

RAJASTHAN FINANCIAL CORPORATION  
(ARRC)  
Udyog Bhawan, Tilak Marg,  
JAIPUR-302005

Ref.No.RFC/ARRC/Gen.II/ 454

Dated : 8th July, 2002

CIRCULAR  
(ARRC-47 )

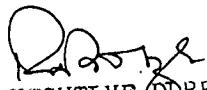
Reg : Proper watch of assets under possession

With a view to having close watch on the units under possession, guidelines were issued vide Circular No.ARRC-10 dated 20.9.2000 directing to entrust such units to the officers posted in the Branch Office for close watch and ensure safety of the assets impounded. It has been observed that in some of the Branch Offices, either units under possession have not been hither-to allotted to officers or officers concerned are not adhering-to the guidelines.

It is, once again, emphasized that :-

- i) Assets under possession of the Branch Office should immediately be entrusted to the officers posted in the B.O. for effective monitoring.
- ii) It would be onus of the officer concerned to keep the assets impounded intact and they need to visit such units from time to time and submit brief report to Branch Manager enabling him to protect the interest of the Corporation.
- iii) In the event of removal/theft of the assets, immediate action with regards to lodging of FIR has to be taken.
- iv) Officer concerned should ensure that encroachment on the land & building under possession of the Corporation does not take place. If so, required action need to be initiated without loss of time.

All concerned are advised to ensure strict compliance of the directions.

  
EXECUTIVE DIRECTOR

Copy to :

- (1) GM(WZ), RFC, Jodhpur
- (2) All Regional Offices/Branch Offices/Sub-Offices
- (3) Dy.GMs(A&I), Eastern & Western Zones, Ajmer/Jaipur
- (4) Standard Circulation in Head Office