G.A.R. 3

[See rule 13 (i)]]

CASH BOOK

OFFICE OF	MONTH OF
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RECEIPTS

		Particulars				Contingencies				
Date	No. of the receipt issued or bill drawn	From whom received	Cheque/ DD No. or Serial Nos. in the register of valuables	Receipt to be credited to Govt. account	Salaries and advances	In recoupment of permanent advance	Advance payment	Miscellaneous	Total	Classification
				Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	

PAYMENTS

					Contingencies				
Date	Subvouchers Nos. /Sr. No.(s) in the register of valuables	To whom paid or sent to P.A.O./Bank for crediting	Receipts to be credited to Govt. account	Salaries and advances	Out of permanent advance	Out of money drawn in anticipation of payments	Miscellaneous	Total	Classification
			Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	

Foot Note (to be printed as flyleaf):
(1) Form of Certificates to be recorded under rule 13 (iv) - "Certified that the cash balance has been physically verified by me
today (date and found to be Rs
(Rupees)
(2) Self cheques drawn under cheque drawing powers, for payments to staff etc., in cash, should also be entered on the receipts side of the cash book.
(3) Closing balance should be analysed in the following manner:—
Rs. P.
(i) Cash
(ii) Self Cheques Not transferable category of cheques and bank drafts.
(iii) Other cheques
(iv) Other Bank drafts
(v) Imprest with
(a)
(b)
(vi)
Total cash balance [Items (i) to (vi)].