

**RAJASTHAN FINANCIAL CORPORATION
(FR SECTION)**

Ref. No. RFC/F/FR/HO/Gen/~~P74~~/420

Dated : 15.02.07

**CIRCULAR
(FR No. 4 28)**

Sub : Visits of senior Officers to Branch Offices – format
for preparation of basic information about the
branch

It has been observed that the Branch Manager do not have basic information about the branch at the time of visit of senior Officers from HO. In order to have uniformity it has been decided that the Branch Managers should keep ready all the basic information in the enclosed format so as to facilitate the review of all the activities of the Branch Office during the visit of the senior Officers. All BO's should ensure that this information is updated on monthly basis so that even on sudden visits information could be made available for review. This information will also be useful for regular monitoring of Branch by DGM(R) s and BO's themselves.


(Purushottam Biyani)
GENERAL MANAGER (D)

Encl : a.a.

Copy to:

1. All ROs/BOs/Sub-Offices.
2. DGM(A&I), Western Zone
3. Standard Circulation at HO

RAJASTHAN FINANCIAL CORPORATION
BRANCH OFFICE : _____

BASIC INFORMATION

AS ON _____

1. Name of Branch Manager with date of joining in the Branch : _____
2. Total no. of Employees (in position) : DM___ AM___ 'B' Class___ "C" Class___
3. Categorisation of Portfolio : (Rs. in lac)

As on 31.3.06	No. of accounts	Prin.	Intt.	Total	As on date	No. of accounts	Prin.	Intt.	Total
Total portfolio					Total portfolio				
Std. a/cs					Std. a/cs				
Total NPA					Total NPA				
Sub. Std a/cs					Sub. Std a/cs				
Doubtful a/cs									
Deficit a/cs					Deficit a/cs				
Decreetal a/cs					Decreetal a/cs				
Written off a/cs					Written off a/cs				
NPA in cases sanc. After 1.4.2000					NPA in cases sanc. After 1.4.2000				

4. Progress in key areas

	Targets 2006-07	Achievements upto _____	Achievements during corresponding period of previous year	Total achievement 2005-06
BUSINESS PROMOTION				
SANCTION				
DISBURSEMENT				
TOTAL RECOVERY				
Principal				
Interest				
NPA RECOVERY				
DEFICIT RECOVERY				
SALE OF UNITS				

5. Number of units under possession

	Total No. of units under possession	Amount involved	Total no. of units for sale	Amount involved	No. of units under possession but not for sale	Amt. involved
As on 31.3.06						
As on date						

- A) Enclose a list of all officers/ employees showing their date of posting in the branch.
- B) Enclose a list of cases having over dues more than Rs. 10 lac.
- C) Enclose a list of all deficit cases along with action being taken for recovery in each case.
- D) Enclose a list of cases which have been sanctioned after 1.4.2000 and are NPA as on date, showing the amount overdue and action taken to upgrade these accounts.
- E) Enclose a unitwise list showing no. of attempts made for auction and a list showing reasons for units under possession but not put to auction.
- F) Enclose a list of accounts which were standard as on 31.3.06 as per assets classification and have been slipped to NPA, showing the reasons for slippage and action being taken to upgrade these accounts.
- G) Enclose a list of cases, in which recovery is stayed by Courts/ BIFR etc., showing O/S & date of stay.
- H) Enclose progress made in ongoing settlement schemes indicating no. of eligible cases, amount involved, cases registered, settled and amount recovered