FORM 5 (P.W.A. 2) CASH BALANCE REPORT

(Referred to in paragraph 6.6.6)

| Part-I - Statement of the actual balance | of Cash | in the hands of | | | |
|---|------------------|-----------------|-------------------------------------|--|--|
| on | on the day of 20 | | | | |
| and of standing imprests and temporary advances with subordinates | | | | | |
| | | | | | |
| Description | No. | Amount | Remarks and | | |
| | | | explanation of large balances, etc. | | |
| 1 | 2 | 3 | 4 | | |
| Cheques received in favour of self, but not cashed | | | | | |
| Drafts not cashed | | | | | |
| As detailed below notes | | | | | |
| | | | | | |
| Deposit at call receipts | | | | | |
| Rupees | | | | | |
| Coins(**) | | | | | |
| Revenue Stamps | | | | | |
| Total cash in chest | | | | | |
| (in Words) Add amount of Imprest balance and | | | 1 | | |
| Temporary advance shown in Part-II | | | 1 | | |
| below | | | | | |
| Grand Total balance as per Cash Book (in Words) | | | | | |

(**) Details of coins shall be shown here.

| Part – II - †Statement of outs | tanding imprests | and temporary | advances with su | bordinates |
|--------------------------------|------------------|---------------|------------------|------------|
| on the | day of | .,20 | | |

| | Amount of | Explanation when an imprest |
|-------------------------|------------|------------------------------------|
| Name and Designation of | Imprest or | exceeds the prescribed maximum |
| subordinate | Temporary | limit of Rs.5000 and authority for |
| | Advance | raising or reducing the imprest |
| 1 | 2 | 3 |
| | | - |
| | Rs. | |
| | | |
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| T-4-1 | | |
| Total | | lyonaas should be Chown sanorataly |