FORM 3 A
**CASH MEMO FOR GOODS SOLD BY GOVERNMENT**
*(Referred to in paragraph 6.3.1)*

**Form C.P.W.A.  3-A**

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| Government of India | Government of India |
|---|---|
| …………………………Department | …………………………Department |
| CASH MEMO | CASH MEMO FOR GOODS SOLD BY GOVERNMENT |
| ………………………Division | ………………………Division |
| …………………….....Sub.Division | …………………….....Sub.Division |
| Book No. ………………… | Book No. ………………… |
| Receipt No…………….. | Receipt No…………….. |
| Name and Address of Customer | Name and Address of Customer |
| …………………………………………… | …………………………………………… |

Left side:

| Particulars | Quantity | Unit | Rate | Amount |
|---|---|---|---|---|
| | | | | Rs. |
| Sales Tax/V.A.T | | | | Rs. |

Total Amount

Total amount in words
……………………………………………………
…
……………………………………………………
…………………………..
                              Entered in Cash Book
Cashier/Divisional officer
or other authorized Government Officer
or other authorized Govt.

officer

Right side:

| Particulars | Quantity | Unit | Rate | Amount |
|---|---|---|---|---|
| | | | | Rs. |
| Sales Tax/V.A.T | | | | Rs. |

Total Amount

Total amount in words
……………………………………………………
…
……………………………………………………
…………………………..

                  Received the above amount

          or higher authorized Officer

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Notes : - (1) Goods once sold will neither **be** replaced nor **be** taken
      back.
    (2) Government's responsibility ceases as soon as the goods etc. leave the premises.

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      back.
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