

Ref.No.RFC/F.PA-9(6)/ 2558

Dated: 18.03.2016

ORDER
(HRD No. 505)

Reg : Re-organization of sections at HO on functional activities basis.

A proposal for Re-organization of various sections at HO with a view to facilitate the monitoring of activities properly and for proper allocation of work amongst senior officers, was placed before the Board in its meeting held on 29.12.2015. Consequent upon the Boards approval, it has been decided to create following sections at HO on functional activities basis in place of the existing 'operations' system from 01.04.2016:-

SN	Name of sections	Work entrusted	To be headed by
1	Credit Appraisal	Loan appraisal, Good borrowers cases, formulation of polices pertaining to loan appraisal and Good borrowers cases, review of restrictive lists, approval of P&M suppliers. Any other work related to loan and Good borrower advances assigned by MD/CMD.	DGM(CAS-I) and DGM(CAS-II)
2	Finance & Accounts	Financial Management and maintenance of accounts, Online Computerization, Disbursement Policy, norms of valuation, monitoring of project implementation. Any other work related to Finance and accounts assigned by MD/CMD.	DGM(F&A)
3	Business Promotion	To carry out Business Promotional activities, obtaining feedback from the entrepreneurs / loanee, all public relation activities. Any other work assigned by MD/CMD.	DGM(BP)

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4	Personnel Administration &	All the matter pertaining to administration & Personnel related to staff of the Corporation. Any other work assigned by MD/CMD	DGM(P&A)
5	Vigilance and Training	Vigilance and Training matters. Any other work assigned by MD/CMD	DGM(Vig)
6	Law & RTI	All legal matters including procedure of Execution of documents, examination of title documents, Ligation matters, RTI etc, to ensure hassle free execution of legal work in the Branches. Any other work assigned by MD/CMD	DGM(Law-RTI)
7	Follow up & Recovery	Matters related to recovery, postponement, deferment and reschedulement of loan, risk management, One Time Settlement, Rehabilitation and revival of sick units, Deficit, Decretal cases, Asset Reconstruction, Possession of units, Sale of units etc. Any other work assigned by MD/CMD.	DGM(FR-I) and DGM(FR-II)
8	General Administration Department	Maintenance of Buildings, Procurement and supply of stationery, furniture & fixture, office equipments, Liveries, crockery and other Misc items etc, preservation and weeding out of record. Vehicle pool. Central Receipt & Dispatch. Any other work assigned by MD/CMD	DGM(GAD)

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9	Audit & Inspection	Audit & Inspection, AG, PUC, Vidhan Sabha etc. Any other work assigned by MD/CMD.	DGM(A&I)
10	Planning and Co-ordination and Public Relation	Liaison with State Government, Compilation of Statistics conducting PC&CC, review meeting etc. and other meeting /conferences. Any other work assigned by MD/CMD.	DGM(P&C)

The post of General Managers will continue to be designated as GM(Operation) and GM(D). The work of SB cell and ACR cell shall be directly looked after by Secretary to Board.

MD has been authorized by the Board to create / re-create sections at HO and to post DGMs as Branch Head on need based basis.

After dissolution of operations, the files related to loans, finance & disbursement, recovery and credit policies etc. will be transferred to the designated sections immediately. It is enjoined upon to all the DGM (Ops) that they will ensure the preparation of the lists of file which are to be transferred from their respective 'Operations' to the newly created functional sections, by obtaining receipts. One copy each of the lists will be sent to GM(Op) and GAD Section. In future, if any file is found missing than the concerned DGM(OP) shall be held responsible for it.

All concerned are advised to take a note for compliance & ensure that transfer of files is complete by 11.04.2016.

Maneesh Chauhan
(Maneesh Chauhan)
Managing Director

Copy to :

1. All section heads at HO
2. All BOs