

**RAJASTHAN FINANCIAL CORPORATION**  
**(FR SECTION)**

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

948

Dated : 23.11.2010

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**CIRCULAR**  
**(FR-641)**

**Reg : Reimbursement of conveyance expenditure incurred  
by the Officers on local visits, within city limits, for  
recovery purposes**

During the Branch Managers Meeting held on 07.10.2010 an issue was raised to adequately compensate the officers for the expenses incurred by them on local visits (within City limits) by their own vehicles for recovery purposes.

The issue has been examined and it has been observed that provisions already exist in P&G for reimbursement of conveyance expenditure. However, sometimes the expenses actually incurred are much higher than the standard provisions for reimbursement as such it has been decided that there is a need to adequately reimburse the expenses incurred on recoveries of Corporation dues by officers within the City limits for which Branch Managers are hereby authorized to reimburse the actual expenses incurred by the officers on visiting the places in all nook and corners by their own vehicles or taxis (auto rickshaw / rickshaw) subject to the following conditions :-

1. The reimbursement will be out of the total monthly monetary ceiling not exceeding 25% of the total amount allowed to the Branch.
2. The reimbursement will not exceed the per Km. rates prescribed in P&G.
3. The Officers claiming actual expenses incurred on undertaking local journeys (within City limits) will not be allowed reimbursement of conveyance expenditure for which they are eligible as per P&G provisions i.e. only one facility can be availed in a month.
4. The Branch Managers will reimburse the actual amount according to the journeys undertaken by individual officials on receipt of their visit reports.
5. A separate register will be maintained about the local visits showing the journey undertaken by the officials, outcome of the visit and the payment made. This register will be inspected by the Visiting Officers from Head Office.

All concerned are advised to make a note of above and ensure that the facility so provided is reflected in the achievements.

  
**(Arjun Ram Choudhary)**  
**Executive Director**

**Copy to:**

1. All BOs / SOs
2. DGM(A&I), (WZ), Ajmer / Jodhpur.
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