

Ref. No. RFC/PA-9(6)/ 1701

Dated : 15.09.2014

ORDER
(HRD-32)

As a part of organizational restructuring, undermentioned Branch Offices / Sub-offices are hereby merged with immediate effect, in the Branch Offices located at the places indicated below :-

S. No.	Name of BO / SO to be merged	Branch Office in which it is to be merged
1	Bundi	Kota
2	Baran	Kota
3	Karauli	Sawaimadhopur
4	Ajmer	Kishangarh
5	Beawar	Kishangarh
6	Dungarpur	Udaipur
7	Hanumangarh	Sriganganagar
8	Churu	Jhunjhunu
9	Sirohi	Abu Road
10	Neemrana	Bhiwadi
11	Jodhpur (Rural)	Jodhpur(City)
12	VKIA, Jaipur	Jaipur (Rural)
13	Dholpur	Bharatpur

After reorganization, the three Branch Offices located at Jaipur are renamed with revised jurisdiction as under:-

Existing BO	Revised Name of BO	Jurisdiction
Jaipur (City)	Jaipur (Central)	IAs Bais Godam, Bagru, Dudu, Jhotwara, Kanakpura, Mansarovar, SEZ, Sudershanpura Urban area located within the Municipal Limits of Jaipur Nagar Nigam other than the area specified for BO Jaipur (North) & Jaipur (South)
Jaipur (Rural)	Jaipur (North) Headquarter at VKIA	IAs Akera, Dungar, Badarna, Bindayaka, Jetpura, Jhotwara-Extn.(Sarna, Dungar), Kaladera, Kath Kalwar, Kukas, Manda, Manpura, Machedi, Phulera, Renwal, Shahpura, VKIA Revenue areas of Tehsils Amer, Chomu, Jamwa-Ramgarh, Kotputli, Phulera, Shahpura, Viratnagar including Industrial areas located in these Tehsils
Sitapura, Jaipur	Jaipur (South)	IAs Apparel Park, Bagrana, Bassi, Chitroli, Heerawala, IT Park, Kilkipura, Sanganer, Sitapura, Shivdasapura. M & A. Urban Areas of Jagatpura, Pratap Nagar, Sanganer Revenue Areas of Tehsils Bassi, Chaksu, Mauzamabad, Phagi, Sanganer including Industrial areas located in these Tehsils.

Likewise, after merger of BOs Jodhpur (City) & Jodhpur (Rural) the unified Branch shall be called as BO Jodhpur.

Sanction, Disbursement, Documentation, Follow up & Recovery and other activities of the Branches being merged shall henceforth be looked after by the Branches with which these have been merged / Nodal Branch, as applicable. However for the purpose of transfer of existing accounts, physical shifting of furniture & fixture, equipments, documents in safe custody, files & records etc, the cut off date will be 30.09.2014.

The existing Incharge of the concerned Branch being merged will be solely responsible for safe shifting of records / files / vouchers / ledgers / loan documents, computer hardware, furniture & fixtures etc. under the overall supervision of the concerned DGM (Operations) for which suggested line of action is as under:-

- i) Inventory of furniture & fixture, equipments, documents in safe custody, files & records etc is to be prepared and verified and charge to be handed over to the Branch Manager of the Branch in which it is to be merged, who will also carefully verify and take the charge of the records / files / furniture & fixtures / loan documents etc. Copy of such charge handover / taken over report shall also be forwarded to concerned DGM (Operations) and concerned sections at HO.
- ii) All dues including water & electricity bills to be settled and cleared with the owner of the premises and documentary proof be sent to GAD at HO. All pending market & other dues / liabilities such as photostat, taxi, repairs & maintenance, watch & ward bills etc are also required to be cleared before shifting.
- iii) Telephone / Broad Band connection to be got disconnected and documentary proof be sent to GAD at HO.
- iv) After shifting and vacating the existing premises, the possession of the premises so vacated may be handed over to the owner of the premises, only after prior permission of the MD.
- v) Expenses for shifting are to be got approved from the concerned DGM (Operations).
- vi) Notice be displayed at the existing office premises about the new address of the Branch Office.
- vii) Information about new address should be sent to the District Administration, RIICO, other Govt. Deptts., Industries Associations, Banks and all concerned.

The revised categorization of the BOs shall be as under:-

S. No.	Category 'A'	Category 'B'	Category 'C' (i.e. Facilitation Centers)
1	Bhiwadi	Makrana	Rajsamand
2	Jaipur (Central)	Sikar	Nagaur
3	Jaipur (North)	Abu Road	Banswara
4	Jodhpur	Chittorgarh	Jhunjhunu
5	Kota	Bharatpur	Dausa
6	Udaipur	Sriganganagar	Balotra
7	Bhilwara	Pali	Jalore
8	Alwar	Jhalawar	Tonk
9	Kishangarh	Jaipur (South)	Jaisalmer
10	Bikaner	Sawaimadhopur	Delhi

The 'A' and 'B' Category Branches shall perform all the usual activities. The 'C' category Branches will mainly focus on recovery and will also function as Facilitation Centers for the entrepreneurs. The loan applications received in these Branch Offices will be forwarded to Nodal Branch Offices for further needful

action of processing for Sanction, Documentation & Disbursement. The 'C' category BOs / Facilitation Centers will be under the administrative control of Nodal Branch. The Nodal Branch for these 'C' Class Branches / Facilitation Centers will be as under:-

S.No	Name of the 'C' category Branch / Facilitation Center	Nodal Branch
1	Rajsamand	Udaipur
2	Nagaur	Makrana
3	Banswara	Udaipur
4	Jhunjhunu	Sikar
5	Dausa	Jaipur (Central)
6	Balotra	Jodhpur
7	Jalore	Jodhpur
8	Tonk	Jaipur (South)
9	Jaisalmer	Jodhpur
10	Delhi	Bhiwadi


Consequent upon the re-organization of the Branch Offices, the jurisdiction of Operations is hereby revised as under:-

S. N.	Particulars	"A" & "B" Category BOs under control	"C" Category BOs / Facilitation Centers under control
1	Operations-I	Udaipur, Bhilwara, Chittorgarh, Kishangarh	Rajsamand, Banswara
2	Operations-II	Jodhpur, Abu Road, Pali,	Jalore, Balotra, Jaisalmer
3	Operations-III	Jaipur (Central), Jaipur (North), Sikar	Jhunjhunu, Dausa
4	Operations-IV	Kota, Jhalawar, Sawaimadhopur, Jaipur (South)	Tonk
5	Operations-V	Alwar, Bhiwadi, Bharatpur	Delhi
6	Operations-VI	Bikaner, Sriganganagar, Makrana	Nagaur

Administrative orders for placement of officers and staff are being issued separately.

Necessary guidelines regarding maintenance and transfer of accounts in view of aforesaid re-organization of Branch Offices will be issued separately by FM Division.

All concerned are advised to take a note for compliance.


18-9-14
(Madhusudan Sharma)
Managing Director

Copy to:-

1. All BOs / SOs / A&I Offices, Ajmer / Jodhpur
2. Standard Circulation at HO