



राजस्थान वित्त निगम

मुख्यालय: उद्योग भवन, तिलक मार्ग, सी-स्कीम, जयपुर

H.O.: Udyog Bhawan, Tilak Marg, C-Scheme,
JAIPUR-302005

Ref. No RFC/F/PA-9(6)/1563

Dated : 13.12.2018
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ORDER

(P&A-743)

As part of organizational restructuring, the Branch Office, Chittorgarh is hereby merged with BO, Bhilwara with immediate effect:

The premises occupied by the BO, Chittorgarh in District Industries Center will not be vacated and same will be used for weekly campaign for RFC Activities. For the purpose, an officer from Branch Office, Bhilwara shall be deputed to visit one day in a week to Chittorgarh.

The existing in-charge of the BO, Chittorgarh will be solely responsible for the safe shifting of records / files / vouchers / ledgers/ loan documents, computer hardware, furniture and fixtures etc. under the overall supervision of the BO, Bhilwara for which the following line of action may be taken:-

- i) Inventory of furniture & fixture, equipments, documents in safe custody, files & records etc. is to be prepared and verified and charge to be handed over to BO, Bhilwara in which it is to be merged. The Branch Manager will also carefully verify and take the charge of the records / files / furniture & fixtures / loan documents etc. Copy of such charge handover / taken over report shall also be forwarded to GM and concerned sections at HO.
- ii) All dues including water & electricity bills to be settled and cleared with the owner of the premises and documentary proof be sent to GAD at HO. All pending market & other dues / liabilities such as Photostat, taxi, repairs & maintenance, watch & ward bills etc are also required to be cleared before shifting.
- iii) Telephone / Broad Band connection to be got disconnected and documentary proof be sent to GAD at HO.
- iv) Estimated expenses for shifting are to be got approved from DGM (GAD), HO

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- v) Information about new address should be sent to the District Administration, RIICO, other Govt. Deptts., Industries Associations, Banks and all concerned.
- vi) All surplus / obsolete / unserviceable stores may be disposed off in accordance with the guidelines / circulars in this regard.

Administrative orders for placement of officers and staff are being issued separately.

Necessary guidelines regarding maintenance and transfer of accounts in view of aforesaid re-organization of Branch Office shall be issued separately by GM.

All concerns are advised to take a note for compliance.


(Urmila Rajoria)
Managing Director

Copy to:-

1. All BOs / Facilitation Centers
2. Standard circulation at HO
3. PA to MD/ED
4. GM(D) / GM(Ops.) / DGM(GAD)