

FORM XIII
(See rule 25)
FORM OF THE DAY BOOK

Office where the chit agreement of the chit is registered _____

Registration number of the agreement _____

DAY BOOK

Date	General Number	On what accounts received or paid
(1)	(2)	(3)

Receipts

Subscriptions	Interest	Withdrawal From bank	Other items	Total receipts
(4)	(5)	(6)	(7)	(8)
Rs.	Rs.	Rs.	Rs.	Rs.

Reference Of receipt	Payments			
In the Receipt Book	Amount paid to subscriber	Foreman's Commission	Deposit in the bank	Other items
(9)	(10)	(11)	(12)	(13)
	Rs.	Rs.	Rs.	Rs.

Total Payments	Balance	Reference to the page number of the voucher in the file of voucher	Signature of Foreman	Remarks
(14)	(15)	(16)	(17)	(18)
Rs.	Rs.			

Note:

1. The balance should be struck in column (15) at the close of each day. The monthly total of receipts and Payments shall be struck at the end of each month.
2. In column (2), each transaction shall be assigned a serial number. There shall be one separate set of serial numbers for each calendar year.
- (3) If any amount is received from or paid to more than one subscriber at a time, the amount paid to or received from each subscriber should be entered as separate item.
- (4) If more than one amount is received from or paid to the subscriber at a time, each amount paid to or received from each subscriber should be entered as separate item.