

Check list/Audit slip for Scrutiny of RA Bill (w. r. t. MPWM, MPWAC, Others)		
Office of the		
Sr. No.	Particulars of Bill	Opinion/Remarks
1	Whether this check list/audit slip is attached by subdivision (prepared by SDC)? (Yes/No)	
2	<ul style="list-style-type: none"> R.A. Bill No. & No. of copies of RA Bill submitted with the reference of MBs with page numbers- No. of pages attached to each copy including RA Bill- 	
3	Name of the Work – Major Head/CRC-	
4	AA/RAA(copy attached)-	
5	TS/RTS (copy attached)-	
6	Budget provision for expenditure for current year for this work-	
7	total expenditure for this work : <ul style="list-style-type: none"> up to date- for this year- 	
8	Tender Agreement No- Work order date(copy of W. O. attached)-	
9	Date of starting of work(as per subdivision)-	
10	Amount of Contract/Work Order/Agreement-	
11	Amount of Tender-	
12	<ul style="list-style-type: none"> Name of the Agency/Contractor- PAN no(copy attached)- GST no(copy attached)- 	
13	Whether GST Tax Invoice is attached? (as per GST act 2017,if GST amount is claimed by the contractor)	
14	<ul style="list-style-type: none"> Date of recording of this bill- Date of submission of this bill to the division office- Date of the receiving the bill in PO/TB- Date of the receiving the bill in AB (by auditor)- 	
15	Date of completion of work (Final bill)-	
16	Validity of agreement/Extension (if applicable) -	
17	<ul style="list-style-type: none"> Reference of M.B. No. & Page No.- certificate of JE/SO regarding “measurements recorded by me” , “measurements are taken to abstract on page no” and “abstract prepared by me” with dated sign with name & designation- 	
18	Whether the AE-1/SDE/SDO has shown “submission of bill” and the certificate “rates in abstract for payment are entered by me” duly signed with date, name & designation in the M.B. or not?	
19	Whether sub divisional clerk has shown “arithmetically checked by me” in MB with dated initial, name & designation?	
20	Whether Contractor has Signed with date and name in the M.B. with “measurements accepted by me”? If not, The reason may be stated in M.B. by the AE-1/SDE/SDO.	
21	Whether part rates for item are proposed with necessary rate analysis (if applicable)?	
22	Whether cement /steel/material (consumption) statement & copy of purchase invoices submitted by the AE-1/SDE/SDO/Or not duly signed by AE-1/SDE/SDO and P.W/Contractor?	
23	Whether royalty paid proof / challan are attached (if applicable), if not, proposal of recovery of royalty made by sub division and/or technical branch/project branch is received?	
24	Whether comparative statement of work done as per agreement submitted by the AE-1/SDE/SDO/Or not and if yes whether reasons of excess/less (savings) has been stated in remarks column or not?	
25	Whether excess quantity made limited to agreement/tender quantity by SDO? If not then, the order is needed by tender inviting authority /EE	
26	<ul style="list-style-type: none"> 100% check measurement by AE-1/SDE/SDO (if yes, reference of page no with MB no.) 5% check measurement by Executive Engineer (if yes, reference of page no with MB no.) 5% arithmetical rechecking of measurement of Final Bill by SAC&DAO (if yes, reference of page no with MB no.) 	
27	Whether Part-I, II & III of the Bill has been filled up in the sub. Dn. or not	

	and whether dated signature of The contractor & the AE-1/SDE/SDO has been taken in part-III of the bill or not?	
28	Whether the bill has been Technically checked or not and certificate is in MB with dated signature, name and designation? Whether separate report of technical checked if necessary is attached?	
29	Whether <i>Price Escalation/PV (if applicable)</i> is calculated and checked by SDO, PO/TB, and Auditor? Whether soft copy of calculation of Price Escalation/PV with the indices is submitted to the division office?	
30	If any other recoveries are outstanding from the contractor Such as MPWA etc (As per SDO)?	
31	Whether <i>test reports</i> as per tender are attached by sub division with the "Accepted" remark by SDO?	
32	Whether <i>photographs</i> of work done are attached by the sub division with the "Accepted" remark by SDO?	
33	Whether completion certificate, No dues certificate & work done as per specification and satisfactory certificate has been submitted by AE-1/SDE/SDO duly signed or not along with the bill (Final Bill) (in MB & separate sheet).	
34	Whether the Final RA Bill is in <i>yellow color</i> paper?	
35	others	
36	PART-IV, Memorandum of payments(AB) 1. total Amount of work actually measured till this RA bill- 2. Total up-to-date advance payment- 3. Total up-to-date secured advance- 4. Total(1+2+3)- 5. Deduct—amounts withheld(total) from previous bill(as per last RA bill)- from this bill- 6. Balance, i.e., up-to-date payment(4-5)(K)- 7. Deduct Payment already made as per previous/last paid RA bill (entry K)- 8. Payment now to be made(6-7),(since previous bill) /amount for demand/LOC/BDS/CMP	Rs. 1. 2. 3. 4. 5. 6. 7. 8.
37	Recovery made in this bill (total)(8b)	
	○ security deposit	
	○ GST TDS	
	○ income tax TDS	
	○ Royalty charges	
	○ Insurance	
	○ L.W. Cess	
	○ others if any	
	○ kept as deposit	
38	Net amount payable by cheque(8c)(8-8b)	

If approved, the Bill will be passed, submitted for order please.

SDC

JE

SDO/SDE

JE/SO (Division)

Auditor

DAO

EE