

rfc/PGI 879

**RAJASTHAN FINANCIAL CORPORATION**

Udyog Bhawan  
Tilak Marg  
JAIPUR-302005

Ref: no. RFC/F.P&C/CIR./PR/ 2463

Dated: 19<sup>th</sup> September, 2000  
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**CIRCULAR**

**Sub: Decentralisation of publication work regarding release  
of Notice Inviting Tenders (NITs) and Advertisements**

The consolidated policy regarding release of Notice Inviting Tenders (NITs) and Advertisement was issued by rfc /PG Circular no. 868 dated 17-6-2000. In order to avoid delay in publication of the NITs of Branch Office and Regional Office level, it has been decided to modify the said policy guidelines as under 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) :**

- a) The NIT of Branch Office and Regional Office level shall, henceforth, be released by the Regional Office concerned.
- b) Head Office NITs will be released from the P&C Section (HO) after obtaining consent of General Manager (D) / DGM(ARRC)

**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 :**

All such advertisements shall be released by P&C Section, Head Office, with the prior permission of the CMD.

4. General Notices, Tender Notices etc. :

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.

5. NORMS FOR RELEASING OF NITs & ADVERTISEMENTS:

a) Branch Office / R.O. level NITs :

- i) Each Regional Offices will prepare a complete list of the units under possession to be auctioned of their jurisdiction in the prescribed format of NIT as per the guidelines issued by FR / ARRC Division of Head Office.
- ii) The said NIT will be finalised and approved by the DGM(R) concerned in respect of units to be auctioned at Branch Office / Regional Office level.
- iii) Approved NIT would be released for publication directly to the Newspaper concerned, after ensuring that the DTP has been prepared in minimum possible space.
- iv) Each Regional Office would release BO / RO level NIT once in a quarter of the Financial Year (not more than four times in a financial year). In case need arises for issuing of NITs more than four times, prior approval of CMD of the Corporation is necessary.
- v) After release of NIT, a copy of the published programme in the newspaper (s) should invariably be sent to GM (D) / DGM (ARRC) and DGM (P&C) at Head Office for record.

B) Head Office level NIT :

- i) Head Office level NIT will be prepared and finalised by GM(D) / DGM(ARRC) and thereafter be published by P&C Section, HO.
- ii) HO level NIT would be released once in a quarter of the Financial Year (not more than four times in a financial year). In case need arises for issuing of NITs more than four times, prior approval of CMD of the Corporation is necessary.

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C) NIT of the units under 'Counter Sale Scheme' :

Each Branch Office will update the list of units under Counter Sale Scheme to be auctioned at Branch Office / Regional Office level and will send it to the DGM(R) concerned for release of NIT once in a financial year. In case need arises for issuing of NITs more than one time, prior approval of CMD of the Corporation is necessary.

6. Selection of Newspaper (s) :

a) For release of BO / RO level NIT :

- (i) Invariably all NITs of units under possession to be auctioned at Branch Office and Regional Office level will be released in one 'A' category State level Hindi newspaper on roster system. Second newspaper can be selected from 'B' category of State level Hindi newspapers by rotation except ROs indicated below provided its necessity is felt by the DGM(R) concerned. However, a "C" category newspaper can be chosen in respect of Regional Office Jaipur-I, Udaipur, Rajsamand, Jodhpur and Pali if necessity is felt by DGM(R) concerned.

Category of the Newspapers :

- Category 'A' : 1. Rajasthan Patrika (All edition of Rajasthan)  
2. Dainik Bhaskar (All edition of Rajasthan)

- Category 'B' : 1. Dainik Nav Jyoti (All edition of Rajasthan)  
2. Rashtradoot (All edition of Rajasthan)

- Category 'C' : 1. Samachar Jagat (Jaipur Edition)  
(For Jaipur RO - I)  
2. Pratah Kaal (Udaipur Edition)  
(For R.O. Udaipur and Rajsamand)  
3. Jalte Deep (Jodhpur Edition)  
(For R.O. Jodhpur and Pali)

NOTE : Publication of NITs in Category 'C' newspapers mentioned above shall be considered only on DPR rates.

- (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.

b) **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.

7. **PAYMENT :**

- a) Bills relating to NITs of BO / RO level will be processed for payment by the concerned Regional Office. The bills would be examined thoroughly and carefully and passed for payment by equally debiting the expenditure amongst the units indicated in the NIT.
- b) Bills relating to NITs / advertisements of HO level will be processed in P&C Section, HO, and will be sent directly to Accounts Section for payment. The expenses would be equally debited amongst the units put to auction and will be intimated by the Accounts Section to the Branch Office concerned immediately after release of payment.
- c) 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.

**NOTE :**

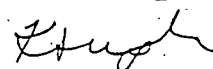
- 1. Service Tax, if any charged by the Ad.Agency / Newspaper in their bill shall not be considered for payment.
- 2. Ensure that eligible income tax deduction (TDS) is made on eligible payment before remitting to concerned Ad.Agency / Newspaper.

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8. ADVERTISING AGENCIES:

HO level 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.



(SMT. KUSHAL SINGH)  
CHAIRPERSON & MANAGING DIRECTOR

Copy to :

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

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