

Ref. No RFC/F/PA-9(6)/383

Dated 22.07.2021

ORDER
(P&A-975)

As a part of organizational restructuring, under-mentioned Branch Offices/ Facilitation Centre are hereby merged with effect from 01.10.2021:-

S.No.	Name of Branch (to be merged)	Name of Merger Branch
1	Bharatpur	Dausa
2	Sawaimadhopur	Kota
3	Sriganganagar	Bikaner
4	Jhalawar	Kota
5	Jhunjhunu (FC)	Sikar
6	Makrana	Kishangarh
7	Jodhpur-II	Jodhpur
8	Jaipur(North)	Jaipur(Central)

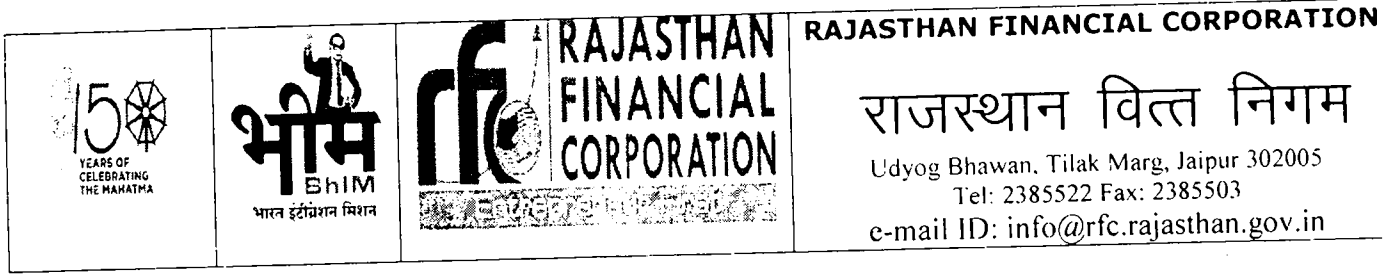
Looking to the business potentiality, the categorisation of remaining branches will be as under:-

S.N.	Category	Name of Branch
1.	A	Jaipur(Central), Jaipur(South), Jodhpur, Udaipur, Kota & Bhiwadi
2	B	Bikaner, Kishangarh, Alwar, Bhilwara, Abu Road, Pali, Dausa and Sikar

The existing in-charge of the concerned branch being merged 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 concerning Branch Manager of the branch in which it is to be merged branch for which suggested line of action is as under and same is to be done before 01.10.2021:-

- i) Inventory of furniture & fix ure, equipments, documents in safe custody, files & records etc. is to be prepared and verified and charge to be handed over to the Branch Manager of the branch in which it is to be merged, who 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 (Operations) 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) After shifting and vacating the existing premises, the possession of the premises so vacated may be handed over to the owner under intimation to GAD.
- v) Estimated expenses for shifting are to be got approved from DGM (GAD), HO.
- vi) Information about new address should be sent to the District Administration, RIICO, other Govt. Depts., Industries Associations, Banks and all concerned.
- vii) Notice be displayed at the existing office premises about the new address of the Branch Office.
- viii) 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 Offices shall be issued separately by GM(D).

All the concerned are advised to take note for ensuring compliance.


(Shakti Singh Rathore)
Managing Director

Copy to:-

1. All BOs
2. Standard circulation at HO
3. GM(D) / GM(Ops.) / DGM(GAD)