

FORM 64

**SCHEDULE OF WORKS EXPENDITURE**

(Referred to in paragraphs 22.4.2, 22.4.6 and 22.4.15)

Division .....

Month .....20.....

Major Head, Remittance or other Accounts.....

Serial No.	Minor and detailed heads of classification	Schedule docket No.	Name of work (i.e. full name as given in the estimate) <i>N.B.—</i> Administrative approval and Financial sanction may be noted in red ink, when a work is entered for the first time.	Total charges of the month	Total Progressive expenditure (Month in which expenditure last appeared)	Total charges of the Year	Allotment	Sanctioned Estimate	REMARKS Regarding action taken to regularize the excess and the approximate amount of liability in the case of works for which technical estimates are not yet sanctioned if this work is completed indicate the date of completion.
							Excess	Excess	
				Rs.	Rs.	Rs.	Rs.	Rs.	

1. Normally, only those works should be included on which expenditure has been incurred during the month. In the schedule accompanying the monthly Accounts for September and March (Supplementary), however, all the works (including those relating to works where there are no fresh transactions during the months) should be included.
2. In respect of minor works and repairs maintenance works for which there is a lump sum allotment, column 8 may be filled in only in the comprehensive schedule accompanying the monthly Accounts for September and March (Supplementary).
3. In columns 8 and 9 the reference to the communication intimating the amount of allotment sanctioned estimates should also be quoted in the first month in which the expenditure appears or a revised sanction is issued.
4. The works relating to a particular project should be included at one place with the name of the project, as the heading.
5. The schedule for the months of June, September, December and March should include all works relating to National Highways and Central Road Fund executed by the Division, irrespective of whether any expenditure has been incurred during the particular month or not.

**DIVISIONAL ACCOUNTANT**

**DIVISIONAL OFFICER**