

RAJASTHAN FINANCIAL CORPORATION

**Udyog Bhawan,
Tilak Marg,
JAIPUR**

Ref.No.RFC/23FR/HO/Policy-28/819

Dated: 05.07.2005

C I R C U L A R
(FR No. 350)

Reg: Inspection and monitoring of assisted units.

Instructions already exist for carrying out inspection and monitoring of assisted units and guidelines have also been issued from time to time in this regard. In order to make the system more effective and proper follow up, it is advised that the branch officials/DGM(R) shall carry out monitoring and inspection of assisted units as per prescribed norms without any fail and prepare report in the format as appended herewith.

The Branch Manager shall ensure proper record of inspection carried out. A register shall also be maintained showing details of inspection made by DGM(R), Branch Manager and all other officers. The information with regard to inspection carried out by the Senior Officers including DGM(R) shall be recorded in the same register which is maintained at Branch Office.

All concerned are advised to take a note of above for strict adherence.


(Karni Singh Rathore)
Chairman & Managing Director

Copy to:

1. All ROs/BOs/Sub Offices
2. DGM(A&I), WZ, Ajmer
3. Nodal Officers/Offices designated
4. Standard circulation

RAJASTHAN FINANCIAL CORPORATION

Name of Branch Office _____

Date _____

Time _____

INSPECTION REPORT

1. Name of the unit with address:

2. Name of the Promoter(s)

3. Outstanding as on _____

PND

POD

IOD

OM

Total

4. Date and amount of last payment received

5. Status of unit

: Running/Closed/Abandoned

6. Comments of visiting team for
regularisation of account/
affecting recovery/action
proposed for recovery.

Signature of Visiting Officer/Staff

7. Line of action in the case.

Manager/Dy. Manager(l/c)