

**RAJASTHAN FINANCIAL CORPORATION
(FR SECTION)**

Udyog Bhawan,
Tilak Marg,
JAIPUR

Ref. No : RFC/23/FR/HO/Policy-27/73

Dated : 04.05.2022

**CIRCULAR
(FR -792)**

Reg : Budget allocation for Travelling and Hiring of taxis for the purpose of recovery and Business Promotion activities for the F.Y. 2022-23.

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. 01.05.22 to 31.03.2023:

Branch Offices	Monthly monetary ceiling	Budget for BO for the remaining period (May, 2022 to March, 2023 i.e. 11 months)
Abu Road	6,000/-	66,000/-
Alwar	5,000/-	55,000/-
Bhilwara	5,000/-	55,000/-
Bikaner	6,000/-	66,000/-
Dausa	10,000/-	1,10,000/-
Jodhpur	11,000/-	1,21,000/-
Kishangarh	9,000/-	99,000/-
Kota	7,000/-	77,000/-
Pali	5,000/-	55,000/-
Sikar	4,900/-	53,900/-
Udaipur	7,000/-	77,000/-
Jaipur (Central)	4000/- (Running expenses of vehicle)	44,000/-
Jaipur (South)	4000/- (Running expenses of vehicle)	44,000/-
Bhiwadi	7000/- (Running expenses of vehicle)	77,000/-

24

Note :

1. 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.
2. The Vehicle of Jaipur (Central) shall be used by BO. Jaipur (South) for 15 days in a month i.e. First & Third week of the month.

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 to DGM (FR) and business to DGM (CAS).
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 hired / 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.



(Shakti Singh Rathore)
Managing Director

Copy to :

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