

| | | |
|--------------|-----------------------|-------------------------|
| From: | Report | 04 |
| | Bank | |
| | Branch | |
| | Subject | Outward Clearing |
| | Date of Review | |

**Outward Clearing was test checked on _____ and following discrepancies were observed.
The said findings were discussed with _____**

| Sr. No. | A/C No. | Name As per Master & Pay-in-slip | Cheque No. | Date | Rs. | Favoring |
|----------------|----------------|---|-------------------|-------------|------------|-----------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |

It is needless to say that care should be exercised in accepting cheques for outward clearing. Any difference in name as per pay-in-slip / computer master and name written on the cheque should be checked and brought to the notice of Officer / BM.