

CHAPTER VI.

PUBLIC DEBT.

Subsidiary Rules under T. R.s 10 and 16.

Section I—Permanent and Temporary Loans.

S.R. 311. When under the terms of a loan notification issued by the Government, subscriptions to any new loan are receivable at the Bank, the procedure to be observed by the Bank in receiving such subscriptions and crediting them into the Government Account, shall be regulated by the provisions of Chapter VII of the Government Securities Manual and by such supplementary instructions, if any, as may be issued by Government in this behalf.

S.R. 312. The procedure to be followed by the Bank and the Public Debt Office in making payments in respect of the principal of any loan when it falls due, shall be governed by the rules contained in Chapter VIII of the Government Securities Manual and supplementary instructions issued by the Government in this behalf.

Section II- Floating Debt.

Treasury Bills.

S.R. 313. Unless the Government direct otherwise, Treasury Bills will be issued from and repaid at the Office of Bangladesh Bank.

Procedure to be observed by the Bank in connection with the sale and discharge of such bill will be, governed by such instructions as may be issued by the Government to the Bank.

S.R. 314. Treasury Bills can only be paid on maturity at the office of Bangladesh Bank. After payment the discharged bills shall be transmitted to the Controller General of Accounts in the same way as other paid vouchers.

Ways and Means Advances.

S.R. 315. When ways and means advances are taken by the Government from the Bank, the request to the Bank shall be accompanied by a demand promissory note for the amount on behalf of the President. At the same time, the particulars of the advance, that is, the amount and the interest payable thereon, will be communicated by the Government to the Controller General of Accounts.

S.R. 316. When notifying a repayment, the Government will endorse to the Controller General of Accounts a copy of the instructions to the Bank. The Bank will cancel the promissory note for the advance repaid or make a note on it if it is a part payment. The note on final cancellation will be returned to the Government through the Controller General of Accounts.

S.R. 317. Interest on the advance will be debited by the Bank at the time of repayment.

Section III—Other Obligations.

A—Post Office Cash Certificates.

S.R. 318. Subject to general provisions of these rules relating to receipts and payments on Government account, the procedure to be followed by Post Offices in respect of the custody, issue and discharge of Post office cash certificates may be laid down by departmental regulations.

Note. — The conditions under which cash certificates of different denominations are issued and discharged, the maximum limit of investment, the interest which accrues on them and other matters connected therewith are regulated by special instructions issued by or on the authority of the President.

B —Post Office Savings Bank Deposits.

S.R. 319. Without prejudice to the generality of the provisions made in these rules with regard to money received for deposits in the custody of the Government, the procedure to be observed by Post Offices in transacting savings bank business may be laid down by departmental regulations.

C —Provident and other Funds.

Recovery of Subscriptions, etc.

S.R 320. Subscription to a Service or Provident Fund of the Government can be received from such Government servants as are either required or permitted by the rules of the Fund to subscribe to it, the recoveries being made ordinarily by deduction from pay bills of the Government servants concerned.

The subscriber himself is responsible for seeing that proper deduction is made from his bills, though for his convenience, it has been provided in S.R. 115 that the responsibility for making the necessary deductions regularly and correctly devolves upon the drawers of the bills.

S.R. 321. Premia or subscriptions to the Post Office Insurance Fund may be received by deduction from pay bills of the subscribers or in cash in accordance with the rules of the Fund. Such premia or subscriptions shall, in no circumstances, be received at the Accounts Office, payment in cash being permissible at the Post Office only.

Subscribers to the Post Office Insurance Fund who have retired from the service will pay subscription to the Fund in cash at the Post Office only.

S.R. 322. In cases in which subscriptions, including refunds of withdrawals, are paid by deductions from pay bills, the requisite particulars shall be entered by the subscriber, if he draws his own pay, or by the head of the office in other cases, in a separate schedule in one of the forms T.R. Form 25 and 26, as may suit the requirements of the Fund concerned, and the form so completed shall be attached to the pay bill. If the subscription is paid in cash, the number of the account or Policy, as the case may be, and all other particulars must be furnished. In all cases where a subscription is paid for the first time, the rule or special authority under which the subscription may be received shall also be quoted in the form or, in case of cash payments, in the separate document of particulars.

S.R. 323. When a subscriber to any Fund whose subscriptions are realised by the deduction from pay bill is transferred to the jurisdiction of another Accounts Office, the fact that he is subscribing to the

Fund shall be certified on the last pay certificate by noting thereon the amount of his monthly subscription, the number of his account or policy, the balance to his credit and other relevant information.

Withdrawals.

Provident Funds.

S.R. 324. (1) Advances from a Provident Fund, if permissible under rules of the Fund, may be drawn by Government servants in TR Form No. 37 being supported by a duly certified copy of the order sanctioning the advance. In the case of non-gazetted Government servants, the advance, if admissible, may be drawn on the same form, the bill being supported by a copy of the sanction duly attested by the head of the office.

Payment may be made on the authority and responsibility of the officer sanctioning the advance, provided that the bill is supported by a certificate in the form prescribed in sub-rule (2) (a) below, that the advance is covered by the balance at the credit of the Government servant concerned.

(2) (a) Withdrawals from a Fund, when permissible under the rules of the Fund, to meet payments towards policies of life insurance, may be made, as and when required, by heads of offices for their subordinates on their own authority and responsibility. Gazetted Government servants may also draw the amounts required for their own policies, in a similar manner and under similar conditions. The bills may be prepared in the same manner as for advances mentioned in sub-rule (1), the particulars regarding the policy or policies on which premium or subscription is to be paid being noted in the bills.

In all such cases, the drawing officer shall be responsible for seeing that there is no overdrawal, and a certificate in the following form shall be recorded by him on the bill presented at the Accounts Office or any other office of disbursement :-

“Certified that the balance at my credit/credit of the subscriber on the date of withdrawal covers the sum drawn on this bill”.

(b) The bill in which the first premium is drawn must contain an additional certificate to the effect that the details of the policy have been communicated to and accepted by the Accounts Officer.

S.R. 325. When a subscriber to a Provident Fund is about to retire and under the rules of the Fund the money lying at his credit in the Fund becomes payable to him, he shall place himself in communication with the Accounts Officer by whom his Fund account is maintained, giving the date of his retirement and sending an application requesting that steps may be taken to communicate to him the amount at his credit. The Accounts Officer shall give him a certificate of authority showing the amount at his credit in the Fund. On the basis of this authority a bill shall be prepared in T.R. Form No.37 prescribed in sub-rule (1) of S.R. 324 and the amount will be drawn. In case of non-gazetted Government servants, the application should be attested by the Head of the office.

The procedure prescribed in this rule shall apply *mutatis mutandis* to all other cases in which the amount lying at credit of a subscriber in his Provident Fund account becomes payable to him on finally quitting the service.

S.R. 326. Final payment on account of any Provident Fund, when authorised, can be made only on the personal receipt of the subscriber, or when he is absent from Bangladesh, on that of his duly authorised agent. In the event of his death before payment has been made, payment can be made only to

such person or persons as may be authorised to receive payments under the rules of the Fund concerned and such subsidiary instructions as may be issued by the Government in this behalf.

In cases in which the amount is drawn and disbursed by the head of an office, a disbursement certificate in the following form shall be rendered to the Accounts Officer as soon as possible after the disbursement has been made -

"I certify that I have satisfied myself that the sum of Tk. drawn under rule of the Provident Fund Rules from Provident Fund Account of on bill No. dated was actually disbursed to on and the payee's receipt was taken in acquittance roll maintained in my office".

Funds not under Government Management.

S.R. 327. In the case of Funds not under Government management, withdrawals from the Government Account in respect of sums credited, either by way of subscriptions, or interest allowed by the Government, shall not be permitted except under the authority of the Chief Accounts Officers through whom the accounts of the Fund are settled. Chief Accounts Officers may issue letter of credit on specified Accounts Offices, against which withdrawals may be made by the authorities of the Fund concerned by means of cheques.

Post Office Insurance Fund.

S.R. 328. Payments in respect of the Post office Insurance Fund shall be made strictly in accordance with the procedure prescribed in the rules of the Fund.