

RAJASTHAN FINANCIAL CORPORATION
(FR Section)

Udyog Bhawan,
Tilak Marg,
JAIPUR.

Ref.No.: RFC/23/FR/HO/Policy-27 / 243

Dated : 16 July, 2018

CIRCULAR

(FR - 761)

Reg : Budget allocation for Travelling and Hiring of taxies for the purpose of recovery and Business Promotion activities for the F.Y. 2018-19.

In order to ensure mobility of the officials of the Branch Offices for effecting recoveries as well as procuring business, it has been decided to allow hiring of taxi / alternative vehicle / Travel by own Car to the Branch Offices with the maximum financial limits per month as indicated hereunder on as and when required basis for the current financial year w.e.f. 01.07.2018 to 31.03.2019 :

Monthly monetary ceiling	Budget for BO for the remaining period (July, 2018 to March, 2019 i.e. 9 months	Branch Offices
Rs.6,000/-	Rs.48,000/- per Branch	Bhiwadi, Jaipur (Central), Jaipur (North), Alwar, Jaipur(South), Bhilwara & Kota
Rs.4,000/-	Rs.32,000/- per Branch	Pali, Bharatpur, Sikar, Kishangarh, Bikaner & Makrana.
Rs.3,500/-	Rs.25,000/- per Branch	Jhalawar, Sawai Madhopur, Chittorgarh, Abu Road & Sri Ganganagar,
Rs.9,000/- (Running exp. of vehicle)	Rs.73,500/- per branch	Jodhpur & Udaipur

Note :

1. Office vehicle of Jodhpur Branch will be shared between Jodhpur City and Jodhpur Rural for 15 days each.
2. Office vehicle of BO, Udaipur will be shared between Udaipur for 3 weeks and Rajsamand for one week.
3. Reimbursement of actual expenses incurred by the officials on local visits within city limits for recovery purposes or any other official work will be out of total monthly monetary ceiling not exceeding 25% of the total amount allowed to the BOs for hiring of Taxies.

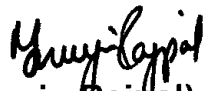
The aforesaid permission is granted with the following stipulations :

1. The Branch Offices will send output of the above facility monthly i.e. on 1st of next month in terms of achievement in the field of recovery and business to GM (Ops).
2. The Branch Offices will maintain a record of hiring of taxi and its use vis-à-vis recovery effected and business procured.
3. The Branch Office will also send details of expenditure incurred on the above heads i.e. Taxi hire / use of own vehicle / Expenditure on local visits on monthly basis to DGM (F&A) for budget monitoring purpose.

In addition to above, the following conditions are also stipulated :

1. The taxi may be hired on daily basis as and when required from private taxi owner/ firm / travel agency having vehicles registered as taxi in their names.
2. All taxes, except toll tax shall be borne by the individual owner/ contractor/ firm. Payment of toll tax shall be made on production of receipt.
3. All legal deductions, such as income tax (TDS), GST etc. shall be made as per law/rules applicable at the time of payment.

All concerned are advised to take a note of above and ensure that the targets in key areas of all the activities are achieved and record of vehicle and achievements are maintained.


(Manju Rajpal)
Managing Director

Copy to :

- 1.. Standard Circulation at Head Office.
2. All BOs / FCs.
3. DGM (GAD)/ DGM (F&A) H.O. Jaipur
4. Manager (Comp.)