



राजस्थान वित्त निगम

मुख्यालय: उद्योग भवन, तिलक मार्ग, सी-स्कीम, जयपुर

H.O.: Udyog Bhawan, Tilak Marg, C-Scheme,
JAIPUR-302005

Ref. No RFC/F/PA-9(6)/1979

Dated : .01.2018
०१-०१-२०१८

ORDER (CP&A-684)

As a part of organizational restructuring, under-mentioned facilitation centres are hereby closed and merged with their Nodal Branches :

S.N.	Name of the 'C' category branch/ facilitation centre	Nodal Branch
1.	Banswara	Udaipur
2.	Tonk	Jaipur (South)
3.	Jalore	Pali
4.	Balotra	Jodhpur-II
5.	Nagaur	Makrana

The premises occupied by the facilitation centres in District Industries Centres will not be vacated and same will be used for weekly campaign for RFC Activities. For the purpose, an officer from concerning Nodal Branch shall be deputed to visit (one day in a week) to the facilitation centre. As regards, BO, Banswara, efforts will be made to get a space for sitting arrangement in RIICO / DIC premises for the purpose of weekly campaign.

The existing in-charge of the facilitation centres being merged will be solely responsible for the safe shifting of records / files / vouchers / ledgers/ loan documents, computer hardware, furniture and fixtures etc. under the overall supervision of the concerning nodal branch 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 Nodal 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 GM (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) Estimated expenses for shifting are to be got approved from DGM (GAD), HO.
- vi) Information about new address should be sent to the District Administration, RIICO, other Govt. Deptts., Industries Associations, Banks and all concerned.
- vii) All surplus / obsolete / unserviceable stores may be disposed off in accordance with the guidelines / circulars in this regard.

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 shall issued separately by GM(D).

All concerns are advised to take a note for compliance.


(Anoop Khinchi)
Managing Director

Copy to:-

1. All BOs / Facilitation Centers
2. Standard circulation at HO
3. GM(D) / GM(Ops.) / DGM(GAD)