

RAJASTHAN FINANCIAL CORPORATION

Udyog Bhawan
Tilak Marg
JAIPUR-302005

Ref: no. RFC/F.P&C/CIR./PR/2330

Dated: 14th June, 2000

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CIRCULAR**Sub: Policy matter regarding release of Notice Inviting
Tenders (NITs) and Advertisements**

In compliance of decision taken in the Senior Officers Meeting (SOM) held on 19th April, 2000, for consolidating guidelines, revised guidelines are being issued. With a view to carry out guidelines for releasing of NITs (Auction Notices with regard to sale of assets of industrial impounded units) and other advertisements in a systematic and uniform manner, the following policy guidelines are laid down in supersession of all PG, O&M and other circulars issued in the past pertaining to the subject mentioned above.

**1. Release of Notice Inviting Tenders (NITs) and
Departmental Advertisements:**

All types of advertisements and NITs, except Court Notices, shall be released from a single source i.e. P&C Section at Head Office. Display advertisements in print media and electronics media would be issued only with the prior approval of the CMD. However, NITs will continue to be published by P&C Section with the consultation of FR / ARRC Cell, HO.

2. Publication of Court Notices :

The Court Notices will be released in the newspaper/(s), as directed by the Hon'ble Court, by the Branch Manager concerned. If the Court Notices are required to be published from Head Office level as per the directions of Hon'ble Court, the concerned Section Head would send it to P&C Section for its publication indicating name of the newspaper (s).

**3. Business Promotion Campaign and Display advertisements
in Souvenirs / Magazines / Newspapers :**

Such advertisements shall be released with the prior permission of the
CMD.

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4. General Notices, Tender Notices and NITs:

a) General Notices and Tender Notices :

The Executive Director or the concerned General Manager or Section Heads are authorised to order for release of Tender Notice / General Notice through P&C Section.

b) NITs of Sale of Assets of the units :

GM(D) or DGM(ARRC) is authorised for releasing of NITs through P&C Section of Head Office.

5. NORMS FOR RELEASING OF NITs & ADVERTISEMENTS:

- a)** Each Regional Offices will send the list in each quarter to F&R Section at Head Office for releasing of NITs of the units under possession pertaining to their area. NIT of each Regional Office will be released once in each quarter of the financial year (not more than 4 times in a year). In case, need arises for issuing of NITs more than 4 times, prior approval of the CMD will be necessary.

FR / ARRC of Head Office would forward the list, consisting specific and requisite information about the units for sale to P&C Section after ensuring the correctness of the information. P&C Section will get DTP of the list. And after getting it approved from FR / ARRC, the NIT would be released by P&C Section.

- b)** Each Regional Offices will up-date the list of the units under Counter Sale and will send it to F&R Section at Head Office for releasing NIT wherever necessary.

c) Release of NIT of HO level cases :

Head Office level NIT will be published in one State level Hindi newspaper and in one National level English newspaper, as decided by GM(D) or DGM (ARRC), after approval of the CMD.

d) Release of NIT of Regional Office level :

- (i)** Invariably all NITs of units under possession of Branches within Regional Offices will be released in one 'A' category State level Hindi newspaper on roster system; second newspaper will be selected from 'B' category of State level Hindi newspapers by rotation provided that as and when need is felt, alternatively a "C" category newspaper may be chosen in respect of Regional Office Jaipur-I, Udaipur, Rajsamand, Jodhpur and Pall.

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- (ii) NIT of Regional Office, Alwar, will invariably be released in one 'A' category State level Hindi newspaper and in one National level newspaper on rotation basis.

6. PAYMENT :

- a) Bills relating to NITs / advertisements will be processed in P&C Section, HO, and will be sent directly to Accounts Section for payment.
- b) P&C Section may ensure that display advertisements are released within budgetary allocation and in case requirement of more budget arises, approval of the CMD be taken.
- c) Expenditure incurred on NITs for sale of the units would be equally booked among the units indicated in the Tender Notices and thereafter the vouchers be sent to concerned Branches by the Accounts Section.

7. ADVERTISING AGENCIES:

All NITs would be released through the approved Advertising Agencies, on rotation basis, which are on empanelment of the Corporation. Advertisement in souvenirs, magazines and newspapers etc. would be released through any approved Advertising Agency which provides better services / prepare the comparatively attractive advertisement design for publication.

All concerned are advised to take a note of above.

K. Singh

CHAIRPERSON & MANAGING DIRECTOR

Copy to :

1. All BOs / ROs / Sub-Offices / Zonal Office
2. Standard Circulation at Head Office.