

**Annexure XVI to XXV**

**ANNEXURE XVI**

**NAME OF CPC:**

**CLEARING HOUSE BALANCE REGISTER**      DATE \_\_\_\_\_

**BANK CODE**

**BANK NAME**      PAGE \_\_\_\_\_

BANK CODE	NAME OF BANK	No.of ITEMS DELIVERED	Amt. TO RECEIVE	No.of ITEMS RECEIVED	Amt. TO PAY	Net Amt.
			Rs. P.		Rs. P.	± Rs. P.

\_\_\_\_\_  
**TOTALS :**

**NET POSITION :**

**ANNEXURE XVII**

**BRANCH-WISE CLEARING STATEMENT**  
(Sponsor Bank) **MICR CHEQUE PROCESSING CENTRE**

**BANK CODE**  
**BANK NAME**

**CLEARING DATE**  
**PAGE NO**

BRANCH CODE.	NAME OF BRANCH	NUMBER OF ITEMS DELIVERED	AMT. TO RECEIVE Rs. P.	No. OF ITEMS RECEIVED	AMT. TO PAY Rs. P.	NET AMT. TO PAY(-) TO RECEIVE(+) Rs. P.

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TOTALS :

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## ITEM-WISE LISTING OF INWARD CLEARING INSTRUMENTS

(Sponsor Bank) MICR CHEQUE PROCESSING CENTRE									
<b>DRAWEE BANK :</b>					DATE :				
<b>DRAWEE BRANCH :</b>					PAGE :				
<b>TRANSACTION CODE :</b>									
Sequence No.	Cheque No.	Account No.	Amount	Presenting BANK/ BRANCH SORT CODE	Sequence No.	Cheque No.	Account No.	Amount	Presenting BANK/ BRANCH SORT CODE

**TOTAL ITEMS :**  
**TOTAL AMOUNT : Rs.**

**SUMMARY**

**BANK :**  
**BRANCH:**

TRANSACTION CODE	ITEMS	AMOUNT
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**ANNEXURE XIX**

**FORMAT OF THE CLEARING HOUSE SETTLEMENT REGISTER  
(Sponsor Bank) MICR CHEQUE PROCESSING CENTRE \_\_\_\_\_**

**CLEARING HOUSE SETTLEMENT REGISTER**

**Date of Processing :** \_\_\_\_\_ **Type of Clearing** \_\_\_\_\_

**Date of Settlement :**

<b>Bank Code</b>	<b>Account No</b>	<b>Bank Name</b>	<b>Items</b>	<b>Amount To Receive(Cr)</b>	<b>Items</b>	<b>Amount To Pay(Dr)</b>	<b>Net Amount ( + Or -)</b>
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<sortcode> < a/c no > <bank's name> <no of inst> <total amt> <no of inst> <total amt> < net amt >

**TOTAL**

< aggregate of the above to be shown here >

**NOTE :**

**TOTAL OUTWARD AND INWARD CLEARING POSITION FOR EACH MEMBER BANK IS LISTED.**

**THE ACCOUNT NO FIELD IS THE BANK'S CURRENT ACCOUNT NO. WITH THE RBI/SBI.**

Certified that the outward clearing instruments indicated in this statement were actually received from the member banks named therein and were processed at the Centre and the inward clearing instruments, duly sorted, have been delivered to the banks as per this statement. The net settlement figures indicated herein were the result of the data captured and validated on the basis of the instruments received and processed at the Centre.

**Authorised Signatory Name:**

**Date:**

**Official Seal/ Stamp of CPC**

**ANNEXURE XX**

**REJECT ANALYSIS REPORT--BANK-WISE**

(Sponsor Bank) MICR CHEQUE PROCESSING CENTRE \_\_\_\_\_

Date: \_\_\_\_\_

**REJECT ANALYSIS FOR** < CLEARING DATE>

**NAME OF THE BANK:** < SORT CODE>-- <NAME OF BANK>

**AS PRESENTING BANK AS DRAWEE BANK**

ITEMS PRESENTED/DRAWN ON	<no. of cheques>	<no. of cheques>
NO OF REJECTS	<reject volume>	<reject volume>
REJECT PERCENTAGE	<% rejected>	<% rejected>

**FIELDWISE BREAK-UP OF REJECTS**

<u>MICR-LINE FIELD</u>	<u>NUMBER</u>	<u>PERCENTAGE</u>	<u>NUMBER</u>	<u>PERCENTAGE</u>
AMOUNT FIELD REJECTS	<no.>	<%>		
SORTCODE FIELD REJECTS			<no.>	<%>
ACCOUNT FIELD REJECTS			<no.>	<%>
TRANCODE FIELD REJECTS			<no.>	<%>
SERIAL NO. FIELD REJECTS			<no.>	<%>
ACCOUNT NO.FIELD REJECTS			<no.>	<%>
OTHER REJECTS			<no.>	<%>
<b>TOTAL:</b>	<b>&lt; aggregates of the above to be shown here &gt;</b>			

**POSITION FOR THE CLEARING CENTRE AS A WHOLE**

**SYSTEM VOLUME** <no. of items processed> **SYSTEM REJECTS** <no of rejects> <%>

ANNEXURE XXI

**FORMAT OF REJECT ANALYSIS REPORT-SUMMARY**  
**(Sponsor Bank ) MICR CHEQUE PROCESSING CENTRE \_\_\_\_\_**

**REJECT ANALYSIS REPORT--SUMMARY POSITION FOR FOR < clearing date >**  
**<TYPE OF CLEARING>**

**SYSTEM VOLUMES < no of instruments processed > REJECTS < no of rejects >**  
**REJECT RATE < % of rejects >**

BANK CODE	BANK NAME	ITEMS	AS PRESENTING BANK				AS DRAWEE BANK				
			OVERALL		AMOUNT FIELD ONLY		OVERALL		OTHER THAN AMT FIELD		
			REJ	REJ%	REJ	REJ%	ITEM	REJ	REJ%	REJ	REJ%
<sortcode>	< bank name >	<volume>	<volume>	%	<volume>	%	<volume>	<volume>	%	<volume>	%
<b>TOTAL</b>			<aggregates under each column to be shown here>								

**NOTE :**  
**BANKS HAVING A REJECTS MORE THAN < % > SHOULD BE IDENTIFIED / SEGREGATED.**

**IF ACCOUNT NO FIELD IS ENCODED BY THE DRAWEE BANK THE REPORT SHOULD BE EXPANDABLE TO INCLUDE THE REJECT INFORMATION ON THAT FIELD ALSO.**

**SIMILARLY IN CASE OF DATA MATCH OPTION, THE SCROLL NO. MAY BE ENCODED. THE REPORT SHOULD BE MODIFIABLE TO INCLUDE SCROLL NO INFORMATION ALSO.**

**ANNEXURE XXII**

**FORMAT OF STATEMENT OF COMPARISON OF RECEIPTING AND SETTLEMENT**

**(Sponsor Bank) MICR CHEQUE PROCESSING CENTRE \_\_\_\_\_**

COMPARISON BETWEEN AMOUNT CLAIMED AND SETTLED FOR <clearing date><Type of Clearing>

NAME OF BANK	AMOUNT CLAIMED RECEIPT TOTAL	SETTLEMENT TOTAL	WRONG DELIVERY	BATCH ADJ. TOTAL	TOTAL	DIFF.
<sortcode> <bank name>	<amount claimed>	<amount settled>	<wd amt>	<batch total>	<net amt>	<diff. amt>

**NOTE :**

NET AMOUNT UNDER THE HEADING "TOTAL" REFERS TO SETTLEMENT TOTAL + WRONG DELIVERY TOTAL +/- BATCH ADJUSTMENT TOTAL.

DIFFERENCE AMOUNT REFERS TO "RECEIPT TOTAL" +/- " TOTAL "

## FORMAT OF CPC OPERATION --SUMMARY REPORT

(Sponsor Bank) MICR CHEQUE PROCESSING CENTRE \_\_\_\_\_

### OPERATION SUMMARY REPORT FOR < range of dates >

#### PRESENTATION ANALYSIS

TYPE OF CLEARING	NO OF NO	INSTRUMENTS AMOUNT	PERCENTAGE TO TOTAL	
<clearing type >	< no. of inst >	< amount >	< % no >	< % amount >
<b>TOTAL</b>	<b>&lt; aggregate of the above to be shown here &gt;</b>			

#### RETURN ANALYSIS

TYPE OF CLEARING	NO OF NO	INSTRUMENTS AMOUNT	PERCENTAGE TO TOTAL	
<clearing type >	< no. of inst >	< amount >	< % no >	< % amount >
<b>TOTAL</b>	<b>&lt; aggregate of the above to be shown here &gt;</b>			

#### SECTOR-WISE ANALYSIS - (VALUE ONLY)

TYPE/GROUP OF BANK	MICR		HIGHVALUE		INTERBANK		INTERCITY	
	OUTWARD	INWARD	OUTWARD	INWARD	OUTWARD	INWARD	OUTWARD	INWARD
<name of the groupr>	<amt>	<amt>	<amt>	<amt>	<amt>	<amt>	<amt>	<amt>
<b>PERCENTAGE TO TOTAL</b>	<%>	<%>	<%>	<%>	<%>	<%>	<%>	<%>
<b>TOTAL</b>	<b>&lt; aggregate of the above to be shown here &gt;</b>							

#### GOVERNMENT TRANSACTION ANALYSIS

PARTICULARS	CASH		TRANSFER		CLEARING		TOTAL	
	NO	AMT	NO	AMT	NO	AMT	NO	AMT
RECEIPTS	<no>	<amt>	<no>	<amt>	<no>	<amt>	<no>	<amt>
PAYMENTS	<no>	<amt>	<no>	<amt>	<no>	<amt>	<no>	<amt>

#### INTERCITY CLEARING PROFILE

CENTRE NAME	INWARD		OUTWARD		INWARD	OUTWARD
	NO	AMT	NO	AMT	PROCESS COMPLETED	PROCESS COMPLETED
	<no>	<amt>	<no>	<amt>	<date>	<date>
<b>TOTAL</b>	<b>&lt; aggregate of the above to be shown here &gt;</b>					



**ANNEXURE XXIV**

**CLEARING RECEIVABLE - FORM 'A' REPORT**

**Bank :** \_\_\_\_\_ **Branch :** \_\_\_\_\_

Sort Code of the Reporting Bank/Branch : \_\_\_\_\_

Serial Number of the Instrument not received : \_\_\_\_\_

Transaction Code : \_\_\_\_\_

Account Number, if available : \_\_\_\_\_

Amount of the debit : Rs \_\_\_\_\_

Item Sequence Number : \_\_\_\_\_

Presenting Bank/Branch Code : \_\_\_\_\_

\_\_\_\_\_  
**(Sign. of Branch Manager)**

**FOR USE AT THE PRESENTING BANK/BRANCH**

Details Noted in the Clg. Reg. / A/c Ledger Folio : \_\_\_\_\_

In case the details of the actual drawee bank/branch is different as per the Clearing Register/Counterfoil of pay-in slip, the details are to be recorded below and sent to the reporting Bank/branch :

Correct Drawee Bank/Branch : \_\_\_\_\_

**(Sign of Pr. Bank/Br. Manager)**

(Note : To be filled in duplicatr snd sent to the Presenting Bank/Br. thru Ser Br who would retain one copy and return one copy to the reporting bank/branch)

**ANNEXURE XXV**

**CLEARING PAYABLE - FORM 'B' REPORT**

**Bank :** \_\_\_\_\_ **Branch :** \_\_\_\_\_

Sort Code of the Reporting Bank/Branch : \_\_\_\_\_

Serial Number of the Instrument received : \_\_\_\_\_

Transaction Code : \_\_\_\_\_

Account Number, if available : \_\_\_\_\_

Amount of the debit : Rs \_\_\_\_\_

Item Sequence Number : \_\_\_\_\_

Presenting Bank/Branch Code : \_\_\_\_\_

\_\_\_\_\_  
**(Sign. of Branch Manager)**

**FOR USE AT THE CLEARING HOUSE**

Sort Code as per Data available : \_\_\_\_\_

The Reporting Bank to issue a Pay Order favouring the above mentioned Bank/Branch immediately.

(Sign. of Manager of the Clg. House)

(Note :To be filled in duplicate and sent to the Clearing House thru. Ser. Br. which would return one copy to the branch and send one copy to the affected bank/branch)