FORM GFR 3-A

[See Rule58]

Office of …………………………
Grant No ………………………

LIABILITY STATEMENT FOR THE MONTH OF …………………………..

Part - I - Statement of Liabilities incurred during the month of report

Sl. No.	Nature of liability	No. and date of indent or connected letter	Agency on which indent is placed or demand is made	Estimated cost	Permissible excess over the estimated cost, if any	Total liability (Col. 5 + Col. 6)	Probable month in which the expenditure will be accounted for in the departmental expenditure statement		Remarks
							Month	Expenditure likely to be incurred	
1	2	3	4	5	6	7	8	9	10

Part - II - Payments made against Liabilities and Liabilities cancelled or finally paid off

<table>
<tr><td rowspan="3">Month in which Liability was reported</td><td rowspan="3">Seria l No.</td><td colspan="2">Record of payment</td><td colspan="2">Balance commitment</td><td rowspan="3">Remarks</td></tr>
<tr><td colspan="2">(a) (b)</td><td colspan="2">(a) (b)*</td></tr>
<tr><td>Month and year</td><td>Amount</td><td>Amount</td><td>Year(s) in which the balance of Commitments is likely to be discharged.</td></tr>
<tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
</table>

NOTE 1-In Col. 2, the number to be entered will be the serial number of the liability in the Liability Statement in which it was first reported.

NOTE 2 - In the Remarks column, the following information should also be given :-

(i) If payment against a liability is likely to be made, not in the month originally indicated, but in some other month, the latter should be indicated. If change in the month of payment is the only information to be given in respect of a liability, the Columns to be used will be 1, 2 and 5.

(ii) Similarly, if the whole or part of a liability has been cancelled or otherwise extinguished, the fact may be mentioned and brief reasons given.

* If the balance of commitments is to be discharged during more than one financial year, the year -wise break- up of the amount should be indicated.

Part - III - Progressive amount of outstanding

<table>
<tr><td rowspan="3">Month in which liability was reported</td><td rowspan="3">Serial No.</td><td colspan="2">Balance commitments</td></tr>
<tr><td>(a)</td><td>(b)*</td></tr>
<tr><td>Amount</td><td>Year(s) in which the balance of commitments is likely to be discharged</td></tr>
<tr><td>1</td><td>2</td><td>3</td><td>4</td></tr>
<tr><td>Total</td><td></td><td></td><td></td></tr>
</table>

NOTE. 1 - This is a list of liabilities which are pending, that is, those which have not been paid off or otherwise extinguished or cancelled.

NOTE. 2 - In Column 2, the number to be entered will be the serial number of the liability in the Liability Statement in which it was first reported.

* If the balance of commitments is to be discharged during more than one financial year, the year -wise break- up of the amount should be indicated.