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RAJASTHAN FINANCIAL CORPORATION

Udyog Bhawan, Tilak Marg

JAIPUR-3002005

Ref.No.RFC/23FR/HO/Policy-28/ 3908

19th March, 2005

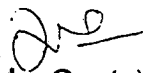
OFFICE ORDER

(FR No.338)

Since there are only 12 days left before the financial year 2004-05 rolls out and we have to achieve our targets of recovery, you are advised to direct all Branches of your jurisdiction to take the following steps in the remaining part of the current financial year:-

- (1) Branch offices/Regional Office shall remain open on holidays, except 26th March, 2005(Dhulandi).
- (2) The work related to recovery is to be disposed off on day-to-day basis and should not be kept pending for the next day. Visits to units allotted to individuals/team should be undertaken in day hours and office work be completed, may be, upto late evening.
- (3) Branch office and Regional Office officials shall not leave headquarters without prior permission from HO.
- (4) Decision of Empowered Settlement Committees shall be conveyed first on phone/fax, followed by letter. Therefore, action should be taken on telephone/fax message. No gestures for extension in time for deposits of settlement amount be made to HO.
- (5) The entire interest overdues need be recovered.
- (6) Targets of recovery particularly interest component must be achieved.
- (7) Attention is also drawn to the guidelines issued vide circular No.PA-21(1)/2956 dated 21.1.1998 on making watch and ward arrangements in the Branch Offices. In view of certain incidents occurring in some of the Branches, it is reiterated that due watch & ward and other safety measures be taken so that no mis-happening occurs.

Strict compliance is enjoined upon all concerned. Non-compliance will attract disciplinary proceedings.


(Rekha Gupta)
Chief General Manager(Dev.)

cc.to:

All Dy. General Managers(R), RFC.