

RAJASTHAN FINANCIAL CORPORATION
(Credit Appraisal Section)Udyog Bhawan
Tilak Marg,
Jaipur-302 005

Ref. RFC/LA-13 (4)/ 1396

Dated : 14.12.2010

P&G CIRCULAR
(LA No. 560)Reg. : Loan application fee & forwarding of loan application
to HO.

Attention is invited to P&G Circular No. 1315 dated 19.05.2010 vide which it has been directed that all the requirement/formalities/ documents regarding loan application are to be got completed by BOs before forwarding the loan application to H.O.

It has been again observed that the BOs are forwarding incomplete loan applications without required documents as per standard check list circulated vide P&G circular No. 1340 dated 28.07.2010.

It is also observed that the BOs are accepting the incomplete loan application by charging 50% loan application fee, where as clear-cut instructions are issued vide P&G circular No. 1344 dated 25.08.2010. The matter was also discussed in the BM's Conference held on 2nd and 3rd, Dec., 2010 and it was advised BMs to charge application fee as per PG circular No. 1344 dated 25.8.2010 and send complete loan application with all required documents to HO as per check list.

It has also been decided that henceforth the application fee shall be refunded to the extent of 50% of application fee deposited excluding service tax & education cess in those cases where the loan application is registered @ 50% loan application fee and closed later on.

Therefore, once again all concerned are directed to follow the guidelines issued vide P&G circular No. 1315 dated 19.05.2010 & P&G circular No. 1340 dated 28.07.2010 strictly and ensure compliance. Violation of these directions shall be viewed seriously.

sd/-
(A. R. CHOUDHARY)
EXECUTIVE DIRECTOR

Copy to :

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