G.A.R. 3

[See rule 13 (i)]

CASH BOOK

OFFICE OF..... MONTH OF.....

RECEIPTS											***PAYMENTS***									
Date	No. of the receipt issued or bill drawn	Particulars		Receipt to be credited to Government Account	Salaries and Advances	Contingencies		Miscellaneous	Total	Classification	Date	Sub-vouchers Nos. /Sr. No.(s) in the register of valuables	To whom paid or sent to Treasury/P.A.O./ Bank for crediting	Receipts to be credited to Govt. account	Salaries and advances	Contingencies		Miscellaneous	Total	Classification
		From whom received	Cheque/DD No. or Serial Nos. in the register of valuables			In recoupment of permanent advance	Advance Payment									Out of permanent advance	Out of money drawn in anticipation of payments			
				Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.					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 ..... which tallies with the closing balance as worked out in the cash book".

(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:—

(i) Cash Rs. P.

(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)].