



बैंक ऑफ बड़ौदा Bank of Baroda

BCC/SEC/110/276

22/06/2018

ALL ZONAL/ REGIONAL HEADS

Dear Sir,

Re: SECURITY MEASURES FOR CASH REMITTANCES

1. We refer to the captioned matter, in respect of Security Measures for Cash Remittances and inform you that one incident of cash loss has taken place in one of the branches of our Bank and Rs. 4 lakhs were taken away by the robbers at the gun point. Our bank has laid down extensive security guidelines to be taken during cash remittances, and the same is required to be followed scrupulously. We enumerate the guidelines once again for strict compliance and draw your attention to the circulars given below (Copy attached).
 - (i) Circular No. BCC/SEC/97/366 dated 12 May, 2005.
 - (ii) Circular No BCC/SEC/105/S-25/697 dated 04 Sep, 2013.
2. We once again reiterate the limits of Cash Remittance through different modes as under (Refer circular No HO/BR/96/209 dated 06 Oct 2004; circular No HO: BR: 97/69dt 7 Apr 2005 and circular No.HO/BR/102/14 dated 02 Feb,2010) :

Sr No	Mode of transport/ Conveyance	Maximum Amount of remittance permitted	No of Persons to accompany remittance Conditions	Minimum to the Other	Other Conditions
1	On foot	Rs 1 Lakh	One cashier and one escort		
2	Bank's Motorcycle	Rs 5 lakhs	One Cashier and one peon or Watchman/ Armed guard if posted at the branch		i. Remittance by Bank's motor Cycle be permitted only when no other mode of transport is feasible and the distance to be travelled is less than 50 KMs Cashier/ Peon holds a valid driving licence. ii. Cash to be kept in a box which in turn to be placed in the side Box of the motor cycle which should be locked properly.
3	Three Wheeler	Rs 10 lakhs	One Cashier and one peon or Watchman/ Armed guard if posted at the branch		Remittance to be permitted only within the Municipal limit and up to 5 kms beyond Municipal limit. Vehicle should be hired exclusively and no other passenger is to be allowed.
4	Cycle Rickshaw	Rs 5 lakhs	One Cashier and one peon or Watchman/ Armed guard if posted at the branch		Remittance to be permitted only within the Municipal limit. Rickshaw should be hired exclusively and no other passenger is to be allowed.

बड़ौदा कार्पोरेट सेन्टर, सी-26, जी-ब्लॉक, बान्द्रा कुर्ला कॉम्प्लेक्स, बान्द्रा (पू.), मुंबई - 400 051, भारत.

Baroda Corporate Centre, C-26, G-Block, Bandra Kurla Complex, Bandra (E), Mumbai - 400 051, India.

फोन / Phone : 91 22 6698 5000, • फैक्स / Fax : 91 22 2652 3514, • वेब / Web : www.bankofbaroda.com



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5	Four Wheeler (Hired)	i. Rs 50 lakhs for Metro & Urban Centres.	i. Up to Rs 20 lakhs: One Cashier and one peon or Watchman/ Armed guard if posted at the branch.	
		ii. Rs 25 lakhs for Semi-Urban and Rural	ii. Above Rs 20 Lakhs: One Cashier and one peon and one Armed Guard	
	Four Wheeler (Owned by Bank ;Other than Cash Van)	i. Rs 50 Lakhs for Metro & Urban centres.	i. Up to Rs 20 lakhs: One Cashier and one peon or Watchman/ Armed guard if posted at the branch.	
		ii. Rs 25 Lakhs for Semi-Urban and rural	ii. Above Rs 20 Lakhs: One Cashier and one peon and one Armed Guard	
6	Bank's Cash Van/ Outsourced Van	Rs 4 Crore	i. Up to Rs. 20 lakhs: One Cashier and one peon or Watchman/ Armed guard if posted at the branch. ii. Above Rs. 20 lakhs and up to Rs 50 lakhs: One Cashier, one peon and one Armed guard. Above Rs 50 Lakhs: One Cashier, one peon and two Armed guard	
7	<u>Public Transport</u> i. Train	Rs 75 lakhs	i. Rs 20 Lakhs one cashier and one peon or Watchman/ Armed guard if posted ii. Above Rs. 20 lakhs and up to Rs 50 lakhs: One Cashier, one peon and one Armed guard. iii. Above Rs 50 lakhs: one cashier, one peon and two armed guards.	Public transport to be preferred only when no other mode of transport i.e., Bank's cash van /Bank's Vehicle/hired Vehicles are available
	ii. Bus	Rs 25 lakhs	----do---- (However max permissible by Bus is Rs 25 lakhs only)	
8	Through Post Office	Rs 3 lakhs per day Rs 20,000/- per packet	Not required	Each packet should be insured for Rs 20,000/- and should not contain currency notes more than Rs 20,000/- Packet should be marked "Registered and insured for Rs 20,000/-"

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3. Apart from the above we also advise the following:

- (a) In case of loss of safe keys the lock of the safe may be replaced.
- (b) Police assistance may be taken at places which are Maoist infested/ local authorities have instructed to take additional security measures.
- (c) In case of any incident FIR to be lodged immediately and copy along with FMR-II sent to Security Department, BCC, Mumbai and Insurance claim lodged with HO, Baroda.

You are requested to disseminate the content of this letter to all Branches and ensure strict compliance so as to avoid incidents of loss of cash in transit.

Yours faithfully,

K.B Gupta
Head (FM , COA & DMS)

Encl: As above