

OUTWARD CLAIMS REGISTER

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

Reference to initial record	Receipt	Pay- ment	Net amount of claim to be preferred (3-2)	Net amount due to the other party (2-3)	No. and date of letter forwarding the claim
1	2	3	4	5	6
1 st week:- (Here insert the different Abstracts and Registers from which the figures are transcribed), Adjustments, <div style="text-align: right;">Total</div>					
2 nd week.- (Here insert the different Abstracts and Registers from which the figures are transcribed), Adjustments, <div style="text-align: right;">Total</div>					
3 rd week.- (Here insert the different abstracts and registers from which the figures are transcribed), Adjustments <div style="text-align: right;">Total</div>					
4 th week.- (Here insert the different Abstracts and Registers from which the figures are transcribed), adjustments, <div style="text-align: right;">Total</div>					
Grand total for the month..					

No. and date of the letter requisition to the Bank/Cheque Section for a government Draft/Cheque if the amount is due to the other party.	Initials of the Branch Officer.	No. and date of acknowledgement for the claim.	Initials of the Section Officer (Accounts)	No. and date of letter to/from the other party forwarding the govt. draft/Cheque.
7	8	9	10	11

Particulars of the Government Draft/Cheque		Initials of the Branch Officer.	No. and Date of acknowledgement for the government Draft/Cheque	Initials of the section officer (Accounts)	No. and date of the credit slip with which govt. Draft/Cheque is sent to the Bank.
No. and date	Amount				
12	13	14	15	16	17

Initials of the Branch officer.	Date on which the amount appears in the bank's Scroll.	Initials of the Section officer (Accounts)	Remarks (Regarding short clearance if any, etc).
18	19	20	21
