

## MANUAL-V

### **The rules, regulations, manuals and records, held by the Corporation or under its control or used by its employees for discharging its functions;**

In order to properly discharge its function officers/officials are provided regularly with rules, regulation, instruction, manuals and records by way of circulars, policy, guidelines etc. in the related to sanction, disbursement recovery administration accounts etc. The all copies of the circulars available centrally with Administration Deptt. of the Head office of the Corporation year wise. The employees have access to these circulars any time they require if they do not have any copy of the circular with them.

The records, rules, regulation, manuals of following schemes are available at H.O./R.O.

### **SANCTION : Loan can be sanctioned under following schemes:-**

- i. FATL
- ii. ERS/EFS
- iii. Line of Credit acquiring capital goods.
- iv. Single Window Scheme financing for both fixed assets and working capital.
- v. Construction scheme for constructing commercial complexes and residential complex.
- vi. Working capital / term loan scheme.

Details of the above schemes is available on the Web-site.

### **DISBURSEMENT:**

The disbursement manual and other related guidelines are available at H.O./R.O.

### **RECOVERY :**

Procedural guidelines for issuance of R.C./PRC/Notice U/S-29, Sale of Assets, OTS, Reschedulement etc. are available at R.O./H.O.

