

Area of Checking	Tick	Remarks if any	Done By
Physical Cash Verification			
Cash Counting			
Obtaining Certificate			
ATM Cash Verification			
ATM Cash Verification Certificate			
Whether insurance taken of ATM Cash			
Daily Cash Balance verification			
Token Verification			
Noting of Missing Tokens			
Cheques/Securities Verification			
Stampes Verification			
Reports			
Obtaining Last year's Report:			
Statutory Report			
Internal Audit Report			
RBI Inspection Report			
Other Reports if any			
Physical Verification of Fixed Assets			
Verification of Dead Stock Register			
Bill Verification of Additions/Sales			
Physical Verification			
Whether all the assets properly numbered			
and being written on assets			
Noting of Discarded Assets			
Account opening Forms/Deposit Form			
Whether form properly Filled up			
Whether form properly signed by account			
holder and manager			
Identity/Address Proof			
Photo			
Authority Letter in Part. Firm/Company			
PAN Card/Form 60			
Balance Verification			
Balance to the other Bank			
Reconciliation Verification			
Vouching			
Vouching of Expenses			
Share Register Verification			
Interest Calculation			
In the Case of Deposit			
In the case of Advances			
Advances			

[illegible]