

RAJASTHAN FINANCIAL CORPORATION
(Accounts Section)

Udyog Bhawan,
Tilak Marg,
Jaipur-302 005

Ref. No. RFC/F.11(148) | 99

Dated:- 24.08.2009

C I R C U L A R

Sub:- Guidelines for Cash Transactions

In order to have proper control over the cash transactions and other related activities, guidelines have been issued vide circular No. RFC/F.11(148)61 dated May 4,2004, in addition to all existing guidelines issued there before. A follow up circular has also been issued vide circular No. RFC/F.11(148)/1087 dated 31.03.2008 for compliance of the guidelines.

It is noticed that for want of reporting system by the branch offices, methodology laid down in the circular dated 04.05.2004 could not be monitored, therefore, it has been decided that the Branch Manager should submit a report on quarterly basis certifying that a surprise check and physical verification of cash has been carried out by him in compliance of circular dated 04.05.2004. He would submit a certificate in the following format on quarterly basis to DGM(Accounts).

"It is certified that I have physically verified the Cash Balance of Branch Office as per circular dated 04.05.2004. It is further certified that the cheques which were to be lodged with the banks for collection of Corporation dues were deposited with the respective bank on due date or one day prior to the date of cheque in compliance of directions issued by the Head Office in this regard".

Kindly make a note of above and ensure compliance.

31 - 24 Aug. 09
(Suresh Singhal)
Financial Advisor

Copy to:-

1. All BOs/SOs
2. All A&I Zones
3. Standard circular at HO
4. All Nodal Officers with an advice to verify cash physically by carrying out surprise check and put their signatures on the Cash Book.