

**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.

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- 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/s 29 or 32(G).

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

  
(A.K. Garg)  
Chairman & Managing Director

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

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