



ಕರ್ನಾಟಕ ರಾಜ್ಯ ಹಣಕಾಸು ಸಂಸ್ಥೆ

1951ರ ರಾಜ್ಯ ಹಣಕಾಸು ಸಂಸ್ಥೆಗಳ ಕಾಯಿದೆ ಅನ್ವಯ ಸ್ಥಾಪಿತ

KARNATAKA STATE FINANCIAL CORPORATION

Established under the State Financial Corporations' Act, 1951



ಸಂಖ್ಯೆ : ಕ.ರಾ.ಹ.ಸಂ./ಪ್ರ.ಕ./ಪೆಂಸ/244/2021-22
Ref. No. KSFC/H.O./

ದಿನಾಂಕ : 12/07/2021
Date :

INTER OFFICE NOTE

Sub: - Creation of Credit Processing Centers (CPCs)
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Keeping in view the business prospects, availability of the manpower in the coming years & to be competitive in the expanding MSME sector, the Corporation needs to reorient towards technology driven approach, explore new avenues and optimization of manpower etc.,

As part of the corporate restructuring process, an internal committee consisting of senior officers is assigned with the task of preparing the business plan and suggests the road map.

In line with the process of restructuring, as an interim measure & to utilize the available human resources for better customer services, especially in the technical and legal cadre and strengthen the operational aspects; it is proposed to have **10 Credit Processing Centers (CPC): 4 CPCs**; each having the jurisdiction of **2 Branch Offices** in Circle-1 & **2 CPCs**; each having the jurisdiction of **4 Branch Offices** under Circle-2, Circle-3 and Circle-4 as detailed in Annexure - 1.

The staff strength, administrative control, roles & responsibilities, files management etc., of these CPCs are enclosed as Annexure - 2.

The CPC teams shall follow the prescribed norms in lending policies, the other procedures, and guidelines etc., prescribed from time to time.

The respective General Managers shall supervise, monitor, co-ordinate for the effective functioning of the Credit Processing Centers (CPCs), respective Executive Directors will have administrative control.


MANAGING DIRECTOR

To:

Executive Director-I & II
General Managers, Dy. General Managers,
Asst. General Managers, All Section Heads in HO & IA Cells
Library, Notice Board

Karnataka State Financial Corporation
Head Office: Bengaluru

Jurisdiction of Credit Procession Centers (CPCs)

Sl No	Circle Office	CPC code	Location of CPC	Jurisdictional Branch Offices
1	Circle-1	C-1-1	Central Branch Office	Central BO BO Kolar
		C-1-2	Jayanagara Branch Office	BO Jayanagara BO Ramanagara
		C-1-3	Rajajinagara Branch Office	BO Rajajinagara BO Tumakuru
		C-1-4	Bengaluru (R) Branch Office	BO Bengaluru (R) BO Chickkabalapura
2	Circle-2	C-2-1	Mysuru Branch Office	BO Mysore BO Mandya BO Madikeri BO Chamrajanagar
		C-2-2	Hassan Branch Office	BO Hassan BO Udupi BO Dakshina Kannada BO Chickkamagaluru
3	Circle-3	C-3-1	Dharwad Branch Office	BO Dharwad BO Belagavi BO Uttara Kannada BO Bagalakote
		C-3-2	Haveri Branch Office	BO Haveri BO Gadag BO Shivamogga BO Chitradurga
4	Circle-4	C-4-1	Kalaburagi Branch Office	BO Kalaburagi BO Bidar BO Raichur BO Yadgir
		C-4-2	Davanagere Branch Office	BO Davanagere BO Ballari BO Koppal BO Vijayapura

Credit Processing Centers (CPCs)

i) Staff Strength & Administrative Control:

- ❖ *Each CPC will have two Technical and one legal officer and will report to the Branch Manager where the CPC is positioned for all administrative controls.*
- ❖ *The team of officers will work under the supervision of the respective Branch Managers where the business is generated.*
- ❖ *The concerned officer in-charge of finance of respective Branch office to co-ordinate with the CPC for all financial matters.*
- ❖ *The secretarial staff will be provided by the Branch the CPC is housed.*
- ❖ *General Manager of the respective Circle will supervise, monitor, co-ordinate the effective functioning of CPCs under their jurisdiction. The Executive Directors will have administrative control.*

ii) Roles and Responsibilities

- ❖ *Branch Managers of respective Branch office will continue to mobilize business in their jurisdiction, prepare the EG, Appraisal, legal files etc., as per the norms and prevailing practice.*
- ❖ *Branch Managers will refer the respective files for processing, valuations and other services of the team of officers in the CPC & utilize the services of technical and legal officers as if they are in their respective Branch Offices.*
- ❖ *The EG, Disbursement, Legal, Recovery assistant managers assigned for such duties in the respective Branch offices will act as coordinating staff with the CPC & issue CoS, write letters & other paper work etc.,*
- ❖ *The team of officers in respective CPCs will function and process the file as per the laid down procedures.*
- ❖ *The CPC team will schedule regular inspections and monitor units under implementation as per the laid down procedures & ensure timely implementation of projects.*
- ❖ *Branch Manager of respective Branch Office will conduct periodic Project Implementation Revive Committee (PIRC) meetings.*
- ❖ *The respective Branch Manager, team from CPC will work in tandem with a goal to provide timely service to the customer.*
- ❖ *The audit team will continue to scrutinize the files of the Branch offices under their jurisdiction as per prevailing guidelines.*
- ❖ *In case of exigencies, the Branch Managers can engage the services of Legal Council to get the legal opinion on the proposals as per the prevailing guidelines.*

iii) Custodian of Legal, Appraisal and Disbursement files:

- ❖ *Only centralized processing will be done in CPCs as shared services to the respective Branch offices.*
- ❖ *Branch Managers of respective Branch offices will continue to be the custodians of the documents / files etc., as per the prevailing practice; the CPC officers only offer their services and hand over the documents / files to respective Branch Offices as if they were in the same Branch.*