



# सिंडिकेटबैंक SyndicateBank

भारत सरकार का उपक्रम A Govt. of India Undertaking

प्रधान कार्यालय: मणिपाल (कर्नाटक)/Head Office: Manipal - 576 104 (Karnataka)

संघटन एवं पद्धति प्रभाग / ORGANISATION & METHOD

eCircular

Circular No.102-2011-BC-CAD-10

Date:29-04-2011

## PERMANENT UTILITY

### CASH REMITTANCE -MODE OF REMITTANCE & ESCORTING NORMS

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Attention of branches/offices is invited to circular No.137-2007-BC-CAD-12 dated 25-06-2007 and 07-2011-BC-CAD-01 dated 10.01.2011 wherein detailed guidelines for remittances, accompanying persons, security measures to be observed, mode of remittances etc. are furnished.

Instances are observed where branches have not followed the stipulated norms and resorted to use of vehicles which are not as per guidelines issued in our above circulars.. This may result in serious consequences. It is to be distinctly understood that Para No.6.2.71A of circular 137-2007-BC regarding escorting norms and Para 6.2.73C item No.ix) of the same circular and again reiterated vide circular No. 07-2011-BC dt. 10.1.2011 regarding mode of remittance (type of vehicle to be used), are inter-related .

**The important guidelines issued vide above mentioned circulars are once again reproduced below and all branches/offices are advised to strictly abide by the same.**

#### A.Escorting norms to be followed while carrying out the remittance applicable to all branches (including Island branches)

Category of Staff	Monetary Ceiling (₹)
1) A confirmed member of subordinate staff (singly): (a) For local collections (LSCs etc.) (b) For cash remittances [See Clause No.A.1 below]	25,000/- Nil
2) A confirmed clerk	3,00,000/-
3) A confirmed clerk and a member of subordinate staff**	6,00,000/-
4) An officer/Branch Manager/ Other than Branch Manager	7,00,000/-
5) A Branch Manager <u>and</u> a clerk * <u>or</u> a member of subordinate staff * *	20,00,000/-
6) An officer (Branch Manager or otherwise) <u>and</u> a clerk * <u>and</u> a member of sub staff ** <u>-or-</u> an additional clerk where a member of the sub staff cannot be spared	25,00,000/-
7) An Officer (Branch Manager or otherwise) and a clerk * <u>and</u> a member of sub staff ** [ <u>-or-</u> an additional clerk where a member of the sub staff cannot be spared] <u>and</u> ONE Armed Guard.	Upto & inclusive of 50,00,000/-
8) An Officer (Branch Manager or otherwise) and a clerk * <u>and</u> a member of sub staff ** [ <u>-or-</u> an additional clerk where a member of the sub staff cannot be spared] <u>and</u> TWO Armed Guards.	# Upto & inclusive of 5,00,00,000/- @
@ [In a cash van with police or police van is permitted in terms of RBI / IBA guidelines] # Limit is increased to ₹50000000/-from 01-04-2008 vide cir 1745/0002/HOCAD/ICMS/TD dated 27-08-2008	

#### NOTES:

\*(a) A clerk and / or a member of subordinate staff could be a confirmed one in the service of the Bank or otherwise, **except where specified.**

\*\* (b) A member of subordinate staff could be either an attender or a part time employee on Scale wages (not less

than two third) but **not** a Part Time Sweeper or a Badli or a temporary attender

- (c) An officer could be a confirmed one or otherwise.
- (d) The term 'Branch Manager' stated against Sl. Nos. 4 to 8 herein above is defined for the limited purpose of Cash Remittances as the Head of a Unit and the term is not restricted to MMGS-II Officer only. However, in the case of VLB or ELB, Sr.Manager/s in Scale-III and above in the Branch may perform such duties up to the limits stated herein under due authority from head of concerned branch

**B. Monetary ceiling applicable to remittance by different type of vehicle subject to other safety precautions and conditions set out is given hereunder in summarised format**

SL. No.	Type of Vehicle being engaged (Only the vehicle in good condition and with proper records to be indented/engaged)	Monetary ceiling (₹)
01	Slow moving vehicle like Cycle-Rickshaw, phat-phati (in select areas where only such vehicles ply)	1,00,000/-
02	Two-wheelers: Motor Cycle/ Scooter etc. (Bank-owned or Private)	2,00,000/-
03	Three-wheelers : Auto-rickshaw/ Tempo/Transport Carrier etc. (which are generally used as public conveyance in the area)	6,00,000/-
04	Other vehicles in Public Transport system like Bus, Train, Tempo Van (including Bank' Stationery Van)	15,00,000/-
05	Public Taxies and other bigger/sturdy Four-wheelers like Matador, Tempo Trax, Tata Sumo, Toyota Qualis, Mahindra Pick-up etc. and Bank owned Car (Exclusive use): [a] in U.P. / Uttarakhand States [b] in other States	40, 00,000/- 50,00,000/-
06	Cash Van or Police Van: [a] in U.P. & Uttarakhand States [b] in other States	200,00,000/- 500,00,000/-

**C. ADDITIONAL CONDITIONS/ APPLICABLE TO SPECIFIC STATES**

**I. APPLICABLE TO BRANCHES IN THE STATES OF UTTAR PRADESH & U TTARAKHAND :**

<b>Local remittance - Additional Security measures</b>	
Local Remittance up to & inclusive of ₹.12 lakh	One Armed Guard, if provided in the branch, shall escort the remittance at the discretion of the Branch Head depending on the local conditions. (optional)
Local Remittance more than ₹.12 lakh and up to & inclusive of ₹.40 lakh	Remittance shall necessarily be escorted by one Armed Guard.
Local Remittance above ₹.40 lakh and up to & inclusive of ₹.200 lakh.	Remittance of more than ₹.40 lakh for local branches shall be through Cash Van (police van, if available) only & shall be escorted by 2 armed Guards necessarily. Amount per remittance escorted by 2 armed Guards in the Cash Van should not be more than ₹.200 lakh.
Local Remittance (within City Limits) up to & inclusive of ₹.6 lakh.	Local Remittance within the city, may be resorted to through Auto Rickshaw/ Three Wheeler & should be carried out during very urgent situations. The distance should not be more than 4 kms. It should be permitted by the branch head stating the urgency.

<b>Outstation Remittance - Additional Security measures</b>	
Remittance up to & inclusive of ₹.12 lakh if Cash Van is not available.	One Armed Guard, if provided in the branch, shall escort the remittance at the discretion of the Branch Head depending on the local conditions. (optional)
Remittance more than ₹.12 lakh and up to & inclusive of ₹.40 lakh	Outstation remittance over ₹.12 lakh to ₹.40 lakh shall be carried preferably in cash van. If Cash Van is not available, it will necessarily be escorted by at least one Armed Guard.
Remittance above ₹.40 lakh and up to & inclusive of ₹.200 lakh.	Remittance of more than ₹.40 lakh shall be through Cash Van (police van, if available) only & shall be escorted by 2 armed Guards necessarily. Amount per remittance escorted by 2 armed Guards in the Cash Van should not be more than ₹.200 lakh

**II.APPLICABLE TO BRANCHES IN THE STATE OF JAMMU & KASHMIR :**

<b>Local remittance - Additional Security measures</b>	
Local Remittance up to & inclusive of ₹.10 lakh	One Armed Guard, if provided in the branch, shall escort the remittance at the discretion of the Branch Head depending on the local conditions. (optional)
Local Remittance more than ₹.10 lakh and up to & inclusive of ₹.25 lakh.	Remittance shall be necessarily escorted by at least one Armed Guard.

<b>Outstation Remittance - Additional Security measures</b>	
Remittance up to & inclusive of ₹.25 lakh	(a) The amount up to ₹.25.00 lakh shall be escorted necessarily by one Armed Guard minimum (& even by two Armed Guards, if available). (b) Amount exceeding ₹.25.00 lakh and up to & inclusive of ₹.50.00 lakh shall necessarily be escorted by two Armed Guards. (c) Amount per remittance with two Armed Guards shall not exceed ₹.100.00 lakh, if effected by Cash Van or Police Van and the same shall not exceed ₹.50.00 lakh, if effected by hired taxi / bank owned vehicle.

**III.APPLICABLE TO BRANCHES IN THE NORTH EASTERN STATES (incl. SIKKIM):**

<b>Local remittance - Additional Security measures</b>	
Local Remittance up to & inclusive of ₹.10 lakh	One Armed Guard, if provided in the branch, shall escort the remittance at the discretion of the Branch Head depending on the local conditions. (optional)
Local Remittance more than ₹.10 lakh and up to & inclusive of ₹.25 lakh.	Remittance shall be necessarily escorted by at least one Armed Guard.

<b>Outstation Remittance - Additional Security measures</b>	
Remittance up to & inclusive of ₹.25 lakh	(a) Officials to accompany the remittances vis-à-vis the ceilings prescribed are same as under Para No. [A] above. Other conditions are as given below. (b) <u>Additional Requirements:</u> 1) Remittances shall be dispatched during daytime and shall reach the destination well before dusk. Strict secrecy of remittances shall be maintained for security reasons. 2) Armed escort parties shall be drawn only from CRPF/BSF in adequate strength or if this is not available/possible, then from the local State Police.* 3) Adequate security arrangements by way of Armed Guards etc., shall be made in consultation with military / para-military commander who would be

	<p>the best judge of the local threat perceptions.</p> <p>4) Wireless communication facilities shall be provided in Cash Van, so that continuous contact is maintained with the pilot escort vehicle. Keeping in view the nature of threat posed in the area, inter branch remittances of ₹.10 lakh and above shall be carried only with the police escort. In this respect, a comprehensive plan for remittances of cash to the Bank branches shall be prepared in consultation with local CRPF/ BSF authorities or Director General / Superintendent of the State Police.*</p> <p>5) In case the transport of cash is contemplated by air for security reasons as per the advice of local military/police authorities, adequate security arrangements shall be made.</p> <p>6) Absolute secrecy shall be maintained about the route. Only one or two persons at senior level shall have prior knowledge about the date and mode of movement of large sums of cash. Proper planning for such road/rail/air journeys shall be made in consultation with and approval of the security force in charge of operations.</p> <p>7) * Bank branches may engage armed escort for remittances from any Central / State Security/ Police Forces in the North Eastern States.</p>
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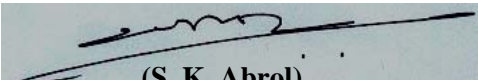
#### **D. CASH REMITTANCE SCHEME BY CASH VAN:**

- a) Wherever cash van facility is provided individual branches would not be required to visit the Currency Chest or a designated branch/Pooling Centre for routine remittance, but would be serviced by the Cash Van at the Branch itself during its regular rounds within a predetermined perimeter, under the overall control of the immediate Controlling Office.
- b) The route/circuit of the Cash Van may be modified as per the requirements by the respective Manager of the Currency Chest/ designated branch/ pooling centre who monitors and coordinates the movement of the Cash Van/s. However he shall have to pre-determine the operational area/jurisdiction of the Cash Van in consultation with the Controlling Office and maintain a list of Branches that is normally possible to cover in a day, having regard to such external factors like distance, road condition, security aspects etc. Generally the vehicle shall have to move only within this operational area (which has prior-approval of the Controlling Office) and the daily-groupings of branches for visits/rounds by the Cash Van shall have to be organised accordingly.
- c) Branches shall inform their requirement of cash or the surplus cash to be remitted to respective Currency Chest/designated branch/pooling centre one day in advance. The indent for cash shall not at any stage be disclosed to other staff members/outside in the branch or in the presence of outsiders and shall be confined to the knowledge of the Branch Manager and the Joint Custodians only.

Branches are once again advised to carefully follow the guidelines given in the Circular No.137-2007-BC dt. 25.06.2007 and Circular No. 07-2011-BC dt. 10.01.2011, as also the above mentioned guidelines without fail.

Clarifications required, if any, on this circular may be sought from **INSURANCE & CASH MANAGEMENT SECTION - CENTRAL ACCOUNTS DEPARTMENT** at Head Office, Manipal, through respective RO, as per extant guidelines.

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(S. K. Abrol)  
GENERAL MANAGER