CIRCULAR
(FR-730)

Reg: Budget allocation for hiring of taxies for the purpose of recovery and Business Promotion activities for the F.Y. 2014-15

In order to ensure mobility of the official of the Branch Offices for effecting recoveries as well as procuring business, it has been decided to allow hiring of taxi’s / alternative vehicles to the Branch Offices with the maximum financial limits per month as indicated hereunder on as & when required basis for the current financial year 2014-15 w.e.f. 1st December, 2014:

<table>
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<th>Monthly monitory ceiling</th>
<th>Branch Offices</th>
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<td>Rs.9,000/-</td>
<td>Jaipur (South), Jaipur (Central), Jaipur (North), Kishangarh, Bhiwara, Kota, Alwar, Bharatpur and Bikaner</td>
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<td>Rs.5,000/-</td>
<td>Pali, Jalore, Delhi, Bharatpur, Nagaur, Sikar, Sawaimadhopur, Rajsamand, Chittorgarh, Banswara, Dausa, Tonk, Makarana, Sriganganagar, Jaisalmer, Jhalawar and Jhunjhunu.</td>
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Note:
1. Vehicle at Jodhpur BO will be shared with Balotra (FC) on need base basis.
2. No separate budget will be provided for business promotion purposes.
3. Reimbursement of actual expenses incurred by the officers on local visits within city limits for recovery purposes or any other official work will be out of total monthly monitory ceiling not exceeding 25% of the total amount allowed to the Branch Offices for hiring of taxis.

The aforesaid permission is granted with the following stipulations:

1. BO Jaipur (Central) will also provide the vehicle for the purpose of regular follow up of 32(G) cases pending with the Revenue Authorities at Jaipur within the above monitory ceiling.
2. This facility will be available w.e.f. 01-12-2014 to 31-03-2015.
3. The Branch Offices will send output of the above facility monthly i.e. on 1st of next month in terms of achievement in the field of recovery and business.
4. The Branch Offices will maintain a record of hiring of taxi’s and its use vis-à-vis recovery effected and business procured.
In addition to above, the following conditions are also stipulated:

1. The committee may consider obtaining quotation from an individual owner, firm travel agency having vehicles registered as taxi in their names. The vehicle should not be more than 5 years old, the committee should try to have comparatively a new model.
2. All taxes, except toll tax shall be borne by the individual owner/contractor/ firm. Payment of toll tax shall be made on production of receipt.
3. All legal deductions, such as income tax (TDS), service tax etc. shall be made as per law/rules applicable at the time of payment.
4. A format of log sheet to be maintained and template showing broad conditions of contract for hiring of vehicles are enclosed.

All concerned are advised to take a note of above and ensure that the targets in key areas of all the activities are achieved and record of vehicle and achievements are maintained.

Copy to:
1. All DGM(Operations) for information and taking needful action.
2. DGM (GAD) / DGM (FMD) for information and necessary action.
3. All BOs
4. A&I Office : Ajmer and Jodhpur
5. Standard Circulation at Head Office.
Overall comments of the GM(Ops) on each of the functional responsibilities as per the illustrative list.

Section-A (To be supervised by Executive Director through GM(Operations))

Sub: FR-731, Reg: Monitoring of Doubtful and Loss Assets

Dear Sir,

In reference to review the progress of recovery in NPA cases, the BoSs were required to complete the information in the enclosed Excel sheet (Circulated vide FR-731 dated 23.01.15). You are advised that the updated information should be sent by 15th of following month of the quarter closed.
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Licensed Opening Balance