

RFC/P&G/1500

RAJASTHAN FINANCIAL CORPORATION
(Credit Policy & Business Development Division)

Udyog Bhawan, Tilak Marg,
JAIPUR-302 005.

Ref. No. RFC/LA-13(3)/158

Dated : 12.02.2016
T8

CIRCULAR
(CPBD No. 28)

Reg : Processing of loan applications at HO

As per prevailing guidelines, "the loan applications for loan amount above Rs.150.00 lac are being processed / appraised / sanctioned at HO.

Immediately after registration of application at HO, the loan cases are taken up by Appraisal Team. The Appraisal Team examines the case at the earliest and prepares a Note on Key Factors, (NKF i.e. PC&CC Key Note), in the prescribed proforma. NKF is put up by the Appraisal Team before PC&CC.

After clearance of PC&CC and having determined key issues, detailed processing of the case is taken up by the Appraisal Team keeping in view the guidelines / norms of appraisal laid down by the Corporation. The proposal for extending loans is finalized by the Appraisal Team in consultation with DGM and thereafter the same is put up before General Manager for approval. Thereafter, the same is put up before PC&CC for consideration for sanction."

The processing of loan application at HO was reviewed and discussed in PC&CC meeting held on 11.01.2016. It was recommended by PC&CC that all the Notes on Key Factors (NKF i.e. PC&CC Key Note) of loan cases will be prepared by the Appraisal Team and approved by DGM (Operation) to place the same before PC&CC for prior clearance.

The PC&CC also recommended that detailed processing of the case be taken up by the Appraisal Team keeping in view the guidelines / norms of appraisal laid down by the Corporation. The proposal for extending loans is finalized by Appraisal Team in consultation with concerned DGMs. The Appraisal Note will be put up before the PC&CC for consideration duly recommended and approved by the officers as follows:

Sl. No.	PC&CC Chaired by	Appraisal note to be approved by	Appraisal note to be recommended by
1.	Managing Director	Executive Director	Appraisal team, DGM (Op) and GM (Op)
2.	Executive Director	General Manager (Op)	Appraisal Team and DGM (Op)
3.	General Manager (Op)	DGM (Op)	Appraisal Team

All concerned are advised to make changes in the PG at appropriate place and act accordingly.

Mu 18/2/16
(Maneesh Chauhan)
Managing Director

Encl. : As Above.

Copy to:

1. Standard Circulation at HO.
2. All BOs / Facilitation Centres.

OA
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