

1. ABSTRACT OF MONTHLY ACCOUNT

Sl. No.	Name of Grant	O.B. as on 1.4.19.....	RECEIPTS		Total	
			Upto the end of month	During the month	Total	
1.	2	3	4	5	6	7

Contd...

Total Including O.B.	EXPENDITURE		Remarks
	Upto last Month	During the month including advances given towards if any	
8	9	10	11 12

ARTICLES OF AGREEMENT

Articles of agreement made this ..... day of ..... 19..... between His Excellency the Governor of Andhra Pradesh (hereinafter called the governor which expression shall where the context so admits include his successors in office and assigns) on the One part and ..... of ..... (hereinafter called the contractor which expression shall where the context so admits include his heirs, executors, administrators and legal representatives) of the other part.

WHEREAS the Government of Andhra Pradesh (hereinafter called the government) are desirous of ..... and have caused an estimate of probable quantities contained Schedule-A drawings and specifications describing the work to be done to be prepared.

AND WHEREAS the said Schedule-A, drawings numbered serially 1 to inclusive... (ScheduleB) and the specifications (Schedule-C) have been signed by or on behalf of the parties hereto.

AND WHEREAS the Contractor has agreed to the retention by the government of earnest money of Rs..... paid by him when he submitted his tender as security for the due fulfillment of the contract to the satisfaction of the Executive Engineer or in the alternative as the Executive Engineer may direct to deposit as security for the aforesaid purpose Government securities, municipal debentures, bearer debentures issued by the Trustees purpose of the port of ..... or Post office cash certificate of the nominal value of Rupees..... duly endorsed to or reigstered in or transferred to the name of the Executive Engineer (with the previous sanction of the Head Postmaster in the case of the last mentioned security) as the case may require to perfect such security.

AND WHEREAS the contractor has deposited with the Executive Engineer the sum of Rupees..... In cash as additional security for the due fulfilment of the contract to the satisfaction of the Executive Engineer.

AND WHEREAS the contractor has delivered to and deposited with an endorsed over to the Executive Engineer. Government securities to the extent of Rupees..... of which the numbers, amounts and other particulars are set forth in the margin here to as additional security for the due fulfilment of the contract to the satisfaction of the Executive Engineer.

AND WHEREAS the Contractor has endorsed over and delivered to the Executive Engineer municipal debentures to the value of Rupees..... the numbers and particulars of which are set forth in the margin hereto and such endorsement has been registered in the office of ..... as additional security for the due fulfilment of the contract to the satisfaction of the Executive Engineer.

AND WHEREAS the Contractor has delivered to the Executive Engineer bearer debentures issued by the Trustees of the Port of ..... of the value of ..... equivalent to Rupees ..... the numbers and particulars of which are set forth in the margin hereto as additional security for the due fulfillment of the contract to the satisfaction of the Executive Engineer.

AND WHEREAS the contractor has deposited in the ..... bank at ..... the sum of Rupees ..... in the name of the Executive Engineer and has obtained a receipt bearing No. .... dated ..... made out in the name of the Executive Engineer and the same is now standing to the credit of the Executive Engineer and is withdrawable by him on demand as additional security for the due fulfillment of the contract to the satisfaction of the Executive Engineer.

AND WHEREAS the Contractor is the holder of Post Office cash certificates and Defence Savings Certificates of the value of Rupees ..... which have been registered in the Post Office at ..... particulars of which are set forth in the margin hereto and whereas the contractor has deposited with and transferred to the Executive Engineer the said certificates the previous sanction of the Head Postmaster of ..... Post Office in which the certificates have been registered having been obtained as Additional Security for the due fulfillment of the contract to the satisfaction of the Executive Engineer.

AND WHEREAS the parties have further agreed that the sum of Rs. .... paid by the contractor at the time of submission of the tender and now retained by the government as security for the due fulfillment of the contract and the further sum of Rs. .... paid in cash as additional security for the like purpose aggregating to Rs. .... may at any time at the option of the contractor and at his request be invested in approved securities at the description of the Government after ascertaining and in conformity as far as possible with the wishes of the contractor, but at the sole risk of the contractor.

AND WHEREAS the Contractor has also signed the copy of the Andhra Pradesh Detailed standard specifications and addenda volume thereto maintained in the ..... Division office in acknowledgement of being bound by all the conditions of the clauses of the Standard Preliminary Specification and all the standard specifications for items of works described by a standard Specification number in Schedule-A.

AND WHEREAS the Contractor has agreed to execute upon and subject to the conditions set forth in the Preliminary Specification of the Andhra Pradesh Standard Specifications and such other conditions as are contained in all the specifications forming part of this contract (hereinafter referred to as "the said conditions") the works shown upon the drawings and described in the said specifications and set forth in Schedule-A as the "Probable quantities and comply with the rate of progress noted at the end of this Articles of Agreement for a sum of Rs. .... or such other sum as may be arrived at

under the clauses of the Standard Preliminary Specification relating to payment on lump-sum basis or by final measurement at unit prices".

Now it is hereby agreed as follows:

- (1) In consideration of the payment of the said sum of Rupees ..... or such other sum as may be arrived at under the clause of the Standard Preliminary Specification relating to payment on lumpsum basis or by final measurement at unit prices. the contractor will, upon and subject to the said conditions, execute and complete the works shown upon the said drawing and described in the said specifications and to the extent of the probable quantities shown in the Schedule-A with such variations by way of alterations of, additions to, or deductions from the said works and method of payment therefor as are provided for in the said conditions.
- (2) The term Executive Engineer in the said conditions shall mean the Public Works office in charge of the Divisions having jurisdiction for the time being over the work, who shall be competent to exercise all the powers and privileges reserved herein, in favour of the Government with the previous sanction on or subject to ratification by them in cases where such sanction or ratification may be necessary.
- (3) The arbitrator for fulfilling the duties set forth in the arbitration clause of the Standard preliminary Specifications shall be the Superintending Engineer of Circle.
- (4) Time shall be considered as of the essence of the agreement and the Contractor here by agrees to commence the work as soon as the agreement is accepted by competent authority as defined by the Andhra Pradesh Public Works Department Code and the site (or premises) is handed over to him as provided for in the said conditions and agrees to complete the work within ..... months from the date of such handing over of the site (or premises) and to show progress as defined in the tabular statement "Rate of Progress" below, subject nevertheless to the provisions for extension of time contained on clause 59 of the Standard Preliminary Specification.
- (5) The said conditions shall be read and construed as forming part of this agreement and the parties hereto will respectively abide by and submit themselves to the conditions and stipulations and perform the agreements on their parts, respectively.
- (6) Upon the terms and conditions of this agreement being fulfilled and performed to the satisfaction of the Executive Engineer, the security deposited by the contractor as herein before recited or such portion thereof as he may be entitled to under the said conditions shall be returned to the Contractor as provided in clause 68 of the Preliminary Specification to Andhra Pradesh Standard Specifications.

In witness where of the Contractor..... has hereunto set his hand and..... acting on behalf of and by the order and direction of His Excellency the Governor of Andhra Pradesh has hereunto set his hand the day and year first above written.

Signed by Contractor  
Address  
In the presence of witness  
Signed by on behalf of Government  
Designation  
In the presence of witness

RATE OF PROGRESS

The following rate of progress and proportionate value of work done from time to time as will be indicated by the Executive Engineer's certificates of the value of work done will be required.

Date of commencement of this programme will be the date on which the site (or premises) is handed over to the Contractor.

Note : The periods to be entered for the purpose of defining the rate of progress may be fixed by the Superintending Engineer or the Executive Engineer to suit each case.

Schedule A- Schedule of rates and approximate quantities

(a) The quantities here given are those upon which the lump-sum tender cost of the work is based, but they are subject to the alterations, omissions, deductions or additions as provided for in the conditions of this contract and do not necessarily show the actual quantities of work for in the conditions of this contract and do not necessarily show the actual necessary quantities of work to be done. The unit rates noted below are those governing payment of extras or deductions for omissions according to the conditions of the contract, as set forth in the Preliminary Specification of the Andhra Pradesh Standard Specifications and other conditions or specifications of this contract.

It is to be expressly understood that the measured work is to be taken net (not withstanding any custom or practice to the contrary) according to the actual quantities when in place and finished according to the drawings or as may be ordered from time to time by the Executive Engineer and the cost calculated by measurement or weight, at the respective prices, without any additional charge for any necessary or contingent works connected therewith. The rates quoted are for works in situ and complete is every respect.

Item No.	Probable Quantity of work (Figures)	Description of work	A.P.S Number	Rate	Unit	Amount
					Words	Figures
					Words	figures

Signature of Contractor

ORIGINAL

TREASURY/Sub-Treasury  
GOVERNMENT OF ANDHRA PRADESH  
TREASURY CHALLAN No.

Major Head

Sub-Major Head

Minor Head

Group Sub-Head

Sub-head

Detailed Head

Sub-detailed head

in words Rupees  
Remitter's Name & Address  
Purpose for which the amount is deposited  
Officer at whose instance Amount is deposited  
Head of Account verified  
Date  
Signature of the Remitter S.T.O./T.O.  
Received Rs.  
by cash/D.D.No./Cheque No.  
S.T.O./BANK MANAGER

Note: Separate challan should be used for each detailed head.

DUPLICATE

TREASURY/Sub-Treasury  
GOVERNMENT OF ANDHRA PRADESH  
TREASURY CHALLAN No.

Major Head

Sub-Major Head

Minor Head

Group Sub-Head

Sub-head

Detailed Head

Sub-detailed head

in words Rupees  
Remitter's Name & Address  
Purpose for which the amount is deposited  
Officer at whose instance Amount is deposited  
Head of Account verified  
Date  
Signature of the Remitter S.T.O./T.O.  
Received Rs.  
by cash/D.D.No./Cheque No.  
S.T.O./BANK MANAGER

Note: Separate challan should be used for each detailed head.

TRIPPLICATE

TREASURY/Sub-Treasury  
GOVERNMENT OF ANDHRA PRADESH  
TREASURY CHALLAN No.

Major Head

Sub-Major Head

Minor Head

Group Sub-Head

Sub-head

Detailed Head

Sub-detailed head

in words Rupees  
Remitter's Name & Address  
Purpose for which the amount is deposited  
Officer at whose instance Amount is deposited  
Head of Account verified  
Date  
Signature of the Remitter S.T.O./T.O.  
Received Rs.  
by cash/D.D.No./Cheque No.  
S.T.O./BANK MANAGER

Note: Separate challan should be used for each detailed head.

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COMPLETION REPORT									
Sl. No.	Description of items of work	As per Sanctioned Estimate		As per work done Estimate		Excess	Less	Remarks (Reasons for deviations)	
		Qty	Rate	Amount	Qty.	Rate	Amount		
1	2	3	4	5	6	7	8	9	10
									11
6									

TRANSFER ENTRY ORDER

(See Chapter VIII Paragraphs 241 to 253 of the Madras P.W. Account Code)

Dated					
Particulars of the Transaction with reasons for the proposed Adjustment	Name of work or head of the A/c	DEBITS		CREDITS	Remarks
		Name of work or head of the A/c	Amount	Name of works Head of the A/c	Amount
1	2	3	4	5	6

1. Certified that the materials are in good condition at the time of transaction
2. Certified that the materials are taken into account in the month of.....
3. Certified that no expenditure/expenditure of Rs.....has been incurred during transaction of materials
4. The date of transfer is.....
- Countersigned  
Executive Engineer/Secretary  
Zilla Parishad
- Assistant Engineer/Manager
- (Officer initiating the transfer entry)
- Date
- Divisional accountant/Accounts Officer
- Date

అంప్రదేశ్ ఖజానా నియమావళి సమూహ - 58  
(APTC Form-58)  
జరు జరుపించిన కంటింజెంటు బిల్లు

నెం.....

FULLY VOUCHER CONTINGENT BILL  
FOR THE MONTH OF 19

జిల్లా/Dist..... టోకెన్ నెంబరు /Token No.....  
కార్యాలయం బిల్లు నెంబరు/D.D.O's T.B.R. No..... ఓవరు నెంబరు/VOUCHER No.....

కార్యాలయము  
OFFICE (DDO)

ఖజానా/ఉప ఖజానా /పి.ఎ.ఓ.  
TREASURY/SUB.  
TRY/PAO

బ్యాంకు/BANK

ప్రభావకరం/ప్రభావక  
NON-PLAN/PLAN

ఈ బిల్లు మొత్తాన్ని రూ..... (అక్షరాలా).....  
.....రూపాయలు మాత్రమే).....కు నగదు/చెక్కు/డ్రాఫ్ట్/పర్మిట్ ముద్దించి.  
పర్మిట్ బాటు ద్వారా చెల్లించండి.

ఫైనల్ చెక్ అధికారి

FOR USE IN TREASURY/PAY & ACCOUNTS OFFICE

Pay Rs.....(Rupees).....  
..... only) by Cash/Cheque/Draft/Adjustment.

Treasury Officer/Pay Accounts Officer