From:	Report	03
	Bank	
	Branch	
	Subject	Print outs & Back up
	Date of review	

1.1	Whether following print outs are taken, checked, signed and filed properly?	Print outs	Checking	Signing	Filing
➢	Day book				
➢	Scroll				
➢	Supplementary –Cash				
➢	Supplementary – Clearing				
➢	Supplementary – Transfer				
➢	Trial balance				
➢	Balancing statements				
➢	Debit balance report				
➢	Exception transaction report				
➢	All O. K. Statement				
➢	General ledger				
➢	Loan ledger				
➢	Deposit ledger				
➢	Parameter file print				
➢	Master file print				
➢	Account opening. Closing, modification(relevant master)				
1.2	Whether prescribed reports are printed regularly?				

2.0	**Back up:**	
2.1	Whether back up is taken?	
	If yes, when?	
2.2	Whether back up register is kept?	
	Whether signed by concerned officer and time is recorded?	
2.3	Whether Hard disk to Hard disk back up is taken?	
2.4	Where back up cartridges are stored in fireproof cabinet?	
2.5	Whether back up is sent to HO, locker, nearby branch etc.?	
	If yes, whether record is kept?	
2.6	Whether back up is taken home by Branch manager?	
2.7	If back up is taken on floppies, whether floppies are formatted periodically and replaced at regular intervals?	
2.8	Whether monthly back up is taken?	
2.9	Whether yearly back up is taken?	
2.10	Whether data is purged as per circular from HO?	
2.11	Whether all the required reports before purging are printed and filed?	