

No. RFC/Comp-45/818

Date : 08.06.2015

CIRCULAR

You are aware that the Corporation is progressing towards use of IT for producing better and faster results. In this line, it has been decided that henceforth the weekly information for sanction and disbursement along with status of pending applications will be collected from the Branch Offices through Google sheets so that the monitoring of pending applications may be centralized. Gmail IDs of all the Branch offices have been created for the same, list of which is enclosed. The Performa for tracking pending applications and sanction – disbursement have been shared on the Gmail-IDs of all the Branch Offices.

All the Branch Managers are advised to ensure that their Gmail IDs are checked and required information (as per the procedure attached) is filled into the sheets every Monday, positively. Also, all DGMs(Op) are advised to ensure compliance of the above in their respective field offices.

All concerned are advised to take a note of the above and ensure compliance.

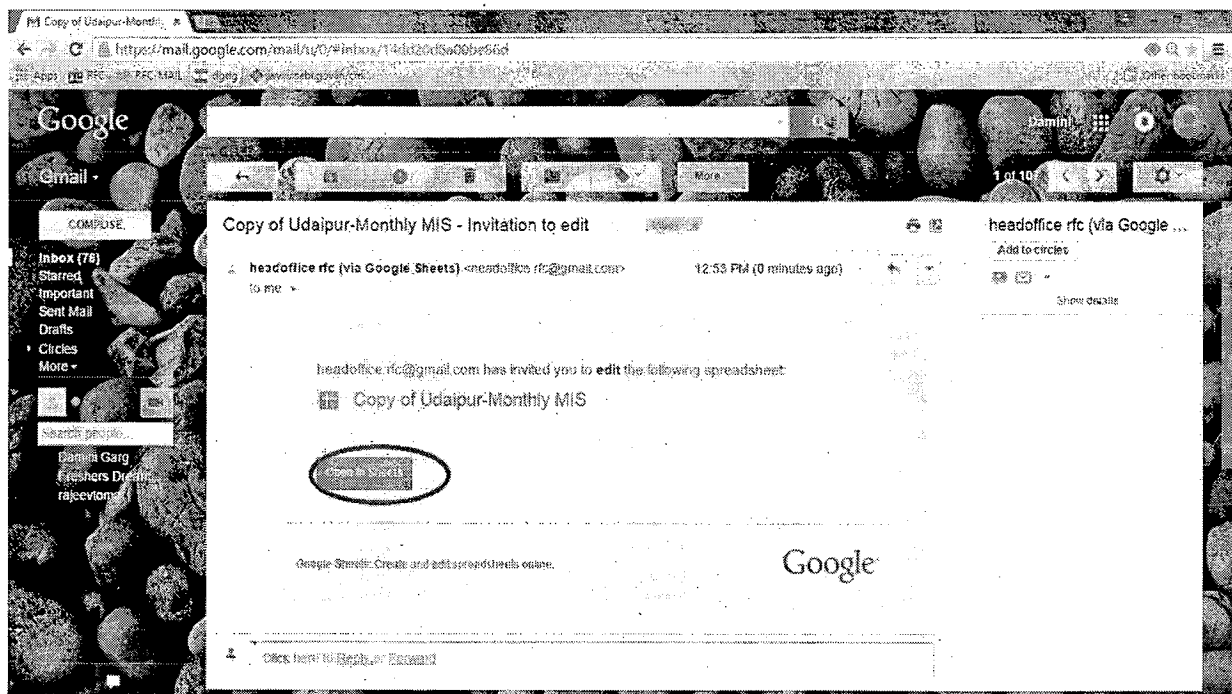
Mh 10/6/15
(Maneesh Chauhan)
MANAGING DIRECTOR

Copy to:

1. All BO/ Facilitation Centers
2. Standard Circulation at HO

STEPS TO FILL WEEKLY – MIS

1. Login to your Gmail Account with the credentials given to you.
2. Change your password on first login – for security reasons.
3. Open the mail received from headoffice.rfc@gmail.com
4. The screenshot below shows the screen which displays when we open the mail received.
5. Click on “Open Sheets” as marked RED in the screenshot below.



6. On clicking, an Excel book will be opened as displayed in the screenshot below.

Copy of Udaipur-Monthly MIS

Details of Loan Applications Received of Branch Office - Jaipur Central

S. No.	Name of Unit	Amount Applied for (Rs. In Lacs)	Date of Application (mm-dd-yy)	Scheme	Status of Application	Business Category	Industry Type	Prod.
1				GENERAL LOAN SCHEME				
2				SCHEME FOR HOSPITALITY/RESORTS				
3				SCHEME FOR HOTELS				
4				SCHEME FOR OTHER TOURISM RELATED ACTIVITIES				
5				SCHEME FOR EDUCATIONAL PURPOSE FOR INFORMATION TECHNOLOGY				
6				SCHEME FOR EDUCATIONAL PURPOSE				
7				SCHEME FOR OTHER PURPOSE				
8				SCHEME FOR FARMING/AGRICULTURE				
9				SCHEME FOR COMMERCIAL PURPOSE				
10				SCHEME FOR OTHER PURPOSE				
11				SCHEME FOR OTHER PURPOSE				
12				SCHEME FOR OTHER PURPOSE				
13				SCHEME FOR OTHER PURPOSE				
14				SCHEME FOR OTHER PURPOSE				
15				SCHEME FOR OTHER PURPOSE				
16				SCHEME FOR OTHER PURPOSE				
17				SCHEME FOR OTHER PURPOSE				
18				SCHEME FOR OTHER PURPOSE				
19				SCHEME FOR OTHER PURPOSE				
20				SCHEME FOR OTHER PURPOSE				

Loan Applications

- Fill the appropriate details as required in the sheet "Loan Applications". Choose appropriate option from list for details like Scheme, Status of Application, and Business Category etc.
- Switch to the next Sheet named "Sanction & Disb." And fill only the black fields with the correct data and Logout.

Copy of Udaipur-Monthly MIS

RAJASTHAN FINANCIAL CORPORATION

Key Result Areas (KRAs) of Branch Office - Jaipur (Central) upto 11th week of June

S.No.	Sanction Target 2015-16	Prorate Target 2015-16 (6.33% p.m.) (Upto June)	Prorate Target 2015-16 (6.33% p.m.) (Month of June)	SANCTIONS		%age achi. of Targets	%age achi. of Prorate Targets up to June	Disbursement Target 2015-16	Prorate Target 2015-16 (6.33% p.m.) (Upto June)	Prorate Target 2015-16 (6.33% p.m.) (Month of June)	DISBURSEMENT		%age of T
				Achiv.	Achiv.						Achiv.	Achiv.	
				Month of June	Up to June						Month of June	Up to June	
1	5,000.00	1,249.50	416.50			0.00	0.00	3,750.00	937.13	312.38			0

Sanction & Disb.

RAJASTHAN FINANCIAL CORPORATION
List of Branches

S.No.	Name & Address	E-mail ID	Password
1	Udaipur S-1, MIA, Madri	udaipur.rfc@gmail.com	rfc@12345
2	Bhilwara 1, Shri Ram Colony Civil Lines	bhilwara.rfc@gmail.com	rfc@12345
3	Rajsamand Near Bal Niketan	rajsamand.rfc@gmail.com	rfc@12345
4	Chittorgarh DIC Building, RIICO Ind. Area	chittorgarh.rfc@gmail.com	rfc@12345
5	Kishangarh Near Govt. College City Road	kishangarh.rfc@gmail.com	rfc@12345
6	Banswara Opp. Vidyut Nagar Udaipur Road	banswara.rfc@gmail.com	rfc@12345
7	Jodhpur(Rural) Mini Udyog Bhawan	jodhpur.rfc@gmail.com	rfc@12345
8	Abu Road RIICO Flats, Ambaji Ind. Area	aburoad.rfc@gmail.com	rfc@12345
9	Pali Mandiya Road Ind. Area	pali.rfc@gmail.com	rfc@12345
10	Jalore DIC Campus, RIICO Indl. Area 1st Phase, Bagoda Road	jalore.rfc@gmail.com	rfc@12345
11	Balotra Hospital Road	balotra.rfc@gmail.com	rfc@12345
12	Jaisalmer DIC Campus, Jethwal Road	jaisalmer.rfc@gmail.com	rfc@12345
13	Jaipur(Central) C-96, Jagan Path Chomu House	jaipurcentral.rfc@gmail.com	rfc@12345
14	Jaipur(North) Road No.4, VKIA	jaipurnorth.rfc@gmail.com	rfc@12345
15	Sikar Ind. Area	sikar.rfc@gmail.com	rfc@12345
16	Jhunjhunu DIC Campus, RIICO Indl. Area	jhunjhunu.rfc@gmail.cm	rfc@12345
17	Dausa Near Tiwari Dharam Kanta Agra Road	dausa.rfc@gmail.com	rfc@12345
18	Kota	rfckota@gmail.com	rfc@12345

	A-209, Talwandi		
19	Jhalawar	jhalawar.rfc@gmail.com	rfc@12345
	DIC Campus, Kota Road		
20	Sawaimadhopur	sawaimadhopur.rfc@gmail.com	rfc@12345
	52, Indra Colony		
21	Tonk	tonk.rfc@gmail.com	rfc@12345
	Raghunath Palace		
22	Jaipur-South	jaipursouth.rfc@gmail.com	rfc@12345
	EPIP Ind.Area,		
	Sitapura		
23	Alwar	alwarbranch.rfc@gmail.com	rfc@12345
	DIC Building,		
	Near Phool Bagh		
24	Bhiwadi	bhiwadi.rfc@gmail.com	rfc@12345
	Udyog Bhawan		
	RIICO Chowk		
25	SO, Delhi	delhi.rfc@gmail.com	rfc@12345
	Bikaner House		
	Pandora Road		
26	Bharatpur	bharatpur.rfc@gmail.com	rfc@12345
	239, Krishna Colony		
27	Bikaner	bikaner.rfc@gmail.com	rfc@12345
	Chopra Katla, Rani Bajar		
28	Sriganganagar	sriganganagar.rfc@gmail.com	rfc@12345
	DIC Campus, Ind.Area		
29	Makrana	makrana.rfc@gmail.com	rfc@12345
	Vijay Palace		
30	Nagaur	nagaur.rfc@gmail.com	rfc@12345
	DIC Campus		
	Basni Road		