RAJASTHAN FINANCIAL CORPORATION  
(Credit Policy & Business Development Division)  

Udyog Bhawan,  Tilak Marg,  
JAIPUR-302 005.  

Ref. No.RFC/LA-13(3)/16  
CIRCULAR  
(CPBD No.2  
Reg : Processing of loan applications at HO)  

Dated : 12.02.2016  

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:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>PC&amp;CC Chaired by</th>
<th>Appraisal note to be approved by</th>
<th>Appraisal note to be recommended by</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Managing Director</td>
<td>Executive Director</td>
<td>Appraisal team, DGM (Op) and GM (Op)</td>
</tr>
<tr>
<td>2.</td>
<td>Executive Director</td>
<td>General Manager (Op)</td>
<td>Appraisal Team and DGM (Op)</td>
</tr>
<tr>
<td>3.</td>
<td>General Manager (Op)</td>
<td>DGM (Op)</td>
<td>Appraisal Team</td>
</tr>
</tbody>
</table>

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

End. : As Above.

Copy to:

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

(Signed)  
Maneesh Chauhan  
Managing Director