funded by State Government				
Serial No.	Name of the Road	Road ID	Maintenance Expenditure	If not maintained, reasons
B. Funded by Panchayats C. Funded by Others				
Serial No.	Name of the Road	Road ID	Maintenance Expenditure	Maintenance Expenditure

Divisional Accountant/Accountant SRRDA

Divisional Officer/Officer-in-Charge SRRDA

PMGSY/SCH/F-53D-MNTN

PMGSY MAINTENANCE FUND
SCHEDULES FORMING PART OF BALANCE SHEET AS AT _____
SCHEDULE OF CURRENT ASSETS
 (Referred to in paragraphs 15.4.5, 14.4.8 and 15.4.3 of the Manual)

NAME OF PIU/SRRDA _____

SCHEDULES FORMING PART OF BALANCE SHEET AS AT _____

SCHEDULE No. A4 - CURRENT ASSETS	Particulars	Current Month/Year
		Amount
A. Advances to contractors		
(i) Considered safe (completion date + 3 months is not yet over) (Detail each type of Advance)		
(ii) Considered un-safe (completion date + 3 months are over) (Detail each type of Advance)		
B. Misc. Works Advance		
(a) Against Contractors		
(i) Considered safe (within completion date plus 3 months)		
(ii) Considered un-safe		
(b) Against Staff		
(i) Less than three months		
(ii) Less than six months		
(iii) Over six months		
C. Other Items		

Divisional Accountant/Accountant SRRDA

Divisional Officer/Officer-in-Charge SRRDA

PMGSY/SCH/F-55-MNTN

PMGSY MAINTENANCE FUND
LIST OF SCHEDULES TO BE ANNEXED WITH BALANCE SHEET (PIU)
 (Referred to in paragraph 14.4.8 of the Manual)

Schedule Form	Name of Schedule
PMGSY/SCH/F-52-MNTN	Bank Authorisation Utilisation and Reconciliation Statement
PMGSY/SCH/F-52 REM-MNTN	Bank Remittance Reconciliation Statement
PMGSY/SCH/F-52A-MNTN	Schedule of Maintenance Fund
PMGSY/SCH/F-52B-MNTN	Schedule of Surplus Funds/Misc. Income
PMGSY/SCH/F-52C-MNTN	Schedule of Deposits Repayable
PMGSY/SCH/F-52D-MNTN	Schedule of Current Liabilities
PMGSY/SCH/F-53A-MNTN	Schedule of Maintenance of Roads (PIU)
PMGSY/SCH/F-53B-MNTN	Schedule of Periodic Renewal of Roads (PIU)
PMGSY/SCH/F-53C-MNTN	Schedule of Special Repairs to Roads (PIU)
PMGSY/SCH/F-53D-MNTN	Schedule of Current Assets (PIU)

DIVISIONAL ACCOUNTANT

PMGSY MAINTENANCE FUND
ACCOUNT OF INTEREST-BEARING SECURITIES
 (Referred to in paragraphs 14.4.10(b) of the Manual)
 For the year ending 31st March, 20_____

Name of the PIU _____

*Item No. as per Register of Securities	Name of Depositor/ with name of the work	Balance as per last account	Fresh deposits of the year	Total	Deduct securities returned or re-transferred to the depositors	Balance at the close of the year	Reference to acknowledgements for amounts in Column 6	Remarks
1	2	3	4	5	6	7	8	9

* Items should be grouped separately for each of the classes of securities.

Divisional Officer

Divisional Accountant

Certified that, with the exceptions noted below, all the securities shown in column 7 of this Account, or their acknowledgements by the authorized custodians are in my possessions.

(Exceptions with reason)

Note: The Account shall be annexed to the annual balance sheet of the PIU.

Office-in-Charge PIU

PMGSY/SCH/F-57

**PMGSY MAINTENANCE FUND
SCHEDULE FOR CASH BALANCE
(Referred to in paragraph 7.6.6 of the Manual)**

NAME OF PIU _____

MONTH _____ 200

Part I. Statement of actual cash balance in the hands of _____ on the _____ day of _____ 20_____, and imprest and temporary advances with the subordinates.

Description	No.	Amount	Remarks and explanations of last balances, etc.
1	2	3	4
Notes Denomination wise			
Coins			
5 rupee			
2 rupee			
Total			
In words			

Part II Statement of imprest and temporary advances with the subordinates on the _____ day of _____ 20_____.

Name and Designation of the subordinate	Amount	Explanation when imprest exceeds Rs. 2,000/-
1	2	3
	Rs.	
Total		
(In words)		

Signature of Divisional Officer

PMGSY/GEN/F-58

**PMGSY MAINTENANCE FUND
REGISTER OF MISCELLANEOUS SANCTIONS
(Referred to in paragraph 14.2.4 of the Manual)**

Item No.	No. date and authority	Substance of the order	Amount of sanction Rs.	Dated initials of the Divisional Accountant	Note of Expenditure incurred against each sanction			Dated initials of the Divisional Accountant	Remarks
					No. of Voucher	Month	Amount		
1	2	3	4	5	6	7	8	9	10

PMGSY/GEN/F-59

**PMGSY MAINTENANCE FUND
REGISTER OF DIVISIONAL ACCOUNTANT'S AUDIT OBJECTIONS
(Referred to in paragraph 5.2.3 of the Manual)**

Item No.	Brief particulars of the transaction or order placed under objection by the Divisional Accountant	Name of Objection (Rule or Order to be quoted)	Amount placed under objection	Divisional Officer's replies with reason for not admitting the objection	Remarks of the Accounts Officer

PMGSY/GEN/F-60

**PMGSY MAINTENANCE FUND
DIVISIONAL OFFICER'S REPORT OF SCRUTINY OF ACCOUNTS
(Referred to in paragraph 14.4.9 of the Manual)**

1. After due examination of the office copies of the Monthly Account, and the Balance Sheet with supporting documents, for the month of _____20 , which were despatched under the signature of the Divisional Accountant during my absence from headquarters, I respect responsibility for the same.
2. I have initialed the office copies of the Monthly Account, and the Balance Sheet, and the List of Schedules and a duplicate copy of the Monthly Account and the Balance Sheet signed by me is attached to this report.
3. I have issued instructions for the adjustment, in the next month's accounts, for the errors and omissions detailed below, which my scrutiny of the accounts has disclosed:

DIVISIONAL OFFICER

PMGSY/GEN/F-61

PMGSY MAINTENANCE FUND
Annual Certificates of Balances
(Referred to in paragraph 14.4.11 of the Manual)
Certificate No. 1 Deposits and Purchases

Certified (1) that the closing balances of following accounts named in the margin for March, 200 , have been reviewed in detail:

- (i) Un-paid Bills
- (ii) Miscellaneous Public Works Advances - debit balances
- (iii) Deposits - Credit Balances.

Certified (2) that no items are included therein which under rule do not pertain to the account concerned, (3) that, with the exceptions noted below, none of the items, in view of the period it has been outstanding or of any other circumstances which may diminish the chance of recovery, calls for any special action, to effect clearance, and (4) that, in respect of the exceptions specified, necessary action is being taken under may orders.

Certificate No. 2
Works Accounts

A-General: Certified that the account of all works, the actual construction of which is completed, have been closed as far as possible, and (2) that in cases in which the accounts of such works have still been kept open, arrangements have been made to ensure that no further charges will be incurred without my permission.

B-Materials- Certified (1) that in respect of each work in progress in the accounts of which the accounts of the head Material at Site Account is being operated upon, the balances as per the Register of Materials at Site Account as on 31 March, 20 have been verified and the report of verification reviewed by me, and (2) that necessary action to clear the head has been taken in the case of all works completed during the year.

Certificate No. 3

B- Contractors. - Certified (1) that the closing balances in the accounts of the contractors as maintained in the Contractors Ledger in respect of the works the accounts of which were open on the 31st March, 20 , were as detailed below, (2) that the total of Contractors balances as shown in this certificate has been reconciled by the Divisional Accountant with the total of the balances in the Ledger of Debit Balances, (3) that there has been no abnormal delay in closing or adjusting the accounts of contracts which are no longer in operation, (4) that all Secured Advances and other Advances are covered by duly executed indentures in the prescribed form which I have seen, are in existence in the Divisional Office and (5) finally, that none of the other outstanding debit balances represent any overpayments, or have become or are likely to be irrevocable.

Serial No.	Full Name of Work	Details of Balances			Remarks
		Advance Payments (Debit)	Secured Advances (Debit)	Other Transactions Debit Credit	
1	2	3	4	5	6

No.

Date

DIVISIONAL OFFICER

Enclosure: Monthly Account and the Balance Sheet

PMGSY/GEN/F-62-MNTN

PMGSY MAINTENANCE FUND
REQUISITION FOR BANK AUTHORISATIONS
 (Referred to in paragraph 15.3(iii) of the Manual)

Name of PIU _____

No. _____ Date: _____

To

Empowered Officer
SRRDA (PMGSY)

Kindly issue for the quarter ending _____, 200 , Bank Authorisation for the use of the following funds:

- (a) State Maintenance Fund
- (b) Panchayat Maintenance Fund
- (c) Other Maintenance Fund
- (d) Central Administrative Fund
- (e) Total of (a) to (d)

Contract agreement-wise details of the requirement are as under:

S. No.	Name of work and Package/ Agreement No.	Sanctioned Contract Amount	Name of Payee	To Date Expenditure	Bank Authorisation Available	Bank Authorisation Required	Remarks
1	2	3	4	5	6	7	8
			TOTAL				

Officer-in-Charge / PIU

Note:

- In case of funds required for the refund of deposits etc. to Contractor/ Supplier, it shall be shown distinctly in the requisition with the name of contractor/ supplier

PMGSY/GEN/F-63

PMGSY MAINTENANCE FUND
REGISTER OF DESTRUCTION OF RECORDS
 (Referred to in paragraph 17.4.2 of the Manual)

Item No.	Description of records destroyed			Sanction to destruction		Date of Destruction	Dated signature of the officers witnessing destruction	Remarks
	Nature of document	Volume or size	Period to which the record relates	Reference to the rule or correspondence	Dated initials of the Divisional Officer			
1	2	3	4	5	6	7	8	9

PMGSY/GEN/F-64-MNTN

**PMGSY MAINTENANCE FUND
BANK AUTHORISATION AUTHORITY
(Referred to in paragraph 15.2.4 of the Manual)**

Name of PIU _____

Contractor-wise Bank Authorisation amounting to Rs. _____

(Rupees _____)

for the quarter ending _____ is issued as under:

S. No.	Name of Payees	Purpose	Funding Agency	Amount Rs.	Remarks
TOTAL					

Empowered Officer SRRDA

No.

Date:

Copy forwarded to:

1. The Officer In-Charge, PIU _____
2. The Chief Manager _____ (Bank)
3. Accounts Section of SRRDA for adjustment in the accounts.

Empowered Officer SRRDA