

3.0	Whether insurance policies in respect of cash, Gold, Furniture, and Premises are on record?	
4.0	Stock of printed stationery :	
4.1	Whether cheque book stock is sufficient?	
4.2	Whether cheque book stock register is signed by receiver?	
4.3	Whether imp. Stationery such as cheque books, PO books, TDR receipts etc. are kept under lock & key?	
5.0	Licenses & Exhibits :	
5.1	Whether shop & establishment license has been renewed?	
5.2	If yes, valid up to?	
5.3	Whether displayed?	
5.4	S & E license number	
5.5	RBI license number	
5.6	Whether RBI license has been displayed?	
5.7	Whether suggestion box has been kept in the branch?	
5.8	Whether a Gun license is in force?	
5.9	If yes , valid up to	
5.10	Whether MCGM license of Neon sign has been renewed?	
5.11	Whether the following boards have been displayed?	
	If yes, whether up to date?	
	a) List of Directors	
	b) List of committee members	
	c) Deposits & Advances statistics	
	d) Business hours / locker hours	
6.0	Minute Book :	
6.1	When last meeting of the branch committee was held?	
6.2	Whether the same has been written?	
6.3	Whether minutes of the last meeting are confirmed in the next meeting?	
6.4	Whether leave of absence is granted to absentee members?	