

Ref.No.RFC/F.23/FR/HO/Policy-27/ 918

Dated : 10.09.2015

CIRCULAR

(FR- 742)

Reg.: Budget allocation for Travelling and Hiring of Taxies for the purpose of recovery and Business Promotion activities for the FY 2015-16.

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. 01.09.2015 to 31.03.2016.

Monthly Monetary Ceiling	Total Ceiling for the remaining period (Sept.15 - Mar.16)	Branch Offices
₹ 12,000/-	₹ 48,000/-	Bhiwadi, Jaipur (Central), Jaipur (North), Alwar Kishangarh, Bikaner, Jaipur (South) and Kota
₹ 8,000/-	₹ 32,000/-	Chittorgarh, Abu Road, Sri Ganganagar and Bhilwara
₹ 5,000/-	₹ 20,000/-	Makrana, Pali, Jhalawar, Sawai Madhopur, Rajsamand, Banswara, Jalore, Balotra, Delhi, Sikar, Bharatpur and Jaisalmer
₹ 5,000/- (Running Exp. of Vehicle)	₹ 20,000/-	Jodhpur & Udaipur having office vehicle

Note

- (1) The budgetary expenditure for Facilitation Centers at Nagaur, Jhunjhunu, Dausa & Tonk are included in their respective nodal branches.
- (2) No separate budget will be provided for business promotion purposes.
- (3) The Branch officials can also use their own car for the above purpose within their jurisdiction for which reimbursement will be made @ ₹ 4.50 per KM as per TA Rules. The tour programme of officer other than Branch Incharge shall be approved by the Branch Incharge. The tour programme of Branch Incharge will be approved by concerned DGM (Operation).
- (4) 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 allowed as above.

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(Signature)

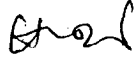
The aforesaid permission is granted with following stipulations :-

1. The Branch Offices will send output of the above monthly i.e. on 1st of next month in terms of achievement in the field of recovery and business to their respective DGM (Ops.).
2. The Branch Offices will maintain a record of hiring of taxi and its use vis-à-vis recovery effected and business produced.
3. The Branch Office will also send details of expenditure incurred on the above heads i.e. Taxi Hire/ Use of own vehicle / Expenditure on local visits on monthly basis to their DGM(FMD) 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), service tax 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.


(Sanjay Sharma)
Executive Director (Finance)

Copy to

- All DGM (Operations) for information and taking needful action
- DGM (GAD) / DGM (FMD) for information and necessary action
- All Branch Offices
- Standard circulation at HO.