

RAJASTHAN FINANCIAL CORPORATION

Udyog Bhawan, Tilak Marg, Jaipur-302 005
(FMD DIVISION)

Ref.No.RFC/HO/F.11/25/270

Dated: 09.02.2015

CIRCULAR

Re: Guidelines Regarding Online Accounting Software and e-Mail IDs.

The Online Accounting Software being developed by M/s e-Connect Solution Pvt Limited is at advance stage of implementation. In the first phase the following Branch Offices whose voucher feeding have been completed upto date are being placed online for auto posting:-

Bhilwara, Alwar, Makrana, Sikar, Pali, Jhalawar, Rajsamand, Nagaur, Banswara, Balotra, Jalore, Jaisalmer, Tonk, Bikaner, Chittorgarh.

The other Branch Offices would also be placed online for auto posting once merging exercise is completed and vouchers are fed into the system upto date. After the auto posting results of each voucher can be viewed instantly online on real time basis. Therefore, all the Incharge of Branch Offices are advised to ensure that effect of each voucher is reflecting into the software correctly. They are also advised to ensure the following:-

1. The vouchers are fed into the software on day to day basis. No transaction should take place without feeding of the vouchers. As there is holiday on Saturdays, only the bank vouchers of Saturday may be fed on Monday.
2. Though there is a provision in the software for entering effective date transactions, but, it should be used in exceptional circumstances only. The results of effective date transactions are under observation; hence, it is the responsibility of the Branch Incharge to ensure that the results of these transactions are correct. If any error is found in

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the calculation, the same should be brought to the notice of head office so that the same can be got rectified with the help of Developer Company immediately.

3. Henceforth, there would be two tier system of voucher feeding. Each Branch Office would be provided two passwords as under:

- **End User Password:** This password would be allotted by the Branch Incharge to the official who is responsible for feeding of the vouchers. The user of this password would not be allowed by the system to approve the vouchers.
- **Branch Administrator Password:** This password must be kept by the Branch Incharge with himself only. He would be allowed by the system to edit and approve the vouchers. He can also delete the vouchers till it is approved. Care should be taken by him in approving the vouchers because once it is approved, it can not be deleted.

4. The passwords would be communicated to the Incharge of Branch Offices through their official email ids. They should change the password immediately for security reasons.

5. There is a system in the software for sending SMS and email alerts to the borrowers. Therefore, the Incharge of Branch Offices should ensure that data sheets are complete into the software in respect of all the borrowers and their mobile numbers and email address are updated. The data sheets are also required to be complete to generate information for sending to CIBIL on regular basis.

It has been observed that email ids allotted to the Branch Offices are not being used by the Incharge of the Branch Offices themselves and correspondence through the email ids are being made without approval of the Branch Incharge. Please note that the email ids have been allotted to the Incharge of Branch Offices/ Division Heads/ Section Heads to make communication smooth and faster. If this Id is used by any other official then it would be presumed that the correspondence has been made by the Incharge of Branch Offices/ Division Heads/ Section Heads or the

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correspondence bears approval of the concerned Incharge of Branch Offices/ Division Heads/ Section Heads without any excuse.

All concerned are directed to take a note of the above and ensure compliance. All concerned are also advised to ensure that results generated by the software are correct and free from errors so that the system may be opened for the borrowers to view their accounts online on real time basis.

Mw 9/2/15
(Maneesh Chauhan)
Managing Director

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