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RAJASTHAN FINANCIAL CORPORATION
HO: UDYOG BHAWAN, TILAK MARG, JAIPUR-302005


Ref.No.RFC/F.Law-3/LPM/9/555

Dated: 24th March, 2009**CIRCULAR**
(Conv. Cir. No. 24...)**Sub: Periodical physical verification of the security documents Kept in the safe custody**

From time to time field offices have been directed to carry out physical verification of original documents kept in safe custody and in case documents are found missing the Branch Managers were advised to lodge FIR with the Police Station after conducting Preliminary Enquiry within two days

As the matter of safe custody of Security Documents is of the great significance, hence as per the recommendations of the SIDBI now it has been decided that henceforth physical verification of all the security documents kept in the envelopes of the borrowers of the Corporation will be carried out annually in the month of April every year by a team of atleast two officers under the supervision of the Branch Manager and the Branch Manager will furnish a certificate thereof to Head Office alongwith the outcome of the inspection with follow-up action taken, in confidential covers addressed to the Manager(I/C-Law), HO latest by 15th May every year positively.

All the concerned are advised to ensure strict compliance of this Circular, failing it shall be viewed seriously.


(Pawan Arora)
Executive Director

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