



File No.	RKA/DNCR/
Date of Receiving	
File Receiver Name	

CASE COLLECTION FORM

(Version 5.0)

Date of implementation: 9.02.2011 | Last Revision: 30.01.2020 | Latest Revision: 31.10.2020

Items	Assigned To	Assigned to Date	To be completed by date	Submitted On date	Grade	HOD Engg. Signature
File Received By		NA	NA			
Survey	Hub & Airbar					
Preparation						

A - Very Good, B - Satisfactory, C - Average, D - Poor, E - Extremely Poor

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
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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.
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GENERAL DETAILS

1	Proposal/ Work Order or Ref. No			
2	Type of Service	<input checked="" type="checkbox"/> Valuation Report, <input type="checkbox"/> Construction cost estimate, <input type="checkbox"/> Cost vetting certificate <input type="checkbox"/> Other CE Certificates, <input type="checkbox"/> TEV Report, <input type="checkbox"/> LIE		
3	Type of customer	<input 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	Ashok kumar Gulla (Liquidator)		
5	Case Allotment Officer/ Fees paying party Details	Name	Contact Number	Email Id
		Ashok kumar Gulla	9999808581	
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	Advance Amount if any	Fees will be paid by
				<input type="checkbox"/> Bank, <input type="checkbox"/> Customer
8	Billing Details	Billed To Party Name		GSTIN

CASE DETAILS

1	Type of Property	Office space		
2	Purpose of Valuation/ Assignment	<input type="checkbox"/> Value assessment of the asset for creating new collateral mortgage <input type="checkbox"/> Periodic Re-Valuation for Bank <input checked="" type="checkbox"/> Distress sale for NPA A/c. <input type="checkbox"/> For DRT Recovery purpose, <input type="checkbox"/> Capital Gains Wealth Tax purpose <input type="checkbox"/> Partition purpose, <input type="checkbox"/> General Value Assessment <input type="checkbox"/> Any other:		
3	Owner/ Applicant Details	Name	Contact Number	Email Id
4	Account Name	Visa International Ltd		
5	Property Address	Express Tower, 42A, Shakespeare Sarani Kolkata-17		
6	Who will coordinate on site for the site survey	Name	Contact Number	
		Shivshankar Shaw	9874047147	
7	Preferred time of survey	Date	26/6/21	Time
8	Documents Received (Any one ownership document and approved site plan/ map is must)	1. Ownership Documents: <input checked="" type="checkbox"/> Sale Deed, <input type="checkbox"/> Power of Attorney, <input type="checkbox"/> Registered 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 2. Map: <input type="checkbox"/> Cizra Map, <input type="checkbox"/> Approved Map, <input type="checkbox"/> Site Plan 3. Utility Bills: <input type="checkbox"/> Electricity Bill & payment receipt, <input type="checkbox"/> Water Bill & payment receipt, <input type="checkbox"/> House Tax demand & payment receipt 4. Any Other document: <input type="checkbox"/> CLU, <input type="checkbox"/> TIF Report, <input type="checkbox"/> Agreement to Sale, <input type="checkbox"/> Old Valuation Report 5. No documents provided: <input type="checkbox"/>		
9	Documents received from	Client		
10	Special Instructions if any:	-		
11	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 Customer Signature: Did not sign			

* As per deed

Himachal Saw Millers Pvt Ltd.

FILE RECEIVER CASE COLLECTION PROCESS COMPLIANCE CHECKLIST

(To be filled by Surveyor)

S.NO.	COMPLIANCE CHECKLIST	STATUS	APPROVER SIGNATURE/ REMARKS IN CASE OF ANY (X)
1	Is Case collection Form properly filled by Receiver?	<input checked="" type="checkbox"/>	
2	Is purpose of the assignment understood clearly by the receiver?	<input checked="" type="checkbox"/>	
3	Has receiver checked if this is a new case or existing case of the Bank?	<input checked="" type="checkbox"/>	
4	Has receiver fixed the fees with the manager/ client and sent quotation properly or have taken approval of the work over email?	<input checked="" type="checkbox"/>	
5	Has receiver taken proper Work Order/ Email/ CESA form formality?	<input checked="" type="checkbox"/>	
6	In case of private case or for fresh case 50% advance is received?	<input checked="" type="checkbox"/>	
7	Is document checklist email sent to the customer?	<input checked="" type="checkbox"/>	
8	Has the received documents is having 'documents provided by stamp'?	<input checked="" type="checkbox"/>	

IMPORTANT INSTRUCTIONS TO SURVEYOR

1.	Please fill the above compliance checklist before moving for the survey.
2.	Please do not do the survey if you do not have proper documents.
3.	For Vacant Plot/ Land – Cizra Map/ Master/ Zonal/ Site Plan is must to identify the Plot. For Agriculture or converted land from agriculture – Mutation documents, CLU is must.
4.	Firstly please first study the documents of the property which needs to get surveyed.
5.	Mark the Owner/ Area/ Boundaries 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.
6.	Confirm ongoing property rates in the subject location through public domain, property sites and contact dealers to show you the available properties in that area during your survey.
7.	Identify the Property clearly by matching the boundaries and area mentioned in the property papers.
8.	Do sample physical or google measurements of the property.
9.	PHOTOGRAPH INSTRUCTIONS: a. Take owner/ representative photograph along with the property. b. Take your selfie along with the property and the owner/ representative. c. Take full scale photo of the property with gate. d. Take photo of the property along with abutting road, towards left, right and center. e. Take multiple photos of inside-out of the property. f. Take nearby photographs of the Property. g. Take a short video to cover property and neighborhood.
10.	Take Google Map location.
11.	Check main road name & width and approach road width and distance of property from main road.
12.	Check Jurisdiction Municipal Limits & Ward Name.
13.	Fill each column of survey form diligently in detail and tick the appropriate option clearly.
14.	Check any defects or negativity in the property and comment in detail on survey form.
15.	Do extensive market rate enquiries and confirm for any recent past transactions.
16.	In case customer appears to be providing misleading information to you or trying to influence you by money or cash then immediately report to the Management & Bank.

SURVEY GRADING MATRIX

GRADE	PARAMETERS/ CRITERIA
A	<p>In case all the points below are done properly, timely with full care and diligence:</p> <ol style="list-style-type: none"> 1. Survey started with proper work order and knowing the source of payment 2. Survey done with proper documents 3. Done complete homework and studied the documents properly with highlighting the main points before moving for the survey. 4. Chosen correct survey form as per the property type 5. All fields of Survey form are properly filled. 6. All site special observations and negative and positive factors are clearly mentioned. 7. Self & client signatures taken on survey form. 8. Property rates information properly taken, mentioned and verified. 9. Site rough sketch plan made. 10. Proper photographs taken. 11. Selfie with property taken. 12. Selfie and owner photograph with property taken.
B	In case of 3 minor mistakes in any of the above points except Point 1, 2, 3, 4, 6, 8, 10, 11, 12 but all the points are covered.
C	In case of more than 3 minor mistakes and any 1 major mistake in any of the above points and if any points are completely missing except Point 1, 2, 3, 4, 6, 8, 10, 11, 12.
D	In case of 1 major mistake or missing of any 1 point out of 1, 2, 3, 4, 6, 8, 10, 11, 12.
E	In case of more than 1 major mistakes or missing of more than 1 point out of 1, 2, 3, 4, 6, 8, 10, 11, 12.

Note (Survey Grading Matrix):

1. For special assignments like LIE, Stock Valuation, etc. where till date survey format is not specified or released, in such cases point wise site observation report has to be submitted by the Surveyor duly signing it properly. Without signed Site Observation report, Point 4 will be considered as not done and will fall under Category E.
2. Similar Grading Matrix is issued for Case Collection & Report Preparation as well.

Note (Overall Grading Matrix):

1. In case client reports any careless mistake in the report for which revision has to be done in the report then in that case Grading Matrix may be revised and Grade E will be awarded.

SURVEY PROCESS COMPLIANCE CHECKLIST

(To be submitted by Surveyor with each Survey)

S.NO	COMPLIANCE CHECKLIST POINTS	STATUS
1	Did you take proper property documents to carry out the survey?	<input checked="" type="checkbox"/>
2	Have you properly studied & highlighted Owner/ Area/ Boundaries in the property documents with bold florescent before moving for the survey?	<input type="checkbox"/>
3	Did you check prominent landmark nearby the subject property and mentioned in the survey form?	<input checked="" type="checkbox"/>
4	Did you identified the Property clearly by matching the boundary and area mentioned in the property papers?	<input checked="" type="checkbox"/>
5	Did you check if property is merged with any other property or it is an independent property?	<input checked="" type="checkbox"/>
6	Did you do sample physical or google measurements of the property in case of property more than 2500 sq mtr?	<input checked="" type="checkbox"/>
7	Did you check for any building violations in the property?	<input checked="" type="checkbox"/>
8	Did you check municipal limits/ jurisdiction/ ward?	<input checked="" type="checkbox"/>
9	Did you take Google Map location and shared it to Maps whatsapp group?	<input checked="" type="checkbox"/>
10	Did you check Main road name & width and its distance from the subject property?	<input checked="" type="checkbox"/>
11	Did you check approach Lane width on which property is located?	<input checked="" type="checkbox"/>
12	Have you taken property full scale photograph with gate?	<input checked="" type="checkbox"/>
13	Have you taken owner/ representative photograph with the property?	<input checked="" type="checkbox"/>
14	Have you taken your selfie with the property along with owner/ representative?	<input checked="" type="checkbox"/>
15	Have you taken photograph of the property along with abutting road and towards left and right of the property?	<input checked="" type="checkbox"/>
16	Have you taken multiple photographs of the property from inside-out?	<input checked="" type="checkbox"/>
17	Did you check nearby development and whereabouts and commented on survey form?	<input checked="" type="checkbox"/>
18	Did you check any defects or negativity in the property in terms of location, legality, disputes, marketability, salability, etc. and commented on survey form in detail?	<input checked="" type="checkbox"/>
19	Have you filled all the columns of survey form including survey summary sheet properly?	<input checked="" type="checkbox"/>
20	Did you draw site key plan (location map)?	<input checked="" type="checkbox"/>
21	Did you draw rough site sketch plan?	<input checked="" type="checkbox"/>
22	Have you taken self-attested documents from owner/ representative and stamped "documents provided by stamp"?	<input checked="" type="checkbox"/>
23	Did you check any defects or negativity in the property in terms of location, legality, disputes, marketability, salability, etc. and commented on survey form in detail?	<input checked="" type="checkbox"/>
24	Have you confirmed any recent past transactions during market enquiries and enquired property rates locally very rigorously?	<input checked="" type="checkbox"/>
25	Did you take signatures of the owner/ representative on undertaking and survey summary sheet?	<input checked="" type="checkbox"/>
26	Did you signed the undertaking?	<input checked="" type="checkbox"/>

For File No.	
Surveyor Name	Anup, Anirban
Signature	Ap B S, A
Date	24/6/24

GENERAL SURVEY FORM

(FOR PROPERTIES OTHER THAN FLATS)

(Version 5.0)

Date of implementation: 9.02.2011 | Last Revision: 04.01.2018 | Latest Revision: 31.10.2020

File No. RKA/DNCR/...../.....

Date: 24/6/21

Time:

GENERAL DETAILS

1.	Name of the Surveyor	Anirban Roy, Abup Banerjee	
2.	Property shown by	<input type="checkbox"/> Owner, <input checked="" type="checkbox"/> Representative, <input type="checkbox"/> No one was available <input type="checkbox"/> Property is locked, survey could not be done from inside <div style="display: flex; justify-content: space-between;"> <div>Name Shivshankar Shaw</div> <div>Contact No. 9876 047147.</div> </div>	
3.	Survey Type	<input checked="" type="checkbox"/> Full survey (inside-out with measurements & photographs) <input type="checkbox"/> Half Survey (Measurements from outside & photographs) <input type="checkbox"/> Only photographs taken (No measurements)	
4.	Reason for Half survey or only photographs taken	<input type="checkbox"/> Property was locked, <input type="checkbox"/> Possessee didn't allow to inspect the property, <input type="checkbox"/> NPA property so couldn't be surveyed completely N/A	
5.	How Property is Identified	<input type="checkbox"/> From schedule of the properties mentioned in the deed, <input type="checkbox"/> From name plate displayed on the property, <input checked="" type="checkbox"/> Identified by the owner/owner representative, <input type="checkbox"/> Enquired from nearby people. <input type="checkbox"/> Identification of the property could not be done <input type="checkbox"/> Survey was not done	
6.	Type of Property	<input type="checkbox"/> Flat in Multistoried Apartment, <input type="checkbox"/> Residential House, <input type="checkbox"/> Low Rise Apartment, <input type="checkbox"/> Residential Bulwer Floor, <input type="checkbox"/> Commercial Land & Building, <input checked="" type="checkbox"/> Commercial Office, <input type="checkbox"/> Commercial Shop, <input type="checkbox"/> Commercial Floor, <input type="checkbox"/> Shopping Mall, <input type="checkbox"/> Hotel, <input type="checkbox"/> Industrial, <input type="checkbox"/> Institutional, <input type="checkbox"/> School Building, <input type="checkbox"/> Vacant Residential Plot, <input type="checkbox"/> Vacant Industrial Plot, <input type="checkbox"/> Agricultural Land	
7.	Property Measurement	<input type="checkbox"/> Self-measured, <input checked="" type="checkbox"/> Sample measurement only, <input type="checkbox"/> No measurement	
8.	Reason for no measurement	<input type="checkbox"/> It's a flat in multi storey building so measurement not required <input type="checkbox"/> Property was locked, <input type="checkbox"/> Owner possessee didn't allow it, <input type="checkbox"/> NPA property so didn't enter the property, <input type="checkbox"/> Very Large Property practically not possible to measure the entire area <input type="checkbox"/> Any other Reason: N/A	
9.	Purpose of Valuation	<input type="checkbox"/> Value assessment of the asset for creating new collateral mortgage <input type="checkbox"/> Periodic Re-Valuation for Bank, <input checked="" type="checkbox"/> Distress sale for NPA A/c., <input type="checkbox"/> For DRT Recovery purpose, <input type="checkbox"/> Capital Gains Wealth Tax purpose <input type="checkbox"/> Partition purpose, <input type="checkbox"/> General Value Assessment	
10.	Type of Loan	<input type="checkbox"/> Housing Loan, <input type="checkbox"/> Housing Take Over Loan, <input type="checkbox"/> Home Improvement Loan, <input type="checkbox"/> Loan against Property, <input type="checkbox"/> Construction Loan, <input type="checkbox"/> Educational Loan, <input type="checkbox"/> Car Loan, <input type="checkbox"/> Project loan, <input type="checkbox"/> Term Loan, <input type="checkbox"/> CC Limit enhancement, <input type="checkbox"/> Cash Credit Loan, <input type="checkbox"/> Industrial Loan <input checked="" type="checkbox"/> NA	
11.	Loan Amount		

1	Legal Owner Name/s	Refer to Pg 2
2	Property Purchaser Name	u
3	Property Address under Valuation	u
4	Present Residence Address of the Owner/ Purchaser	
5	Property constitution	<input checked="" type="checkbox"/> Free Hold, <input type="checkbox"/> Lease Hold

LOCATION DETAILS		East	West	North	South		
1	Adjoining Properties (Match it with papers with the help of compass or Sun direction and also confirm it with nearby people)	Shakespeare Sarani	Calcutta International Club.	Other buildings.	Auckland road		
2	Property Facing	<input type="checkbox"/> East Facing, <input type="checkbox"/> North Facing, <input type="checkbox"/> West Facing, <input checked="" type="checkbox"/> South Facing, <input type="checkbox"/> North-East Facing, <input type="checkbox"/> South-West Facing, <input type="checkbox"/> South-East Facing, <input type="checkbox"/> North-West Facing					
3	Landmark	Express tower itself is a land mark					
4	Ward Name/ No.	63					
5	Zone Name	-					
6	Main Road Name & Width Shakespeare Sarani	Name	Width	Distance	from property		
			25ft	Adjoin.			
7	Approach Road Name & Width	-					
8	Location consideration of the Society	<input checked="" type="checkbox"/> Within Main city, <input type="checkbox"/> Within Gated Urban developed area, <input type="checkbox"/> Within developing area, <input type="checkbox"/> Highly posh locality, <input type="checkbox"/> Very Good, <input type="checkbox"/> Good, <input type="checkbox"/> Ordinary, <input type="checkbox"/> In interiors, <input type="checkbox"/> Remote area, <input type="checkbox"/> Backward, <input type="checkbox"/> Average, <input type="checkbox"/> Poor					
9	Special Location consideration of the property	<input type="checkbox"/> Park Facing, <input type="checkbox"/> Pool Facing, <input checked="" type="checkbox"/> Road Facing, <input type="checkbox"/> Entrance North-East Facing, <input type="checkbox"/> Sunlight facing					
10	Characteristics of the locality	<input checked="" type="checkbox"/> Urban developed, <input type="checkbox"/> Urban developing, <input type="checkbox"/> Semi Urban, <input type="checkbox"/> Rural <input type="checkbox"/> Backward, <input type="checkbox"/> Industrial, <input type="checkbox"/> Institutional					
11	Category of Society/ locality	<input checked="" type="checkbox"/> High End, <input type="checkbox"/> Normal, <input type="checkbox"/> Affordable Group Housing, <input type="checkbox"/> EWS, <input type="checkbox"/> MIG, <input type="checkbox"/> LIG					
12	Utilities/ Facilities in the locality	<input checked="" type="checkbox"/> Lifts, <input type="checkbox"/> Garden, <input type="checkbox"/> Landscaping, <input type="checkbox"/> Swimming Pool, <input type="checkbox"/> Gym, <input type="checkbox"/> Club House, <input type="checkbox"/> Walk Trails, Kids play zone, <input type="checkbox"/> 100% Power Backup					
13	Proximity to civic amenities	School	Hospital	Market	Metro	Railway Station	Airport
		750m	750m	1.2km	1.5km	3km	15km
14	Any new development in surrounding area	No.					

5 Rooms, 1 Reception room, 2 Toilets,
One Kitchen, One hall room

5	Jurisdiction limits	<input checked="" type="checkbox"/> Nagar Nigam, <input type="checkbox"/> Nagar Panchayat, <input type="checkbox"/> Gram Panchayat <input type="checkbox"/> Nagar Palika Parishad, <input type="checkbox"/> Area not within any municipal limits
16	Jurisdiction Development Authority Name	<input type="checkbox"/> DDA, <input type="checkbox"/> GDA, <input type="checkbox"/> NOIDA, <input type="checkbox"/> GIDA, <input type="checkbox"/> YEIDA, <input type="checkbox"/> HUDA <input checked="" type="checkbox"/> FMDA <input type="checkbox"/> MDDA, <input type="checkbox"/> Any other Development Authority <input type="checkbox"/> Area not within any development authority limits
17	Municipal Corporation Name	<input type="checkbox"/> NDMC, <input type="checkbox"/> SDMC, <input type="checkbox"/> EDMC, <input type="checkbox"/> Ghaziabad Municipal Corporation, <input type="checkbox"/> Gurgaon Municipal Corporation, <input type="checkbox"/> Faridabad Municipal Corporation, <input checked="" type="checkbox"/> Kolkata Municipal Corporation, <input type="checkbox"/> Dehradun Municipal Corporation, <input type="checkbox"/> Area not within any municipal limits, <input type="checkbox"/> Any other Municipal Corporation/ Municipality

PHYSICAL DETAILS			
		As per Title deed	As per Map
1	Land Area		
2	Any conversion to the land use		
3	Land Type	<input type="checkbox"/> Solid, <input type="checkbox"/> Rocky, <input type="checkbox"/> Marsh Land, <input type="checkbox"/> Reclaimed Land, <input type="checkbox"/> Water logged, <input type="checkbox"/> Land locked NA	
4	Shape of the Land	<input type="checkbox"/> Square, <input type="checkbox"/> Rectangular, <input type="checkbox"/> Trapezium, <input type="checkbox"/> Triangular, <input type="checkbox"/> Trapezoid, <input type="checkbox"/> Irregular, <input checked="" type="checkbox"/> NA	
5	Level of Land	<input type="checkbox"/> On road level, <input type="checkbox"/> Below road level, <input type="checkbox"/> Above road level <input checked="" type="checkbox"/> NA	
6	Frontage to depth ratio	<input type="checkbox"/> Normal frontage, <input type="checkbox"/> Less frontage, <input type="checkbox"/> Large frontage <input checked="" type="checkbox"/> NA	
7	Are Boundaries matched	<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No, <input type="checkbox"/> No relevant papers available to match the boundaries, <input type="checkbox"/> Boundaries not mentioned in available documents	
8	Is Independent access available to the property	<input checked="" type="checkbox"/> Clear independent access is available, <input type="checkbox"/> Access available in sharing of other adjoining property, <input type="checkbox"/> No clear access is available, <input type="checkbox"/> Access is closed due to dispute	
9	Is property clearly demarcated with permanent boundaries?	<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No, <input type="checkbox"/> Only with Temporary boundaries	
10	Is the property merged or colluded with any other property	No.	
11	Property possessed by at the time of survey	<input type="checkbox"/> Owner, <input checked="" type="checkbox"/> Vacant, <input type="checkbox"/> Lessee, <input type="checkbox"/> Under Construction, <input type="checkbox"/> Couldn't be Surveyed, <input type="checkbox"/> Property was locked, <input type="checkbox"/> Bank sealed, <input type="checkbox"/> Court sealed	
12	Current activity carried out in the property	<input type="checkbox"/> Residential purpose, <input checked="" type="checkbox"/> Commercial purpose, <input type="checkbox"/> Godown, <input type="checkbox"/> Office, <input type="checkbox"/> Industrial, <input checked="" type="checkbox"/> Vacant, <input type="checkbox"/> Locked, <input type="checkbox"/> Any other use	

BUILDING/ CONSTRUCTION/ UTILITY DETAILS	
1	Construction Status

☒ Built-up property in use, ☐ Under construction, ☐ No construction

Covered Built-up Area		<input type="checkbox"/> Covered Area, <input type="checkbox"/> Floor Area, <input type="checkbox"/> Super Area, <input checked="" type="checkbox"/> Carpet Area (Tick one on the basis of which valuation is to be calculated)		
		As per Title deed	As per Map	As per site survey
3.	Total Number of Floors in the Building	1057+1000		1969 sq ² ✓
4.	Floor on which property is situated	G+7		
5.	Type of Unit/ Number of Rooms/ Cabins/ Cubicles	5 Rooms, 1 hall room, 1 reception, 2 toilets, 1 kitchen.		
6.	Building Type	<input checked="" type="checkbox"/> RCC Framed Structure, <input type="checkbox"/> Ordinary brick wall structure, <input type="checkbox"/> Iron trusses & Pillars, <input type="checkbox"/> Scrap abandoned structure		
7.	Roof	a. Make: <input type="checkbox"/> RBC, <input checked="" type="checkbox"/> RCC b. Height: 3.5m c. Finish: <input checked="" type="checkbox"/> Simple plaster, <input type="checkbox"/> POP Punning, <input type="checkbox"/> POP False plaster		
8.	Flooring	<input checked="" type="checkbox"/> Vitrified tiles, <input type="checkbox"/> Ceramic tiles, <input type="checkbox"/> Simple marble, <input type="checkbox"/> Marble chips, <input type="checkbox"/> Mosaic, <input type="checkbox"/> Granite, <input type="checkbox"/> Italian Marble, <input type="checkbox"/> Kota stone, <input type="checkbox"/> Wooden, <input type="checkbox"/> PCC, <input type="checkbox"/> Impressed Marble, <input type="checkbox"/> Pavers, <input type="checkbox"/> Chequered Tiles, <input type="checkbox"/> Brick Tiles, <input type="checkbox"/> No Flooring, <input type="checkbox"/> Under construction, <input type="checkbox"/> Any other type.		
9.	Appearance/ Condition of the Building	Internal - <input type="checkbox"/> Excellent, <input type="checkbox"/> Very Good, <input checked="" type="checkbox"/> Good, <input type="checkbox"/> Ordinary, <input type="checkbox"/> Average, <input type="checkbox"/> Poor, <input type="checkbox"/> Under construction, <input type="checkbox"/> No Survey External - <input type="checkbox"/> Excellent, <input type="checkbox"/> Very Good, <input checked="" type="checkbox"/> Good, <input type="checkbox"/> Ordinary, <input type="checkbox"/> Average, <input type="checkbox"/> Poor, <input type="checkbox"/> Under construction		
10.	Maintenance of the Building	<input type="checkbox"/> Very Good, <input checked="" type="checkbox"/> Average, <input type="checkbox"/> Poor, <input type="checkbox"/> Under construction		
11.	Interior decoration	<input type="checkbox"/> Excellent, <input type="checkbox"/> Very Good, <input checked="" type="checkbox"/> Good, <input type="checkbox"/> Simple, <input type="checkbox"/> Ordinary, <input type="checkbox"/> Average, <input type="checkbox"/> Below average, <input type="checkbox"/> Under construction, <input type="checkbox"/> No Survey		
12.	Interior Finishing	<input checked="" type="checkbox"/> Simple plastered walls, <input type="checkbox"/> Brick walls without plaster, <input type="checkbox"/> Designer textured walls, <input type="checkbox"/> POP punning, <input type="checkbox"/> Coved roof, <input type="checkbox"/> Under construction, <input type="checkbox"/> No Survey		
13.	Exterior Finishing	<input checked="" type="checkbox"/> Simple plastered walls, <input type="checkbox"/> Brick walls without plaster, <input type="checkbox"/> Architecturally designed & elevated, <input type="checkbox"/> Brick tile Cladding, <input type="checkbox"/> Structural glazing, <input type="checkbox"/> Aluminum composite panel cladding, <input type="checkbox"/> Glass façade, <input type="checkbox"/> Domb, <input type="checkbox"/> Porch, <input type="checkbox"/> Under construction		
14.	Kitchen	<input checked="" type="checkbox"/> Simple with no cupboard, <input type="checkbox"/> Ordinary with cupboard, <input type="checkbox"/> Normal Modular with chimney, <input type="checkbox"/> High end Modular with chimney, <input type="checkbox"/> Under construction, <input type="checkbox"/> No Survey		
15.	Class of Electrical fittings	<input type="checkbox"/> External, <input checked="" type="checkbox"/> Internal, <input checked="" type="checkbox"/> Ordinary fixtures & fittings, <input type="checkbox"/> Fancy lights, <input type="checkbox"/> Chandeliers, <input type="checkbox"/> Concealed lightning, <input type="checkbox"/> Under construction, <input type="checkbox"/> No Survey		
16.	Class of Sanitary/ Plumbing & water supply fittings	<input type="checkbox"/> External, <input checked="" type="checkbox"/> Internal, <input type="checkbox"/> Excellent, <input type="checkbox"/> Very Good, <input checked="" type="checkbox"/> Good, <input type="checkbox"/> Simple, <input type="checkbox"/> Average, <input type="checkbox"/> Below average, <input type="checkbox"/> Under construction, <input type="checkbox"/> No Survey		
17.	Water arrangements	<input type="checkbox"/> Jet pump, <input checked="" type="checkbox"/> Submersible, <input type="checkbox"/> Local board supply		
18.	Fixed Wooden Work	<input type="checkbox"/> Excellent, <input type="checkbox"/> Very Good, <input type="checkbox"/> Good, <input checked="" type="checkbox"/> Simple, <input type="checkbox"/> Ordinary, <input type="checkbox"/> Average, <input type="checkbox"/> Below Average, <input type="checkbox"/> No wooden work, <input type="checkbox"/> No survey		
19.	Age of Building/ Recent Improvements done	35 years (approx)		
20.	Maintenance of the Building	<input type="checkbox"/> Very Good, <input checked="" type="checkbox"/> Average, <input type="checkbox"/> Poor		

Any defects in the building	<input checked="" type="checkbox"/> Maintenance issues, <input type="checkbox"/> Finishing issues, <input type="checkbox"/> Seepage issues <input type="checkbox"/> Water supply issues, <input type="checkbox"/> Electricity issues, <input type="checkbox"/> Structural issues, <input type="checkbox"/> Visible cracks in the building											
Any violation done in the property	<input type="checkbox"/> Construction done without Map, <input type="checkbox"/> Construction not as per approved Map, <input type="checkbox"/> Extra covered without sanctioned Map, <input type="checkbox"/> Joined adjacent property, <input type="checkbox"/> Encroached adjacent area illegally (X) NA											
23 Boundary Wall (Only for individual property)	<input type="checkbox"/> Yes, <input type="checkbox"/> No, <input checked="" type="checkbox"/> Common boundary wall of a complex <table border="1"> <thead> <tr> <th>Running Mtr.</th> <th>Height</th> <th>Width</th> <th>Finish</th> </tr> </thead> <tbody> <tr> <td>—</td> <td>—</td> <td>—</td> <td>—</td> </tr> </tbody> </table>				Running Mtr.	Height	Width	Finish	—	—	—	—
Running Mtr.	Height	Width	Finish									
—	—	—	—									
24 Lift/ elevators	<input checked="" type="checkbox"/> Passenger/ <input type="checkbox"/> Commercial Make: — Capacity: —											
25 Power backup	<input type="checkbox"/> Inverter, <input checked="" type="checkbox"/> DG Set Make: — Capacity: —											
26 Garden/ Landscaping	<input type="checkbox"/> Yes, <input checked="" type="checkbox"/> No, <input type="checkbox"/> Beautiful, <input type="checkbox"/> Ordinary											
27 Parking facilities	<input type="checkbox"/> Available within the property <input checked="" type="checkbox"/> On Ground, <input type="checkbox"/> In Basement, <input type="checkbox"/> On stilt (X) on road <input checked="" type="checkbox"/> Not available within the property <input checked="" type="checkbox"/> On road, <input type="checkbox"/> Acute parking problem											
28 Special Comments/ Observations, if any	—											

MARKETABILITY/ SELABILITY/ UTILITY DETAILS

1. Any issues in marketability of the property?	<input type="checkbox"/> Yes, <input checked="" type="checkbox"/> No Reason in case of No: <input checked="" type="checkbox"/> Location, <input checked="" type="checkbox"/> Surrounding, <input type="checkbox"/> Legal aspects, <input checked="" type="checkbox"/> Demand, <input type="checkbox"/> Shape <input type="checkbox"/> Any Other:	
2. How is Demand & Supply condition in the Market of such properties?	Demand <input checked="" type="checkbox"/> Very Good, <input type="checkbox"/> Good, <input type="checkbox"/> Average, <input type="checkbox"/> Low, <input type="checkbox"/> Poor Supply <input type="checkbox"/> Very Good, <input checked="" type="checkbox"/> Good, <input type="checkbox"/> Average, <input type="checkbox"/> Low, <input type="checkbox"/> Poor	
3. Is property easily sellable & marketable?	<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No Comments: Ideal location for office or commercial purpose	
4. How is the current utility of the property?	<input type="checkbox"/> Excellent, <input type="checkbox"/> Very Good, <input type="checkbox"/> Good, <input checked="" type="checkbox"/> Average, <input type="checkbox"/> Low, <input type="checkbox"/> Poor	
5. At what True rate Owner bought this Property?	Year of purchase Purchase Price	1988. —
6. Present expected Sale Value of the overall property?	—	

BLANK PAGE FOR PROVIDING ANY ADDITIONAL DETAILS/ INFORMATION

PROPERTY MARKET COMPARABLE RATE INFORMATION DETAILS

(Available for Sale or Transaction already happened in past)

No	Particulars	Subject Property	Comparable 1	Comparable 2	Comparable 3
1	Name (source of information)	NA	Somani Realtors	Dewiyapata Pratihara	
2	Contact No.	NA	9051740000	8335068533	
3	Type of source of information (Seller/ Property dealer/ nearby people)	NA	Dealer (magicbricks)	Magicbricks	
4	Rates/ Price informed (in Rs. with unit)	NA	14k to 15k Per sqft	13k to 14k Per sqft	
5	Rates Type (Sale/ Buy)	NA	Buy	Sale	
6	Shape of the Property (Square, Rectangular, Irregular)		—	—	
7	Area/ Size of the Property		455 ft ²	520 ft ²	
8	Legal Status (clear, negative, weak)/ No. of owners		clear	clear	
9	Location/ surrounding/ neighborhood comparison with the subject property (Similar, Lower, Better, Highly Better than the subject Property)	Base Case	Similar	Similar	
10	Distance from the subject Property	0	within 500m	within 750m	
11	Other factors (Corner, 2 side open, North-East facing, Park facing, Legal/ Financial encumbrance, etc.)		East facing.	—	
12	Approach road width		25m	25m	
13	Level of Land (Below/ On/ Above road level)		—	—	
14	Frontage to depth ratio (Normal, Less, Large)		—	—	
15	Present Use		Office purpose	Office purpose	
16	Any other details/ Discussion held	NA	—		
17	Present expected Sale Value of the overall property?				

UNDERTAKING BY THE CUSTOMER

I confirm that I have made the inspection of the subject property to the surveyor of R.K Associates, which is correct property in question for which the documents have been provided/ submitted by me. I further confirm that I am aware of all the information related to the subject property and I have provided all its information to the surveyor true 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 have not 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 person/ 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 +91-9958632707, 0120-4110117. 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	Shivshankar Shaw
Relationship with owner	Employee
Signature	Didnot Sign
Mobile No.	9874047147
Date	24/6/24

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 R.K Associates. I have not taken any cash or kind from the customer nor have I come into any kind of influence of the customer / bank for arbitrary providing the Property Valuation as per one's need. I further state that I have not given any assurances to the customer nor given any wrong or false information or statement. 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.

For File No.	
Surveyor Name	Amey Bhangale
Signature	A. Bhangale, Dy.
Date	24/6/24

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 this Valuation assignment. 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, cross check & 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 arbitrarily 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, if 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 reason then I'd solely responsible of any such act and I understand that the Company can 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.

For File No.	
Preparer Name	
Signature	
Date	

SURVEY SUMMARY SHEET (TO BE ENCLOSED WITH VALUATION REPORT) (Version 1.0) | Date of implementation: 10.01.2017

Enclosure: 6

Every Valuation report at R K Associates is prepared based on the thorough survey of the property carried out by our Engineering Surveyor. This Survey Summary Sheet is for the information of Banker/ concerned interested organization. Detailed Survey Form can also be made available to the interested organization in case it is required to cross check what information our surveyor has given in the inspection report based on which Valuation report is prepared.

1	File No.							
2	Name of the Surveyor							
3	Borrower Name	Anup Banerjee, Anirban Roy.						
4	Name of the Owner	Visa International Ltd.						
5	Property Address which has to be valued	Himachal Saw Millers Ltd. Express Tower, 42A, Shakespeare Sarani, Kolkata-74						
6	Property shown & identified by at spot	<input type="checkbox"/> Owner, <input checked="" type="checkbox"/> Representative, <input type="checkbox"/> No one was available, <input type="checkbox"/> Property is locked, survey could not be done from inside <table border="1"> <thead> <tr> <th>Name</th> <th>Contact No.</th> </tr> </thead> <tbody> <tr> <td>Shirshankar Shaw</td> <td>9874067147</td> </tr> </tbody> </table>			Name	Contact No.	Shirshankar Shaw	9874067147
Name	Contact No.							
Shirshankar Shaw	9874067147							
7	How Property is identified by the Surveyor	<input type="checkbox"/> From schedule of the properties mentioned in the deed, <input type="checkbox"/> From name plate displayed on the property, <input checked="" type="checkbox"/> Identified by the owner/ owner representative, <input type="checkbox"/> Enquired from nearby people, <input type="checkbox"/> Identification of the property could not be done, <input type="checkbox"/> Survey was not done						
8	Are Boundaries matched	<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No, <input type="checkbox"/> No relevant past documents available to match the boundaries, <input type="checkbox"/> Boundaries not mentioned in available documents						
9	Survey Type	<input checked="" type="checkbox"/> Full survey (inside-out with measurements & photographs) <input checked="" type="checkbox"/> Half Survey (Measurements from outside & photographs) <input type="checkbox"/> Only photographs taken (No measurements)						
10	Reason for Half survey or only photographs taken	<input type="checkbox"/> Property was locked, <input type="checkbox"/> Possessee didn't allow to inspect the property, <input type="checkbox"/> NPA property so couldn't be surveyed completely BNP						
11	Type of Property	<input type="checkbox"/> Flat in Multistoried Apartment, <input type="checkbox"/> Residential House, <input type="checkbox"/> Low Rise Apartment, <input type="checkbox"/> Residential Builder Floor, <input type="checkbox"/> Commercial and Bldg, <input checked="" type="checkbox"/> Commercial Office, <input type="checkbox"/> Commercial Shop, <input type="checkbox"/> Commercial Floor, <input type="checkbox"/> Shopping Mall, <input type="checkbox"/> Hotel, <input type="checkbox"/> Industrial, <input type="checkbox"/> Institutional, <input type="checkbox"/> School Building, <input type="checkbox"/> Vacant Residential Plot, <input type="checkbox"/> Vacant Industrial Plot, <input type="checkbox"/> Agricultural Land						
12	Property Measurement	<input type="checkbox"/> Self-measured, <input checked="" type="checkbox"/> Sample measurement, <input type="checkbox"/> No measurement						
13	Reason for no measurement	<input type="checkbox"/> It's a flat in multi storey building so measurement not required, <input type="checkbox"/> Property was locked, <input type="checkbox"/> Owner/ possessee didn't allow it, <input type="checkbox"/> NPA property so couldn't enter the property, <input type="checkbox"/> Very tight Property, practically not possible to measure the area within limited time, <input type="checkbox"/> Other Reason: BNP						
14	Land Area of the Property	As per Title deed	As per Map	As per site survey				
15	Covered Built-up Area	As per Title deed 2057 sq ft	As per Map	As per site survey 1969 sq ft				
16	Property possessed by at the time of survey	<input type="checkbox"/> Owner, <input checked="" type="checkbox"/> Vacant, <input type="checkbox"/> Lessee, <input type="checkbox"/> Under Construction, <input type="checkbox"/> Couldn't be Surveyed, <input type="checkbox"/> Property was locked, <input type="checkbox"/> Bank sealed, <input type="checkbox"/> Court sealed						
17	Any negative observation of the	NO						

property during survey	
18. Is independent access available to the property	<input checked="" type="checkbox"/> Clear independent access is available <input type="checkbox"/> Access available in sharing of other adjoining property, <input type="checkbox"/> No clear access is available, <input type="checkbox"/> Access is closed due to dispute
19. Is property clearly demarcated with permanent boundaries?	<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No, <input type="checkbox"/> Only with Temporary boundaries
20. Is the property merged or colluded with any other property	No
21. Local Information References on property rates	Please refer attached sheet named 'Property rate Information Details'

Endorsement:

1. Signature of the Person who was present from the owner side to identify the property:

Undertaking: I have shown the correct property and provided the correct information about the property to the surveyor of R.K Associates to the best of my knowledge for which Valuation has to be prepared. In case I have shown wrong property or misled the valuer company in any way then I be solely responsible for this unlawful act.

- a. Name of the Person: ShivShankar Shaw
- b. Relation: Employee
- c. Signature: did not sign
- d. Date: 26/6/24

In case not signed then mention the reason for it: ☐ No one was available, ☐ Property is locked, ☐ Owner/representative refused to sign it, ☐ Any other reason:

2. Surveyor Signature who did site inspection:

Undertaking: I have inspected the property and cross verified the property details at site to the extent of a. Matching boundaries of the property, b. Sample measurement of its area, c. Physical condition, d. Property rates as per local information with what is mentioned in the property documents provided to me by the Bank/interested organization. I have not come under influence of anyone during the inspection and have only recorded the true and factual details in the survey form which I come across during the site survey. I understand that giving any manipulative information in the survey form will lead to incorrect Valuation report, which is an unlawful act and I'll be solely responsible for doing it.

- a. Name of the Surveyor: Anup & Anirban
- b. Signature: [Signature]
- c. Date: 26/6/24