



राजस्थान वित्त निगम

मुख्यालय : उद्योग भवन, तिलक मार्ग,

सी-स्कीम, जयपुर-302 005

Phone No. 0141-2385522

H.O.: FAX: 0141-2385503 E-mail : info@rfc.rajasthan.gov.in

Website : www.rfc.rajasthan.gov.in

Dated : 22 February, 2016

Ref.No.RFC/F.Law-3(76)/ 177.

CIRCULAR

(Conv. 52)

Sub.: Scanning of Security documents.

The work of online computerization for accounts is now complete and other functions for online computerization are under active process. In the array, it has been decided that all the loan and security documents being kept by the Corporation at different level of offices of the Corporation should also be kept in digital manner in the computer software through scanning, uploading and retaining the same in the computer Hard Disk as well as CD Format.

All the documents lying in "Security Envelopes" are required to be scanned and uploaded in the accounting software in three parts (three separate files in one folder in the name of borrower unit) namely as follows :-

- (I) Loan Agreement & Guarantee related documents.
- (II) Title documents
- (III) All other documents

It is further decided that security documents for all the new cases should immediately be scanned and uploaded in the software after execution of the loan documents/ further loan documents / tripartite agreements / modification deed etc. and for the documents which have been executed in past and having live documents are also required to be scanned in time bound manner and complete this task within a period of **two months**. Besides this, the photographs of key promoters are also to be uploaded at the specified space in the software. **It is reiterated that procedure for movement of Security Documents should be strictly followed while taking out the documents from the Envelop for the purpose of scanning.**

Initially Branch Office Jaipur (Central), Jaipur (North) and Jaipur (South) are directed to complete the scanning work as above for which an initial Budget of Rs. 2,000/- to each BO is given for the purpose. The Branch Offices are advised to negotiate the rates for the work with atleast three service providers. Request for additional budget may be sent to FMD, HO after utilization of Rs. 2,000/-.

All concerned are directed for compliance of the above.


(Maneesh Chauhan)
Managing Director

Copy to

1. All Branch Offices / Facilitation Centres
2. Standard circulation at HO.