

FORM 24  
**FIRST AND FINAL BILL**

(Referred to in paragraphs 10.2.12 and 10.2.13)

Division ..... Sub-Division .....  
 (For contractors and supplier-to be used when a single payment is made for a job or contract i.e. only on its completion)  
 Name of work (in the case of bills for work done).....Cash Book Voucher No. ....dated .....  
 Name of contractor or supplier .....  
 Agreement/work order/supply order No. .... dated .....

Reference to recorded measurements and date				Date
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\*\*Date of written order to commence work ..... Date of actual completion of work .....

I – Account of work executed

No.	# Name of work or supplies	Quantity	Unit	Rate	Amount	Payee’s dated signature in token of (i) Acceptance of bill and (ii) acknowledgement of payment	Dated signature of witness	Reamrks
1	2	3	4	5	6	7	8	9
						1) ..... Dated Signature of Contractor  <div style="border: 1px solid black; width: 50px; height: 50px; margin: 0 auto; text-align: center; line-height: 50px;">Stamp</div> 2) Signature of Contractor  ±Witness		
		Total value of work done upto-date (A)					Dated Signature of officer preparing the bill ..... (Rank).....  §Dated Signature of officer authorising the payment ..... (Rank).....	



