

**INWARD CLAIMS REGISTER**

Month ..... Transactions arising in the accounts of the..... Which are adjustable by the .....

Serial No.	No. and date of the letter with which the claim is received	Period of accounts	Receipts	Payments	Net amount due from the other party (4-5)	Net amount due to the other party (5-4)
1	2	3	4	5	6	7

No. and date of the letter requisition to the Bank/Cheque section for a government Draft/Cheque it the amount is due to the other party	Particulars of Government Draft/Cheque received		No. and date of the credit slip with which the Government Draft/Cheque is sent to the Bank	Initials of the Branch Officer
	No. & date	Amount		
8	9	10	11	12

No. and date of letter for warding the Cheque to the other party	Particulars of Government Draft/Cheque sent		Initials of the Branch Officer	No. and date of the acknowledgement for the Govt. Draft/ Cheques
	No. & date	Amount		
13	14	15	16	17

Initials of the Section Officer (Accounts)	Date on which the amount appears in the Bank Scroll	Initials of the Section Officer (Accounts)	Remarks (regarding short clearance, if any, etc.
18	19	20	21

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