

## Practical No. - 9

# To fill in various forms at a bank

### Aim

To fill up various bank forms i.e. pay-in-slip, withdrawal form, cheque etc.

### Introduction

You know that the advantages of keeping money in a bank are that your money is safe; you get interest on your deposits; you can withdraw money from the bank whenever you need it and you can also take a loan against your money kept in the bank.

You have learnt about the method of opening a saving account in a bank in Book 1 of your course. Once you have opened your account, you need to operate it also. For this you should know the method of filling up the following forms:

**Pay-in-slip** – This is used to deposit money in your account either in the form of cash or cheque.

**Withdrawal form** – This is used to take out/withdraw the money from your account.

**Cheque** – This is used either to withdraw the money from your own account or to make payments to any individual or an organization.

### MATERIAL REQUIRED

Pay-in-slip, withdrawal form, cheque.

### Procedure

Collect the pay-in-slip, withdrawal form, cheque from a nearby bank.

RESULT

Practical No. 9 To fill in various forms at a bank

Then fill them up according to the samples shown below.

**Paying slip for depositing cash.**

<p><b>केनरा बैंक CANARA BANK</b></p> <p>बचत बैंक खाता सं. <u>4561</u> दिनांक <u>5.4.99</u> S.B. Account No. <u>4561</u> Date <u>5.4.99</u></p> <p>Paid into the credit of <u>Ranu Bhatia</u></p> <p>के खाते में</p> <p>रुपये Rupees <u>One Thousand only</u></p> <p>चैक/नकद द्वारा जमा किये गये By Cash/Cheque</p> <p>₹ /Rs 1000/-</p> <p>सराफ Shroff लिपिक/पर्यवेक्षक Clerk/Supervisor</p>	<p><b>बचत बैंक खाता/जमा पर्ची</b> S.B. Account Paying-in-Slip</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>नोट Notes</th> <th>सं./No.</th> <th>राशि /Amount ₹/ Rs.</th> </tr> </thead> <tbody> <tr> <td>500 x</td> <td>1</td> <td>500</td> </tr> <tr> <td>100 x</td> <td>2</td> <td>200</td> </tr> <tr> <td>50 x</td> <td>6</td> <td>300</td> </tr> <tr> <td>20 x</td> <td></td> <td></td> </tr> <tr> <td>10 x</td> <td></td> <td></td> </tr> <tr> <td>5 x</td> <td></td> <td></td> </tr> <tr> <td>2 x</td> <td></td> <td></td> </tr> <tr> <td>1 x</td> <td></td> <td></td> </tr> <tr> <td>सिक्के Coins</td> <td></td> <td></td> </tr> <tr> <td>कुल /Total</td> <td></td> <td>1000/-</td> </tr> </tbody> </table> <p>सराफ /Shroff दर्ज /Entered कच्ची नहीं Waste</p>	नोट Notes	सं./No.	राशि /Amount ₹/ Rs.	500 x	1	500	100 x	2	200	50 x	6	300	20 x			10 x			5 x			2 x			1 x			सिक्के Coins			कुल /Total		1000/-	<p><b>केनरा बैंक CANARA BANK</b> व्यवहार सं./क्रम सं. <input type="text"/> Trans. No/Serial No.</p> <p>बचत बैंक खाता सं. <u>4561</u> दिनांक <u>05.04.99</u> S.B. Account <u>4561</u> Date <u>05.04.99</u></p> <p>Paid into the credit of <u>Ranu Bhatia</u></p> <p>के खाते में</p> <p>रुपये Rupees <u>One Thousand only</u></p> <p>चैक/नकद द्वारा जमा किये गये By Cash/Cheque</p> <p>द्वारा /By _____ (अंतरणों के संदर्भ में प्रतिपक्षी नाम/) Contra debit in case of transfers) पर्यवेक्षक / Supervisor</p> <p>₹. Rs 1000/-</p> <p>खा.प/ लिपिक पर्यवेक्षक जमाकरनेवाली पार्टी के हस्ताक्षर L.F. Clerk Supervisor Signature of the party paying in</p>
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**Pay in slip for depositing cheque.**

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Withdrawal from

इस आर्डर फार्म के साथ पास बुक अवश्य लानी चाहिए।  
The Pass Book MUST accompany this Order Form.

नाम  
Dr.

बचत बैंक  
SAVING BANK

**बैंक ऑफ इंडिया**  
**Bank of India**

Date \_\_\_\_\_

धारक को रूपये  
PAY BEARER the sum of Rupees \_\_\_\_\_

की रकम अदा कर दें। इस रकम को  
which please debit to the account of Ranu Bhatia

रु.  
Rs. 1000/-

के खाते में नाम लिख दें।

S. P. 2 Lac 3-86  
एच. सी. / S.B. 332  
बही पन्ना / Ledger Folio

खाता सं. / Account No. 4561

Cheque

S/B \_\_\_\_\_ 5.4.1999

PAY \_\_\_\_\_ MAHANAGAR TELEPHONE NIGAM \_\_\_\_\_

या धारक को OR BEAPER

रूपये RUPEES \_\_\_\_\_ ONETHOUSAND ONLY

अदा करें

रु. /Rs 1000/-

खा. सं. A/C No.	4561	बा. पं. L.P.		ह.ह. IA/TLS	
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**केनरा बैंक**  
**CANARA BANK**  
विकास पुरी, नई दिल्ली  
MSCCD **VIKAS PURI, NEW DELHI-110018**

II 969392 II      11001/51141:      10

## PRECAUTIONS

- A separate pay-in-slip should be filled for depositing cash and cheque.
- The cheque being deposited should always be crossed.
- Do not fold the cheque.
- The withdrawal form should always be accompanied with the pass book.
- The signature on any of the bank forms should tally/match with the specimen signature made while opening the account.
- The signature on the cheque should not come on the white portion below.

Now fill up the following bank forms according to the data provided.  
Pay-in-slips ( for depositing cash)

1. S.B. Account No. 2351  
Date : 7.9.99  
Name of the account holder : Pankaj  
Amount to be deposited Rs. 500/-
  2. S.B. Account No. 910  
Date : 5.5.99  
Name of the account holder : Rani  
Amount to be deposited : Rs. 2500/-
  3. S.B. Account No.5631  
Date : 6.7.99  
Name of the Account holder : Seema  
Amount to be deposited : Rs. 7500/-
  4. S.B. Account No. : 6431  
Date : 6.9.99  
Name of the account holder : Pinky  
Amount to be deposited : Rs. 8000/-
  5. S.B. Account No. 4150  
Date : 7.11.99  
Name of the account holder : Suraj  
Amount to be deposited : Rs. 6125/-
-

Pay-in-slips (for depositing cheques)

1. S.B. Account No. 2361  
Date : 5.6.99  
Name of the account holder : Poonam  
Details of cheque to be deposited :  
Name of the bank : Punjab National Bank  
Branch : Patel Nagar  
Amount : Rs. 3500/-  
Cheque No. 578916
  2. S.B. Account No. 4631  
Date : 7.9.99  
Name of the account holder : Rishabh  
Details of the cheque to be deposited :  
Name of the Bank : Bank of India  
Branch : Karol Bagh  
Amount : Rs. 10,000/-  
Cheque No. 285160
  3. S.B. Account No. 4562  
Date : 8.11.99  
Name of the Account holder : Ankit  
Details of cheque to be deposited  
Name of the Bank : State Bank of India  
Branch : Lajpat Nagar  
Amount : Rs. 1,500/-  
Cheque No. 541669
  4. Account No. 7461  
Date : 6.10.99  
Name of the account holder : Anju  
Details of cheque to be deposited  
Name of the Bank : Syndicate Bank  
Branch : Punjab Bagh  
Amount : Rs. 51,00/-  
Cheque No. 829107
  5. S.B. Account no.1234  
Date : 5.6.99  
Name of the account holder : Ranjana  
Details of cheque to be deposited  
Name of the Bank : Punjab and Sind Bank  
Amount : Rs. 6,400/-  
Cheque No. 682109
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**WITHDRAWAL FORM**

1. Account No: 1674  
Name of the account holder : Suman  
Amount to be withdrawn : Rs. 2,500/-  
Name of Bank : Syndicate Bank
  
2. Account No: 2741  
Name of the account holder : Raman  
Amount to be withdrawn : Rs 1,500/-  
Name of Bank : State Bank of India
  
3. Account No: 4672  
Name of the account holder : Anjana  
Amount to be withdrawn : Rs. 200/-  
Name of Bank : Punjab and Sind Bank
  
4. Account No :9321  
Name of the account holder : Ruchika  
Amount to be withdrawn : Rs 750/-  
Name of Bank : State Bank of India
  
5. Account No : 8467  
Name of the account holder : Akshay  
Amount to be withdrawn : Rs 3000/-  
Name of Bank : Syndicate Bank

**CHEQUE**

1. Date: 7.5.99  
Account No. 4762  
Pay to : Self  
Amount : Rs 7,500/-
  
  2. Date: 16.7.99  
Account No : 572  
Pay to : Delhi Electric Supply Undertaking  
Amount : Rs 1,564/-
  
  3. Date: 27.9.99  
Account No: 916  
Pay to : Sh. Dinesh Kumar  
Amount : Rs 10,500/-
  
  4. Date : 6.10.99  
Account No: 1023  
Pay to : M/s Suraj Lal and Sons  
Amount : Rs 4,300/-
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