

## CHAPTER IX.

### TRANSFERS OF MONEYS STANDING IN THE GOVERNMENT ACCOUNT.

#### Subsidiary Rules under T.R. 30.

##### Section I – Introductory.

##### General.

**S.R. 373.** The subsidiary rules in this Chapter are issued after consultation with the Bangladesh Bank.

##### Kinds of Transfers.

**S.R. 374.** Transfers and remittances of money standing in the Government Account are of the following kinds, namely : –

(a) Transfers through currency, that is, a transfer of money between the currency chests at one place in consideration of an opposite transfer of the same amount being made at another place.

Note. – Currency chests are maintained at the Bangladesh Bank and its branches and at the designated branches of Sonali Bank on behalf of the Issue Department of the Bangladesh Bank in accordance with the arrangement described in Chapter 2 of Part III.

(b) Remittances of coins and notes-

(i) Between Bangladesh Bank branches and Sonali Bank branches maintaining currency chests/sub-chests and vice versa;

(ii) Between one branch of Bangladesh Bank and another branch of Bangladesh Bank;

(iii) Between one branch of Sonali Bank holding currency chests/sub-chests and another such branch with the permission of Currency Officer of Bangladesh Bank;

(iv) Small Coin Depot remittance, that is, remittance of small coin from a Small Coin Depot to another small Coin Depot, or vice versa;

(v) Remittance to the Currency Officer, i.e., remittances to the Currency Officer of uncurrent coin or coin withdrawn from circulation from the Bank conducting the cash business of the Government.

##### Application of Rules.

**S.R. 375.** The subsidiary rules prescribed in Section II of this Chapter apply to the currency chests at the Bank.

**S.R. 376.** Unless in any case the Government after consultation with the Bangladesh Bank direct otherwise, all remittances mentioned in clause (b) of S.R. 374 shall be governed by the provisions of Section III of this Chapter.

**S.R. 377.** Cash remittance between Post offices shall be governed by the general provisions of section III of this part, except to the extent that they are varied or supplemented by departmental regulations.

## **Section II—Transfers Through Currency.**

**S.R. 378.** All transfers from and to currency chests at the Bank will be effected under instructions from the Currency Officer, and such transfers will not affect the Government balance and will not pass through the Government Account.

**S.R. 379.** Subject to any special direction contained in Part III, all transfer from and to currency chests shall be of whole Taka and notes.

## **Section III—Remittances of Coin and Notes.**

### **Despatch of Remittances.**

**S.R. 380.** No remittance of coin or notes from one branch of the Sonali Bank to another branch or to the Currency Officer, shall be made except in accordance with the special or general instructions of the Currency Officer. When a surplus of coin or notes accumulates in the branch of the Bank, the Manager shall report the details of the surplus to the Currency Officer and obtain his instructions for remittances to another branch or the Currency Office. Uncurrent coin and notes unfit for issue shall be dealt with in accordance with the provisions of S.R. 387 and 388 respectively.

**S.R. 381.** (1) All remittances despatched by rail, river or road must be escorted by a guard, except remittances of nickel, bornze or copper coin during transit by rail.

Note. – An employee of the Bank accompanying a remittance is responsible during the whole course of the journey for the contents of the boxes and the Police guard acts as an escort. The Officer / Representative will not interfere in any way in the performance by the escort of its legitimate duties but he must be permitted to satisfy himself that all necessary precautions are being taken. In the events of damage occurring to a box it is duty of the accompanying person to take over any coin that may fall out and to verify the contents and repack the box if repacking becomes necessary. The escort officer must not permit the accompanying Officer to be interfered with in the execution of his duties.

(2) Immediately on receipt of a remittance order from the Currency Officer or an authorised Bank Officer, the Police Department shall be informed of the kind and amount of the treasure to be remitted and asked for a sufficient escort, which it will supply according to the prescribed scale. All officers on the line of march from whom any assistance may be required shall be advised by the dispatching office.

(3) The receiving Bank branch shall be informed in advance in T.R. Form No.36, of the particulars of the remittance to be dispatched, in order that necessary arrangements may be made for receiving it.

(4) A remittance shall not be sent at such a time that it will be in transit at the end of a month, or that it will reach its destination on a holiday.

**S.R. 382.** Concerned officer of the Bank shall advise the Currency Officer of every despatch of a remittance on the same day on which it is despatched. If the concerned branch is so situated that the advice cannot reach the Currency Officer within twenty-four hours, if sent by post, he will send the advice by telegram. The advice shall state the nature of the remittance and give the name of the branch of the Bank to which it has been despatched.

### Remittance of Coin.

**S.R. 383.** Coin shall be packed for remittance in stout bags, tied and sealed after a slip in Form T.E.No.4 has been placed in each bag. The Bank Manager must satisfy himself generally of the contents of the bags, and must see that the proper number of bags is placed in each box.

Note. – For remittance to the Currency Officer, contents of bags should be as follows:  
Each denomination of coins must be in separate bags –

Denomination	Value per bag. Taka	Tale per bag. Pieces
5 Taka coin	10,000	2,000
2 Taka coin	4, 000	2,000
1 Taka coin	2,000	2,000
. 50-Paisa	2,000	4,000
25-Paisa	500	2,000
10 Paisa	300	3,000
5-Paisa.	150	3,000
1 Paisa.	50	5,000

**S.R. 384.** For journeys by rail, boat, or road, the bags must be packed in the presence of the Manager/Officer of the Bank, in stout boxes capable of containing Tk.4000 to Tk. 6,000 each, nailed down and bound with iron, without gunny covering or ropes, and hoops shall be riveted or nailed together where this cut into or cross. Every box must bear the name of the despatching branch of the Bank painted on it with a number.

Note. – Remittances of Coin from Currency Office are usually sent in patent remittance boxes. Special instructions regarding the method of dealing with such boxes will be given by the remitting Officer.

**S.R. 385.** To each box designed for river conveyance or to cross any unfordable stream by a ferry, shall be fastened a buoy formed of a piece of unsplit bamboo or other floating material. The rope of the buoy shall be at least ten yards long. The police officer-in-charge is responsible for seeing that it is never detached from the box, nor, so long as the box is on board of any boat, knotted or entangled in any way. When treasure is sent by a sea-going vessel, the despatching officer shall remove the buoys after the boxes are shipped, and the receiving officer shall attach the buoys when landing the treasure.

Note. – The above precautions are not necessary in the case of remittance covered by insurance.

**S.R. 386.** Invoice shall be prepared separately in triplicate in T.R. Form No. 39, one copy shall be retained by the remitting Bank, another shall be despatched by post on the same day to the receiving Bank, and the third made over to the escort officer. The weights entered in the invoice shall be those ascertained by weighment in the presence of the escort officer.

### Uncurrent Coin.

**S.R. 387.** Coins withdrawn from circulation shall be remitted to the Currency Officer in accordance with the following rules -

(i) Broken and cut coin should not be remitted ordinarily until a sum of at least TK. 20 has accumulated.

(ii) Invoice of remittances should be prepared by the Bank Manager/Officer in the Bank's form or in TR Form No. 40.

(iii) The Currency Officer will prepare a valuation statement of the remittance received and forward it to the remitting Bank.

(iv) Any deficiency in tale found by the Currency Officer must be made good by the Bank and any excess in tale will be returned to the remitting Bank. Any excess in value found by the Currency Officer will be credited to the Government.

### **Remittance of Notes.**

**S.R. 388.** All notes unfit for issue, which may have accumulated at a Bank, shall be sent to the Currency Office (or Bank branch named by the Currency Officer), on each occasion on which a remittance of notes or coin is sent to or received from the Currency Officer. Such notes should not be cut for remittance. Advice of the remittance giving details of the denominations and value of the notes shall be sent by post to the Currency Officer.

**S.R. 389.** New notes or notes fit for re-issue should never be cut for remittance. When the value of the notes to be remitted does not exceed Tk. 2,000 and the notes cannot conveniently be included in a specific remittance, they may be sent by post insured up to their full value. When the value exceeds Tk. 2,000 the notes shall be sent in charge of an officer and police guard.

**S.R. 390.** The following instructions shall be observed for packing parcels of notes :-

(i) Notes of each denomination must be arranged in separate bundles stitched by one edge into books of 100 each, any excess over multiples of 100 being made into one book. To each bundle of books should be attached a slip stating the number of pieces it contains and bearing the full signature of the official who last counted them and made up the bundle before despatch.

(ii) The bundles may, if necessary, be packed in parcels of suitable size and placed in strong wooden boxes which should be securely fastened and sealed. The box should be weighed and the weight and contents of each box entered in the invoice in the T.R. form No.39.

Note. – Fresh notes of the denominations of Tk.5 and Tk.10 are remitted from the Currency Office to Currency chests in the original bundles received from the Security Printing Corporation.

**S.R. 391.** In the case of remittances sent in charge of a police guard, an invoice in T.R. Form No. 39 shall be prepared in triplicate, one copy being sent by post to the receiving Bank, one given to the police officer in-charge of the escort and the third retained by the dispatching officer for record. The escort officer shall sign a receipt on each copy of the invoice stating that he has received the boxes of the marks and weights detailed therein.

### **Escort Officer's Duties.**

**S.R. 392.** The escort officer shall see the boxes of notes and coin weighed, and must sign the receipt at the foot of each copy of the invoice, the blanks being filled up in words. He should be required to write the numbers of the bags or boxes which he has received on the copy of the invoice to be retained by the Bank Manager/ Officer.

**S.R. 393.** The escort officer shall wire to the receiving officer the number of the train (passenger or goods) conveying the remittance and its hour of departure and shall also wire again *en route* if any change in the train has been made or if anything has occurred to delay its arrival.

**S.R. 394.** When the escort officer is relieved in the course of the journey, he shall obtain a receipt for "..... boxes, sealed vans, in good order, said to contain ..... coin (or notes) to the value of Tk. ....". When the remittance reaches the addressee the latter will have the boxes weighed and give receipt for "..... boxes of marks and weights detailed in the invoice said to contain ..... coin (or notes) to the value of Tk.....". If any box be of short weight, or show signs of having been tampered with, it must be opened in the presence of the escort officer, otherwise he may be allowed to return at once.

#### **Officers accompanying Remittance.**

**S.R. 395.** Subject to any general or special instructions issued by the Currency Officer in this behalf, Bank may send in charge of coin or note remittances one or more employees preferably an officer of the Bank who will remain in charge while the treasure is being examined and who will take back the locks, and, if convenient, the bags.

**S.R. 396.** Expenses in connection with remittances will be borne by the Bank.

**S.R. 397.** If any box or wagon be secured by double lock, one key shall be held by the Bank officer/employee, and the other by the escort officer; if there be only one lock, the key shall be held by the Bank officer/employee, but the escort officer is responsible for not allowing the box or wagon to be opened before arrival at the destination, save in case of a breakdown when the treasure must be removed to another box or wagon in his presence. In the case of remittances sent without a Bank officer/employee, single locks shall be used and the keys entrusted to the escort officer in a sealed cover which he should not open except when absolutely necessary due to a breakdown on the road.

#### **Receipt for Remittances.**

**S.R. 398.** (1) Immediately on the arrival of a remittance, credit for the invoiced amount shall be given in the appropriate register of the Bank, and an advice shall be sent to the Currency Office from which the remittance has been received. The advice shall have to reach the Currency Officer within twenty-four hours.

(2) The remittance must then be examined. The first step in this examination is the weighing of each box in the presence of the Escort Officer and the Bank representative and the comparison of this weight with that shown in the invoice. A receipt shall then be given to the escort officer and a copy of this receipt sent by post on the same day to the despatching Bank.

**S.R. 399.** When the weight of each box is not given in the invoice, the boxes must be opened and the contents examined in the presence of the Escort Officer. Any infraction of the rule requiring the weight to be stated shall be brought to the notice of the remitting Bank. If any box be short weight or show signs of having been tampered with, it shall similarly be opened and its contents examined before the escort is released.

**S.R. 400.** If coin or notes received in the remittance are required for despatch to another Bank branch within a few days of its receipts, the boxes may be deposited unopened in the strong room,

provided they are in good order and that they are in charge of the person who will be available to accompany them to their final destination.

**S.R. 401.** (1) Nickel or bronze coin received either directly from the Currency Officer or from any other Bank Branch in the original currency boxes may be accepted as correct, provided the boxes are numbered and the seals bear a distinct impression and both remain intact at the time of receipt.

(2) In all other cases, the boxes shall be opened immediately. Unless the detailed examination of the whole remittance is immediately proceeded with, the bags of coin or parcels of notes shall be deposited in the strong room under double lock, care being taken as far as practicable to place them apart from other treasure. To guard against abstraction of coin from remittances which may remain unexamined in the strong room for sometime, and which cannot be separately secured in a chest or chests, it shall be arranged, when the amount of the remittance does not exceed taka five lakh and when the procedure will not cause practical inconvenience, that the entire contents of each bag are weighed by emptying them into the scales before depositing the remittance in the strong room. This weighment must be supervised by the Manager of the Bank.

(3) In the case of large remittances, similar care must be exercised, though it will usually be impossible for practical reasons to examine them in the same detail. Bank Manager in such cases must satisfy himself that the remittance has not been tempered with, by personally picking out a number of boxes and bags from time to time, and having the contents of these weighed under his supervision. In the case of remittances exceeding taka five lakh, or when it is not found practicable to weigh out smaller remittances, care shall be taken to cover completely all bags forming part of the remittance with tarpaulins, the notes being secured in the chest or chests or replaced in the original boxes with the lids securely fastened.

**S.R. 402.** The detailed examination of the remittance shall be conducted in the presence of the officer/employee from the remitting Bank and under the supervision of the Manager of the receiving Bank or some other responsible person acting on his behalf.

**S.R. 403.** Every facility must be given to the representative of the remitting Bank to watch the examination. Any complaints which he may make shall be reported at once to the Bank Manager/ Officer. If any fraud is suspected, arrangements shall be made for the search of the examining staff in the presence of the officer of the remitting Bank/Currency Officer.

**S.R. 404.** Only such portion of a remittance shall be taken out of the strong room as can be examined during the course of the day. When any portion remains unexamined, the attending officer may, if he so wishes, be allowed, at the time of the closing of the office, to place one lock of his own on the chest containing the unexamined portion, or if this is not possible on the outside door of the strong room.

**S.R. 405.** The notes and the coin composing the remittance shall be counted and examined in detail so as to ensure not only that they are all genuine but also that each bundle of notes or bag of coin contain the alleged number. In the case of remittances of fresh notes from the Currency Office sent in bundles of 1,000 pieces, the bundles shall be split up into packets of 100 notes each. Any light weight or other uncurrent or defective coin found in the course of the detailed examination of a remittance of current coin shall be separated and dealt with under the instructions contained in Chapter 3 of Part III while deficiencies whether in the tale or due to bad or counterfeit notes or coin, shall be dealt with in the manner prescribed in S.R. 409.

**S.R. 406.** As the examination of each bundle or bag is completed, the relative slips in Form No. TE 4, contained therein, shall be taken out and replaced by fresh slips prepared by the receiving Bank.

The slips of those bags and bundles, the contents of which have been found correct, shall be made over to the Bank Manager for immediate destruction, while the rest shall be attached to the report to be made to the remitting Bank under sub-rule (1) of S.R. 409.

Note. – In the case of remittances of coin from the Currency Office, all the slips must be returned to the Currency Officer after the remittances have been examined.

**S.R. 407.** The Bank Manager shall supervise the examination of the remittance generally and see that adequate safeguards have been taken by the concerned officer to avoid during examination all malpractices whether on the part of the accompanying officers or the examining officer. He shall put away the examined notes and coin under double lock of the Currency chest. On completion of the detailed examination, he must send a formal report to the remitting officer showing the result of the examination.

**S.R. 408.** No time shall be lost in examining a remittance in order to release the officer/employee who accompanied it in order that any deficiency may be recovered from the remitting Bank.

Note. – The minimum amount of coin and notes of each denomination which one man should examine in a day is as follows :-

Coin	Taka
New Taka	2,00,000
Old Taka	8,000
Old 50-Paisa of the value of	4,000
New 50-Paisa of the value of	30,000
Old 25-Paisa of the value of	2,000
New 25-Paisa of the value of	12,000
Old 10-Paisa of the value of	2,000
New 10-Paisa of the value of	6,000
Old 5-Paisa of the value of	750
New 5-Paisa of the value of	3,000
Old 1-Paisa of the value of	150
New 1-Paisa of the value of	3000
Notes	Pieces
New Notes of all denominations	15,000
Old Tk. 1 & Tk. 2 notes	8,000
Old Notes of higher denominations	2,500

### Deficiency or Excess Found in Remittances.

**S.R. 409.** (1) If any deficiency is found in the detailed examination and is not immediately recovered from the officers/employees accompanying the remittances, it will be recovered, in case of remittance from Sonali Bank to Bangladesh Bank, by debiting the account of the former. If any shortage is found in any remittance from Bangladesh Bank to Sonali Bank, such shortage is debited by concerned Sonali Bank branch to its Head Office which gets it reimbursed from Bangladesh Bank.

(2) Every defect or deficiency discovered during examination shall be entered on the slip pertaining to the bag of coin or bundle of notes concerned and must be specially reported to the remitting officer direct, whether or not it is made good by the accompanying officer, the slip being attached to the report. If a representative of the remitting Bank is present to witness the examination he must be required to attest the entries as they are made. Any bad coin or notes which have to be returned to the remitting Bank shall be made over to the officer, or, in his absence, remitted by insured post at the cost of the remitting Bank. If there is no such representative, the report must state the name and rank of the officer who personally supervised the examination, and must be sent together with the attached slip,

immediately on the close of the examination, or if it is a prolonged one, at the close of the day, to the remitting officer, to enable the remitting Bank to fix responsibility for the deficiency which it is obliged to make good. If any bag or bundle of notes is received without a slip, and is in anyway short or deficient, an immediate special report shall be sent to the remitting Bank.

**S.R. 410.** All excess found in a remittance shall be returned to the remitting Bank through the attending officer, or if this is not possible, by registered post or by money order.

**S.R. 411.** When new nickel or bronze coin is received either directly from the Currency Officer or from another Bank in the original currency boxes, any excess or deficiency found on examination shall be immediately reported and the printed slip of contents forwarded to the Currency Officer. The report shall state the number of the box in which the excess or deficiency was found and the condition of the boxes on delivery.

#### **Additional Rules for Remittances by Railway.**

**S.R. 412.** When large remittances are made, notice shall be given some time beforehand to the railway authorities at the station of despatch, in order that wagons of convenient sizes may be brought together.

**S.R. 413.** (1) When treasure is loaded for despatch by rail, the doors on one side of the wagons shall, if possible, be secured from inside, and all doors that can be opened from outside shall be secured by good padlocks.

(2) Small remittances need not be forwarded by wagon, but can be sent in the same compartment in which the guard in-charge travels.

(3) It is the duty of the remitting Officer to supply the padlocks and there must be a sufficient stock in a Bank branch whence frequent remittances are sent by rail. The official accompanying the remittance shall bring back the padlocks after delivering the treasure to the receiving Bank.

**S.R. 414.** The Bank Manager jointly with the police officer who is to travel in charge, shall superintend personally or by substitute the loading of the vans, and hand over to the Police officer a memorandum of instruction (in T.R. Form No.41) and as many blank receipts as there will be reliefs. The Bank Manager shall take a receipt for these documents.

**S.R. 415.** The escort accompanying the treasure to the station, and protecting the loading, shall be of such strength as may be fixed by the Government for the escort of such a sum by road or for the special purpose, and a new one of corresponding strength must meet the treasure at the station of delivery. During the railway journey, it may be protected by a guard of reduced strength accommodated in an adjoining brake-van, if the remittance is carried by goods train or in the end compartment of the carriage next adjoining the treasure, neither door of the compartment occupied by the escort being locked. The strength of this escort also may be fixed by the Government; there should never be less than an officer with two men, and when the treasure is loaded in more than one wagon, the scale should allow two men to each. When a wagon containing treasure is despatched from the train for any reason, the station master or the guard-in-charge of the train, will warn the police guard-in-charge of the treasure in order that the necessary arrangements may be made to guard it.

**S.R. 416.** As the instructions for the guidance of the guard require the men to be constantly on duty, arrangement shall be made to relieve them at convenient points, giving to each party a stage of about twelve hours. The exact length of each stage may be laid down by local orders.

**S.R. 417.** Arrangements for the relief of the guard will be made by the police department. The officer-in-charge when starting with the remittance, shall telegraph to his relieving officer the probable time of his arrival at the relief station.

#### **Payment of Freight.**

**S.R. 418.** (1) The railway fare and freight may be paid in cash or by warrant or credit note according to local practice. The remitting officer or the officer arranging the remittance will send the following requisitions to the railway authorities :-

“To the Station Master ..... conveyance by railway to ..... is required for treasure belonging to Bangladesh Bank to the value of ..... lakh of taka loaded for ..... and contained in ..... wagons”.

(2) The Station Master will give the officer commanding the guard a paper notifying that he is in charge of treasure loaded in so many wagons.

Note 1. – The requisition mentioned above must not be confused with the notice to be sent beforehand to the railway authorities in order that the necessary wagons may be provided.

Note 2. – Treasure should always be booked through to the final station, and the officer who makes the requisition should inform the railway authorities that he was provided reliefs for the guard at specified stations.

**S.R. 419.** Remittance of nickel, bronze or copper coin shall be booked at railway risk.

**S.R. 420.** A guard travelling in charge of notes shall have the box in the same carriage, and shall sit in the end compartment of the carriage with the box under the seat against the outer planking; if the box be too large to go under the seat, accommodation must be reserved on the terms usually charged.

#### **Transport of Treasure at the Destination.**

**S.R. 421.** Necessary arrangement for the transport of treasure at the destination must be made by the receiving officer so as to save delay at the railway station and inconvenience to the police department.

#### **Additional Rules for Remittances by Steamer.**

**S.R. 422.** Remittances of notes or coin (of any description) by inland steamer shall be sent uninsured under the protection of an adequate police escort .

**S.R. 423.** Consignments of treasure shall be taken delivery of on arrival at a station; otherwise the treasure will be carried on to the next station at the risk and expense of the consignee and the consignee will have unnecessarily to pay demurrage charges.