



**RAJASTHAN FINANCIAL CORPORATION**

राजस्थान वित्त निगम

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## C I R C U L A R

### **Reg.: Guidelines regarding maintenance and transfer of accounts in view of merger of BOs/FCs with nearest Branch Offices.**

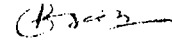
Attention is invited Order No. RFC/F/PA-9(6)383(P&A-975)\dated 22.07.2021 vide which some Branches / Facilitation Centres have merged with other nearby Branches.

In pursuance of Order No. RFC/F/PA-9(6)383(P&A-975) dated 22.07.2021 necessary guidelines regarding maintenance and transfer of accounts are hereby issued as follows -

- (A) **Merger of Branch Offices/Facilitation Centres (FCs)** : Collections in the account (Collection A/C) of the respective BOs/FCs to be remitted to Main Account of PNB at Nehru Place Branch Jaipur (UCO bank in case of Makarana Branch and ICICI Bank in case of Jhalawar Branch) and entire funds should be remitted prior to 30.09.2021. The collection account of merging BOs & FC shall be closed after ensuring that all cheques under realization have been credited and entire funds have been remitted to HO Collection Account.
- (B) All the Assets and Liabilities of the merging BOs/FCs may be transferred to respective Merger Branch after finalization of Books of Accounts for the FY 2020-21.
- (C) Income and Expenditure needs to be made Zero and transferred to P&L A/c by merging BOs/FCs to respective Merger Branch after finalization of Books of Accounts for the FY 2020-21.
- (D) Profit & Loss A/c balance (Debit/Credit) to be transferred to HO by merging BOs/FCs.
- (E) The Cash Book of merging BOs/FCs should be closed. Thereafter no cash transactions should be made for any purpose by merged BOs/FCs.

- (F) **Loanee Accounts** : Branch Offices / Facilitation Centres should pass all entries of the current FY 2021-22 and ensure that no transaction for the current FY 2021-22 (upto 30.09.21) are pending in these accounts. If needed, rectification vouchers to be passed in current FY 2021-22 upto 30.09.2021. Thereafter, all loan accounts should be transferred to respective BOs/FCs by HO.

All concerned are advised to take a note of above and ensure strict compliance.



**( R. B. Jain )**

General Manager (Dev.)

**Copy to :**

- (1) Concerned Merging Branch Offices / Facilitation Centres
- (2) Concerned Merger Branch
- (3) Standard Circulation at HO.

✓ (4) DGM (MS), HO, Jaipur with the advise that loanee accounts related to BOs/FCs be shifted to their merger BOs on 01.10.2021.