

File No.	RKA/DNCR/.....PL-428
Date of Receiving	16/9/21



PL-428-385-498

### CASE COLLECTION FORMAT

#### (GENERAL SURVEY FORM)

(Version 4.2) | Date of implementation: 9.02.2011 | Date of Revision: 04.01.2018

Items	Assigned To	Assigned to Date	To be completed by date	Submitted On date	HOD Engg. Signature
File Received By	Shahid	NA	NA		NA
Survey	Abhishek Salunke				
Preparation					

File Returned to HOD Engg. unprepared due to reason	<input type="checkbox"/> Survey not done properly, <input type="checkbox"/> Survey Form not properly filled, <input type="checkbox"/> Market survey for rates is not properly done, <input type="checkbox"/> Identification is not clearly done, <input type="checkbox"/> Measurement is not properly done, <input type="checkbox"/> Photographs not clearly taken, <input type="checkbox"/> Selfie/ Owner or owner representative photo not taken, <input type="checkbox"/> Owner/ owner representative signature not taken, <input type="checkbox"/> Google Map not taken, <input type="checkbox"/> Survey summary sheet not filled

In case File is returned by the preparer - HOD Engg. comment & Signature	<input type="checkbox"/> Minor defects in the survey hence approved for preparation with warning to Surveyor. Report preparer to collect the missing information on his own.
	<input type="checkbox"/> Major defects in the survey. Survey has to be done again.

### GENERAL DETAILS

1.	Proposal or Ref. No.				
2.	Type of Service	<input checked="" type="checkbox"/> Valuation Report, <input type="checkbox"/> Estimate, <input type="checkbox"/> Other CE Certificates			
3.	Type of customer	<input checked="" type="checkbox"/> Bank	<input type="checkbox"/> PSU	<input type="checkbox"/> NBFC	<input type="checkbox"/> Corporate
		<input type="checkbox"/> Company	<input type="checkbox"/> Private client	<input type="checkbox"/> Direct client through Bank	
4.	Bank/ FI/ Organization Name & Address	SBI SARB-1, 23 Majapgarh Road Delhi			



5.	Case Allotment Officer/ Fees paying party Details	Name <i>A.K. Gupta</i>	Contact Number <i>9911908585</i>	Email Id <i>Sbi.05169@sbi.co.in</i>
6.	Case Type	<input type="checkbox"/> Case for Fresh Account	<input checked="" type="checkbox"/> Case for exiting account/ customer	
7.	Fees Details	Amount of Fees <i>5000/-</i>	Advance Amount if any <i>-</i>	Payment will be paid by <input checked="" type="checkbox"/> Bank <input type="checkbox"/> Customer

CASE DETAILS				
1.	Type of Property	<i>Car valuation</i>		
2.	Owner/ Applicant Details	Name <i>Harshvardhan Reddy</i>	Contact Number	Email Id
3.	Account Name	<i>Harsh vardhan Reddy</i>		
4.	Property Address	<i>Located at <del>sub</del> vaishali metro parking</i>		
5.	Who will coordinate on site for the site survey	Name <i>Jalepal Singh</i>	Contact Number <i>9810208650</i>	
6.	Preferred time of survey	Date <i>17/1/2021</i>	Time	
7.	Documents Received (Any one ownership document and approved site plan/ map is must)	1. <b>Ownership Documents:</b> <input type="checkbox"/> Sale Deed, <input type="checkbox"/> Power of Attorney, <input type="checkbox"/> Will <input type="checkbox"/> Relinquishment Deed, <input type="checkbox"/> Transfer Deed, <input type="checkbox"/> Conveyance Deed, <input type="checkbox"/> Allotment Letter, <input type="checkbox"/> Possession Letter, <input type="checkbox"/> Agreement to Sell 2. <b>Map:</b> <input type="checkbox"/> Cizra Map, <input type="checkbox"/> Approved Map, <input type="checkbox"/> Site Plan 3. <b>Any Other document:</b> <input type="checkbox"/> TIR Report, <input type="checkbox"/> Old Valuation Report <b>No documents provided:</b> <input type="checkbox"/> <i>RC</i>		
8.	Special Instructions if any:	<i>Car valuation</i>		
9.	I agree to pay the amount mentioned above for the preparation of Valuation Report. I agree that I'll not put pressure on Valuer firm to distort any facts and would not try to influence any member or official of the firm in the ill spirit or vested interest and to benefit any individual or organization by any means illegitimately.  <b>Customer Signature:</b>			



## IMPORTANT INSTRUCTIONS

1.	Please do not accept the case if you do not have proper documents.
2.	Firstly please take & study the current applicable ownership documents of the property which needs to get surveyed.
3.	Mark the <b>Owner/ Area/ Boundaries</b> mentioned in the ownership documents with bold florescent marker pen before moving for the survey. During site survey if any difference is found in the above fields from the ownership documents then please contact the owner immediately to know the reason for the difference.
4.	Identify the Property clearly by matching the boundaries and area mentioned in the property papers.
5.	Take Google Map location.
6.	Take one photograph of the property along with abutting road.
7.	Take nearby photographs of the Property.
8.	Check Jurisdiction Municipal Limits & Ward Name.
9.	Fill the details in the Survey form and tick the appropriate option clearly.
10.	In case customer is found providing misleading information to you or trying to influence you by money or cash then immediately report to the Management & Bank.

S.No.	CHECKLIST	STATUS
1.	IS PURPOSE OF THE ASSIGNMENT UNDERSTOOD CLEARLY	<input checked="" type="checkbox"/>
2.	IS WORK ORDER/ EMAIL/ CESA FORM FORMALITY COMPLETED	<input checked="" type="checkbox"/>
3.	FOR PRIVATE CASE OR FOR FRESH CASE 50% ADVANCE IS RECEIVED	<input type="checkbox"/>
4.	IS DOCUMENT CHECKLIST PROVIDED TO THE CUSTOMER	<input type="checkbox"/>

S.NO.	CHECKLIST	STATUS
1.	Check nearby prominent landmark	<input type="checkbox"/>
2.	<b>DO CLEAR IDENTIFICATION OF THE PROPERTY</b>	<input type="checkbox"/>
3.	Match the boundaries of the property and its directions with the help of compass or sun direction	<input type="checkbox"/>
4.	Do sample measurement	<input type="checkbox"/>
5.	<b>CHECK IF ANY BUILDING VIOLATIONS DONE</b>	<input type="checkbox"/>
6.	Click multiple proper photographs of the property from inside-out	<input type="checkbox"/>
7.	Take selfie with the available representative	<input type="checkbox"/>
8.	Send Google Map location at maps@rkassociates.org	<input type="checkbox"/>
9.	Check municipal jurisdiction	<input type="checkbox"/>
10.	Check Main road name & width and its distance from the subject property	<input type="checkbox"/>
11.	Check Lane width on which property is located	<input type="checkbox"/>
12.	Check any defects or negativity in the property	<input type="checkbox"/>
13.	<b>CONFIRM PROPERTY RATES LOCALLY</b>	<input type="checkbox"/>
14.	CHECK NEARBY DEVELOPMENT	<input type="checkbox"/>



\*FILE PREPARER TO START PREPARING THE FILES ONLY AFTER ENSURING THE STATUS OF ALL THE ABOVE POINTS IS COMPLETED. FOR ANY EXCEPTION PLEASE BRING IT INTO NOTICE OF SENIOR GENERAL MANAGER (OPERATIONS), OTHERWISE PENAL ACTION WILL BE TAKEN AGAINST THE FILE PREPARER.

### Survey Form of Vehicle

S. No.	Required Details	
1.	Valuation Prepared For	SBI, SARB-1, 23, Noida, Delhi
2.	Current Owner	Mr. Harshwardhan Ruddy.
3.	Interested Buyer	-
4.	Vehicle RC Number	PB-11-BF-0489
5.	Engine Number	168690
6.	Chassis Number	S-7096
7.	Odometer Reading	
8.	Manufacturer Name	Maserati
9.	Model Type	Quattroporte 4.2
10.	Vehicle Type	4 wheeler (ZMV)
11.	Body Type	Sedan
12.	Colour	
13.	Engine Capacity	4244 cc
14.	Year of Manufacturing	2013
15.	Age of Vehicle	8 years
16.	Condition	Average
17.	Add on features available	NA
18.	Insurance	Expired
19.	Pollution	Not Available
20.	Service Record	Not Available
21.	Original Purchase Price	Not Available
22.	Number of Sale of Vehicle	
23.	Present Price of Vehicle	

PB - 11 - BF - 0459



CASE NO.

UNDERTAKING BY THE CUSTOMER

I confirm that the property is inspected in front of me and I have provided all the information true related to the property to the best of my knowledge. I understand that any false or manipulative information provided by me will be considered as cheating with the professional organization since it will lead to incorrect valuation report and I'd be solely responsible for this unlawful act and will bear the charges for the changes/ modifications which have to undergo due to the false information. I also undertake that I haven't given any cash or in kind to any member of R.K Associates to influence the Value of the Property or favor any individual or organization and the same is not accepted or asked by the member of R.K Associates. Any such act will lead to cancellation of the material prepared by R.K Associates with forfeiting of the fees and i'll be completely responsible for its repercussions and legal actions taken for it.

IMPORTANT: We have not authorized any of our Surveyor to take Cash or kind from the customers in any situation. In case Surveyor or any member of R.K Associates asks for any money or kind from you then kindly please inform on number +91-9999597597. Our Valuation process is very stringent and have multiple check points to ensure correct & error free reports to keep the lending agency risk free. In case Surveyor claims that he would be able to arbitrary effect the Valuation figures unfairly or as per your requirement & need then he is making a false claim to you and we request you to complaint such act immediately on the number provided above.

Name:

No one was available at site.

Signature:

Mobile No.:

Date:



UNDERTAKING BY THE SURVEYOR

I confirm that I have carried out the Survey of the property properly as per the fair professional best practices and Valuation & Survey policy guidelines issued by the organization. I have not taken any cash or kind from the customer or given the customer any wrong or false information or have made any false claims for arbitrary providing the Property Valuation as per one's need or requirement by distorting the facts. In case at any point of time it is found that I have done any kind of fraudulent activity in this case and misled the company then I understand its legal consequences and appropriate penal action which company can take against me. Also in regard to it any monetary or reputation loss will be recovered from me by the company.

Surveyor Name: ABHISHEK Solanki

Signature: AS

Date: 17/9/2021



CASE NO.

**UNDERTAKING BY THE PREPARER**

I confirm that this Valuation Report is prepared as per the fair professional best practices and Valuation & Survey Policy Guidelines issued by the organization. I also confirm that without any personal interest, partiality or prejudice I have worked on the Valuation work of this case. Rates adopted for the asset is based on various facts, information collected from the site came to my knowledge during the course of the assignment and I have taken all sincere efforts to review & confirm this data/ information from all different angles using my prudent approach without any biasedness or pressure. I have prepared the report based on true facts & information as per best of my knowledge & case facts. I understand that any false information provided by me will lead to the incorrect valuation report and I'd be solely responsible for it and will bear the losses which will be put on the Company in form of monetary or reputation loss by its client or statutory bodies.

I also undertake that I did not come into any influence by the customer, Bank representative (officer or agent), colleagues, coworkers or any other person to arbitrary change the Valuation figures or facts unethically or illegitimately which may put the public money at risk which is in the form of Bank deposits.

In case at any point of time in future I am found guilty of illegitimately distorting the facts in the Valuation or any other professional services which company offers in the market on being influenced by the customer or Bank representative (officer or agent) or for whatsoever may be the reason then I'd solely responsible of any such act and I understand that the Company shall take appropriate legal action against me which may include suspension from the current roles & responsibilities or termination from the employment with immediate effect.

I also undertake that I have not taken any cash, favor or in kind from the customer for favoring any individual or organization by unfair means.

I also undertake that I'll not prepare any report on incomplete Survey form which is not properly filled as per the Company guidelines and in case I am preparing it which is creating an incorrect report then I'd be responsible for its consequences.

Preparer Name: Nikhil Rajan

Signature: [Signature]

Date: 23-09-2021