



FORM MPTC 83
See Subsidiary Rules 645 (5) and 680

**Memorandum of Instructions to be given to the Police
Officer-in-charge of a Remittance by Rail**

(These instructions should be printed in English and in the appropriate Indian language and a copy containing both the English and the Indian language version must be handed by the Treasury Currency Officer at the dispatching station to the police officer commanding any guard who will travel in charge of treasure, the copy being transferred by him to the officer commanding the relieving guard, if the guard is relived at any point of the journey.

A copy should also be supplied to the officers who are called upon to furnish guards for remittance by rail, and they should be requested to impress upon the police officer detached upon this duty the necessity for strict and undeviating adherence to the instructions.

Treasury and Sub-Treasury Officers should keep a sufficient stock of this Memorandum of Instructions for being handed over to the police officer escorting a remittance and whenever a copy of the Memorandum of Instructions and blank receipts are handed over the Officer-in-charge of the escort, they should obtain a receipt from the latter to that effect under his full signature in a special register maintained for the purpose.)

Instructions

1. The police officer taking charge of a treasure guard travelling by rail will not see the treasure packed at the treasury; but he will see the boxes weights and satisfy himself that each box is properly secured before it is transferred to the van, and that it is properly placed therein.
2. The guard should be accommodated in a break-van attached to the treasure-van or in the end compartment of the carriage next adjoining the treasure van; and the doors of the compartment occupied by the guard should never-be locked.
3. The escort officer will wire to the receiving officer the number of the train (passenger or goods) conveying the remittance and its hour of departure and will also wire again en route if any change in the train has been made or any thing has occurred to delay its arrival.
4. An officer reliving such a guard will see that the numbers of the wagons agree with those given in the blank receipt tendered for his signature; that the locks are secure; that the seals are unbroken and bear no sign of having been tampered with and that the locked doors of the van cannot be opened.
5. The treasury or currency officer, if so requested, shall provide the officer-in-charge of such a guard with a lantern, which will burn all night. The officer-in-charge should cause a sentry to alight at every alternate stopping place and ascertain that the locks have not been tampered with. During any long stoppage, a guard must remain on duty by the door of the treasure wagon; if there be several such wagons it will suffice to tell off two men, who may stand, one at each end of the wagons.
6. In case of a break-down separating a convey the officer-in-charge should separate his party attaching him self to the disabled portion.
7. On delivering the boxes at the treasury to which they are addressed, he will obtain a receipt for..... bags said to the value of Rsor forboxes, with marks and weights detailed in the invoice said to captain coin or notes to the value of RsIf any box be of short weight or show signs of having been tampered with, it should be opened in the presence of the escort officer; otherwise he should be allowed to return at once.



The form of receipt to be used by a reliving guard should run thus—

“Received charge from police officer of district of railway wagon No said to containboxes aggregating RsWagons No said to contain boxes aggregating Rs (and so on).The wagons were duly locked and sealed, and one for each made over Receipts to be given by other reliving guards are also acknowledged.”

The number and contents of each wagon should be detailed in case of break down. The receipts should be in English if the police officer is acquainted with that language, otherwise in the language ordinarily used by the officer.

Note- If these also on a wagon are broken or bear signs of being tampered with or if wagons have not been sealed it is the duty of the relieving escort officer to insist on wagon being opened and the number of boxes counted before he gives a receipt to the relived officer. In such cases the fact of the wagon having been opened and the number of the boxes counted should be endorsed on the receipt.

8. The escort officer will present the command certificate for examination to the remitting treasury or bank officer before the remittance is handed over to him. He should also present it for examination to the treasury or bank officer taking charge of the treasury. The latter will satisfy himself that he is taking over the Treasure from the officer named in the command certificate and will at the same time check the strength of the escort with that stated in the command certificate, noting any difference that he may find. When all is correct he will merely sign the command certificate.

9. Whenever any breach of these rules occurs, the officer-in-charge of the guard must insist on the treasure-van being detached from the train, and should immediately telegraph the facts to the remitting officer, to his own departmental superior, and to the Traffic Manager of the Railway.

10. When a potdar accompanies a remittance he is responsible during the whole course of the journey for the contents of the boxes and the police guard acts as an escort. The potdar will not interfere in any way in the performance by escort of its legitimate duties but he must be permitted to satisfy himself that all necessary precautions are being taken. In the event of damage occurring to a box, it is the duty of the potdar 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 potdar to be interfered with in the execution of his duties.