



Department of Off-site Supervision
Bangladesh Bank
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DOS Circular No. 03

Date: 13 Srabon, 1418
28 July, 2011

Chief Executive Officers
All scheduled banks operating in Bangladesh

Dear Sir

Online submission of Off-site Supervision Statements

Please refer to the BCD Circular No. 20, dated 24-08-1993, letter no. DOS/(OS)/1156/44/2006/245-292 dated 23-05-2006 and subsequent letters issued thereon wherein instructions were issued to all scheduled banks regarding submission of off-site supervision statements for determination of CAMELS rating. As part of the ongoing automation process of Bangladesh Bank, it has been decided that henceforth all the scheduled banks shall submit the off-site supervision statements regarding CAMELS Rating directly through online. Accordingly the existing formats of off-site supervision statements have been redesigned.

In terms of Article 36 of the bank Company Ain, 1991, the following instructions to be followed by the banks:

- 1) State-owned Commercial Banks (SCBs) shall submit the statements as per new formats on quarterly basis (i.e. March, June, September & December) within the next 30 days of the end of every quarter while Private Commercial Banks (PCBs), Foreign Commercial Banks (FCBs) and Specialised Development Banks (SDBs) shall submit the same on half-yearly basis (i.e. June & December) within the next 30 days of the end of every half-year.
- 2) All scheduled banks shall upload duly filled softcopy in Excel format through BB homepage under the menu *Web Upload*. Hardcopy of the same signed by two responsible officials along with a forwarding letter signed by Managing Director (MD)/Chief Executive Officer (CEO) or at least Chief Financial Officer (CFO), shall have to be submitted to the Department of Off-site Supervision (DOS) within the time limit as mentioned above.
- 3) The banks shall also submit the hard copies of additional/supplementary papers/information as per Requisition List supplied with our letter no. DOS/(OS)/1156/44/2010/30-76 dated 20/01/2010 within the time limit as mentioned above.
- 4) If any bank fails to submit the statements within the stipulated time, necessary actions would be taken against the defaulter bank as per Bank Company Ain, 1991.
- 5) The Banks shall collect the soft copy of the aforesaid Excel formats from Department of Off-site Supervision.
- 6) Reporting in the new format will be effective from the half- year ended on June 30, 2011.

Meanwhile, you are requested to notify the matter to all concerned at your end.

Please acknowledge receipt.

Yours sincerely,

(Sultan Ahmed)
General Manager
Phone- 7120376