RAJASTHAN FINANCIAL CORPORATION
Udyog Bhawan, Tilak Marg, Jaipur
(FR-ARRC)

Ref.No.RFC/HO/FR-ARRC/567 Dated: 03.7.2009

CIRCULAR
(ARRC No. 167)

Sub: Security of Assets taken into possession.

To avoid any possibility of theft in the unit under possession of the Corporation as well as to avoid / minimize any type of allegations, it has been decided that Branch Manager to ensure following for security of assets:

1) While preparing inventory maximum details of the assets taken into possession should be given including main parts of machines.

2) As far as possible security guards should be taken through Security Agencies of Ex-servicemen.

3) Security guards may be changed at regular intervals say 2/3 months.

4) Security Agency may also be changed at regular intervals say 6 months, if the Corporation has not entered into an agreement with security agency.

5) During possession photograph as well as videography of complete assets may be done from inside as well as from outside.

6) All units under possession may be allocated amongst Branch Officers / staff who will inspect the unit at least once in a month and submit report to the Branch Manager. The concerned officer / staff shall also be responsible for searching suitable buyer for the unit as well as to see that the unit is revived by way of sale / settlement at the earliest.

7) Once in a quarter, Branch Manager will also inspect the unit from security point of view and the report may be forwarded to General Manager (Dev.). If no report is received by GM (D) / BM, it will be presumed that every thing is ok and there is no theft and nor any adverse happening in any of the units of the concerned BO.
8) To minimize theft of electric motors and other small machines / parts, the possession team/Branch Manager may decide to weld nut-bolt of all the electric motors and other items which are theft prone but without damaging the machine / part.

9) It is mandatory to get the insurance against theft for the P&M, Furniture & Fixtures of all units taken over into possession u/k 29 or 32(G).

All concerned are advised to make a note of above for compliance.

(A.K. Garg)
Chairman & Managing Director

Copy to:

1. DGM(A&I), WZ, Jodhpur.
2. DGM(A&I), CZ, Ajmer
3. All BOs / SOs.
4. Standard Circulation at HO.