

<b>From:</b>	<b>Report</b>	<b>03</b>
	<b>Bank</b>	
	<b>Branch</b>	
	<b>Subject</b>	<b>Daily Deposit</b>
	<b>Date of Review</b>	

<b>Sr. No.</b>					<b>Reply</b>	
<b>1.0</b>	<b>Agents:</b>					
1.1	How many Agents are collecting daily deposit for the branch?					
1.2	Whether Agent's bio-data is on record?					
1.3	Whether Muster has been kept to record the daily attendance of Agents?					
1.4	Name	Area allotted	No. of customers	Working since	No. of days absent Last Mth.	
i)						
ii)						
iii)						
iv)						
v)						
vi)						

2.1	Whether temporary receipt is prepared & issued in duplicate? (One to be given to depositor and second copy to be attached with daily summary of collection submitted to bank.)	
2.2	Whether Total number of DD outstanding a/cs is tallied with DD cards in circulation and dormant accounts?	
2.3	Whether DD balance confirmations are sent on sample basis?	
	➤ If yes, whether record to that effect has been kept?	
	➤ If yes, date of last confirmations sent.	
	➤ How many confirmations were sent?	
	➤ How many confirmations were received back?	
2.4	Whether responsible officer at least in few cases, periodically and surprisingly visits the depositors and checks the balances as per their passbooks with balances appearing in ledger to confirm that they are in agreement with each other?	
	➤ If yes, whether record to that effect has been kept?	
2.5	Whether electronic portable machine has been provided to DD Agents?	
	➤ If yes, whether certificate is obtained half yearly to the effect that the machine is in working condition and is kept in their personal custody?	
2.6	Whether Original Passbook is collected at the time of withdrawal / maturity?	
2.7	Whether any Fraud pertaining to Daily Deposit was detected during the year under Audit?	

