

RAJASTHAN FINANCIAL CORPORATION
(Credit Appraisal Section)

Udyog Bhawan
Tilak Marg
Jaipur-302 005

Ref. RFC/LA-13 (3)/300

Date : 19.05.2010

CIRCULAR
(LA No. 539)

Reg. : Forwarding of loan applications to HO

Time and again it has been observed that field offices are forwarding incomplete loan applications without the required documents as per standard check list circulated vide Circular No. RFC/LA-13(7)/1077 dt. 13.10.09. In the Branch Managers Conference held on 7.5.10 it has been decided that loan applications should be forwarded to HO only after depositing of requisite loan application fee and all the required documents as per the above said circular.

Henceforth all the requirement/formalities/documents regarding the loan application are to be got completed by BOs so that applicants/representatives need not visit HO for this purpose nor the HO officers shall call these parties for such purposes. Violation of these directions shall be viewed seriously.

All concerned are advised to take a note of above and ensure compliance with immediate effect.

Sd/-
(G.S. Sandhu)
Chairman & Managing Director

Copy to :

1. Standard circulation at HO.
2. All Branches/SOs
3. DGM(A&I), Eastern & Western Zones.