

From:	Report	06
	Bank	
	Branch	
	Subject	Review of Registers
	Date of Review	

Sr. No	Particulars	Maintained	Up dated
	Whether following Registers have been maintained?		
	If yes, whether up to date?		
1.0	Cash Registers :		
1.1	Cash scroll---- Receipts & Payments.		
1.2	Daily record of cash taken out & kept in safe.		
1.3	Cash in transit register.		
1.4	Token register.		
1.5	Location wise cash balance held.		
1.6	Token issue register.		
1.7	Soiled notes register.		
2.0	Accounting Registers :		
2.1	Dead Stock register.		
2.2	Postage book.		
2.3	Stamped documents register.		
2.4	BRBC register.		
2.5	Pay order register.		
2.6	Sundry creditors register.		
2.7	Bank Guarantee register.		
2.8	Stop Payment register.		
2.9	Cheque book Issue register.		
3.0	Safe deposit Registers :		
3.1	Locker Attendance register.		
3.2	Locker number & key number.		
3.3	Key number & locker number.		
3.4	Due date diary for rental.		
3.5	Locker Surrender register.		
3.6	Locker Issue register.		
3.7	Specimen signature cards.		
4.0	Deposit Registers :		
4.1	Register of deposit A/Cs opened. SB/ CD/ TD		
4.2	Register of deposit A/Cs closed. SB / CD/ TD		
4.3	Margin money.		
4.4	Standing instructions for RD installments.		
4.5	Due date diary for --- Fixed deposits		
	--- Cash certificates		

	--- Dam duppat		
	--- Recurring deposit		
5.0	Loan Registers :		
5.1	Loan application received register.		
5.2	Loan sanctioned register.		
5.3	Stock statement register.		
5.4	Drawing power register --- CC against stock & Book-debts		
	--- Loan against Shares		
5.5	Insurance registers ---- CC		
	---- Vehicle loan		
	---- Term loan		
5.6	Security register ---- Deposit loan		
	---- Overdraft		
	---- NSC, Shares loan		
	---- Term loan		
5.7	Due date diary for --- renewal of insurance policy		
	--- repayment of loan installments.		
5.8	Inspection register.		
5.9	Suit filed register.		
5.10	Excess OD / TOD register.		
5.11	Bill discounting register.		
5.12	Multiple limits register.		
5.13	Processing fee register.		
6.0	Administration Registers :		
6.1	Key register.		
6.2	Stationery register.		
6.3	Telephone calls register.		
6.4	Inward mail register.		
6.5	Outward mail register.		
6.6	Committee meeting minute book.		
6.7	Muster.		
6.8	Leave record.		
6.9	Staff rotation register.		
6.10	Register of old records.		

Sr. No	Particulars	Reply
7.0	Stop payment Register?	
7.1	Whether stop register is maintained?	
7.2	If yes, whether the same is up to date?	
7.3	Whether time of receipt of letter is marked on letter?	
7.4	Whether signature of the customer giving the instruction is verified?	
7.5	Whether stop payment instructions are recorded immediately in the ledger?	

8.0	Vouchers :	
8.1	Vouchers were bound up to	
9.0	Cheque book Register :	
9.1	Whether cheque books issued in small lots to counter for issue are recorded in cheque book register?	
9.2	Whether signatures have been taken in said register?	
9.3	How many cheque books were prepared but not collected by customer?	
9.4	Who is responsible for its custody?	
9.5	Whether cheque books not collected after one month are kept with Branch Manager?	
10.0	BRBC Register :	
10.1	Whether bills / up country cheques etc. are forwarded in time for collection?	
11.0	Pay orders :	
11.1	Who is responsible for custody of pay order books?	