

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 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	
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'll be solely responsible for this unlawful act.

- Name of the Person:
- Relation:
- Signature:
- Date:

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 site 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.

- Name of the Surveyor:
- Signature:
- Date:

*Saurin*  
12/02/2022



# SURVEY SUMMARY SHEET

(TO BE ENCLOSED WITH VALUATION REPORT)

(Version 1.0) | Date of implementation: 10.04.2017

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 site inspection report based on which Valuation report is prepared.

1.	File No.	PL958-8211045		
2.	Name of the Surveyor	Sachin Pandey		
3.	Borrower Name	Mr. Shadab Hussain s/o Mr. Akter Hossain		
4.	Name of the Owner	Arrow Projects LLP		
5.	Property Address which has to be valued	Plot No H-39, 2nd Floor Almoda-2 Sec-63A		
6.	Property shown & identified by at spot	<input type="checkbox"/> Owner, <input type="checkbox"/> Representative, <input checked="" type="checkbox"/> No one was available, <input type="checkbox"/> Property is locked, survey could not be done from inside		
		Name	Contact No.	
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 checked="" 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 type="checkbox"/> Yes, <input checked="" type="checkbox"/> No, <input type="checkbox"/> No relevant papers available to match the boundaries, <input type="checkbox"/> Boundaries not mentioned in available documents		
9.	Survey Type	<input type="checkbox"/> Full survey (inside-out with measurements & photographs) <input type="checkbox"/> Half Survey (Measurements from outside & photographs) <input checked="" type="checkbox"/> Only photographs taken (No measurements)		
10.	Reason for Half survey or only photographs taken	<input type="checkbox"/> Property was locked, <input checked="" type="checkbox"/> Possessee didn't allow to inspect the property, <input type="checkbox"/> NPA property so couldn't be surveyed completely		
11.	Type of Property	<input type="checkbox"/> Flat in Multistoried Apartment, <input type="checkbox"/> Residential House, <input checked="" type="checkbox"/> Low Rise Apartment, <input type="checkbox"/> Residential Builder Floor, <input type="checkbox"/> Commercial Land & Building, <input 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 type="checkbox"/> Sample measurement, <input checked="" type="checkbox"/> No measurement		
13.	Reason for no measurement	<input checked="" 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 area within limited time <input type="checkbox"/> Any other Reason:		
14.	Land Area of the Property	As per Title deed	As per Map	As per site survey
		X	X	X
15.	Covered Built-up Area	As per Title deed	As per Map	As per site survey
		128.94 sqm		
16.	Property possessed by at the time of survey	<input type="checkbox"/> Owner, <input type="checkbox"/> Vacant, <input type="checkbox"/> Lessee, <input checked="" 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			



## UNDERTAKING BY THE PREPARER

I confirm that this Valuation Report is prepared as per the fair professional best practices and Valuation & 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 & base 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.

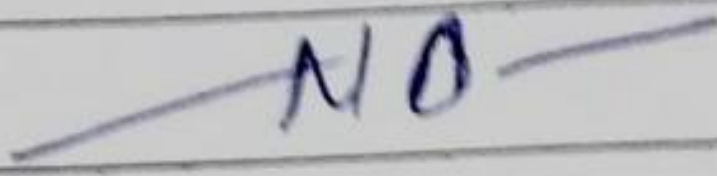
For File No.	
Preparer Name	
Signature	
Date	



## UNDERTAKING BY THE CUSTOMER

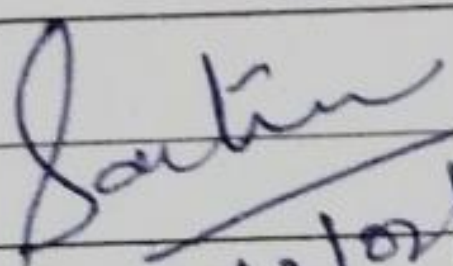
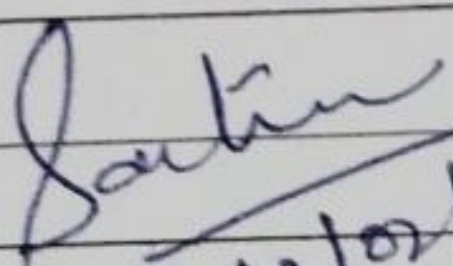
I confirm that I have made the inspection of the subject property to the surveyor of R.K Associates, which is correct property in question for which the documents have been provided/ submitted by me. I further confirm that I am aware of all the information related to the subject property and I have provided 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 charges/ 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	
Relationship with owner	
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 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	
Signature	
Date	12/02/2022



# PROPERTY MARKET COMPARABLE RATE INFORMATION DETAILS

(Available for Sale or Transaction already happened in past)

Particulars	Subject Property	Comparable 1	Comparable 2	Comparable 3
1. Name (source of information)	NA	Anand	Karan	
2. Contact No.	NA	9717275588	7669010052	
3. Type of source of information (Seller/ Property dealer/ nearby people)	NA	property Dealer		
4. Rates/ Price informed	NA	R/-		
5. Rates Type (Sale/ Buy)	NA	Buy	Buy	
6. Area/ Size of the Flat		-	-	
7. Legal Status (clear, negative, weak)/ No. of owners		clear	clear	
8. Location/ surrounding/ neighborhood comparison with the subject property (Similar, Lower, Better, Highly Better than the subject Property)	Base Case	surrounding	surrounding	
9. Distance from the subject Property	0	0	0	
10. Society comparison (Similar, Lower, Better, Highly Better than the subject society)		similar	similar	
11. Other factors (Corner, 2 side open, North-East facing, Park facing, Legal/ Financial encumbrance, etc.)		road facing.	road facing.	
12. Any other details/ Discussion held	NA			
13. Present expected Sale Value of the overall property?				



Current activity carried out in the property

Special Comments if any

- ☒ Residential purpose, ☐ Commercial purpose, ☐ Godown,  
☐ Office, ☐ Vacant, ☐ Locked, ☐ Any other use:

*This property is in Under construction  
only Super structure is ready  
Blockwork started*

**MARKETABILITY/ SELABILITY/ UTILITY DETAILS**

1.	Reputation/ class of developer	<input type="checkbox"/> Very Good, <input checked="" type="checkbox"/> Good, <input type="checkbox"/> Average, <input type="checkbox"/> Low, <input type="checkbox"/> Poor	
2.	Reputation of society	<input type="checkbox"/> Very Good, <input checked="" type="checkbox"/> Good, <input type="checkbox"/> Average, <input type="checkbox"/> Low, <input type="checkbox"/> Poor	
3.	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 type="checkbox"/> Surrounding, <input type="checkbox"/> Legal aspects, <input checked="" type="checkbox"/> Demand, <input type="checkbox"/> Shape, <input type="checkbox"/> Any Other:	
4.	How is Demand & Supply condition in the Market of such properties?	Demand	<input type="checkbox"/> Very Good, <input checked="" 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
5.	Is property easily sellable & marketable?	<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No Comments: <i>Location of property is good.</i>	
6.	How is the current utility of the property?	<input type="checkbox"/> Excellent, <input type="checkbox"/> Very Good, <input checked="" type="checkbox"/> Good, <input type="checkbox"/> Average, <input type="checkbox"/> Low, <input type="checkbox"/> Poor	
7.	At what True rate Owner bought this Property?	Year of purchase	
		Purchase Price	

**USE THIS SPACE FOR PROVIDING ANY ADDITIONAL DETAILS/ INFORMATION**

*\* no one way available at site*  
*\* no selfi*  
*\* no sign.*



Covered Built up Area

## PHYSICAL DETAILS

☐ Covered Area ☐ Floor Area ☒ Super Area ☐ Carpet Area

As per Title deed

As per Map

As per site survey

128.94 Sqm

X

X

☐ Yes, ☐ No

(Tick one on the basis of which valuation is to be calculated)

Are Boundaries matched

Is Independent access available to the property?

☒ Clear independent access is available, ☐ Access available in sharing of other adjoining property, ☐ No clear access is available, ☐ Access is closed due to dispute

Is the property merged or colluded with any other property

No

Construction Status

☐ Built-up property in use, ☒ Under construction, ☐ Construction not started

Total Number of Floors in the Building

Floor on which Flat is situated

Type of Flat

Age of Building/ Recent Improvements done

Type of Group Housing Society

☐ High End, ☐ Normal, ☐ Affordable Group Housing

Appearance/ Condition of the Building

**Internal** - ☐ Excellent, ☐ Very Good, ☐ Good, ☐ Ordinary, ☐ Average, ☐ Poor ☐ Under construction, ☐ No construction, ☐ No Survey

**External** - ☐ Excellent, ☐ Very Good, ☐ Good, ☐ Ordinary, ☐ Average, ☐ Poor ☐ Under construction, ☐ No construction

Maintenance of the Building

☐ Very Good, ☐ Average, ☐ Poor

Fixed Wooden Work

☐ Excellent, ☐ Very Good, ☐ Good, ☐ Simple, ☐ Ordinary, ☐ Average, ☐ Below Average, ☐ No wooden work, ☐ No survey

Interior decoration

☐ Excellent, ☐ Very Good, ☐ Good, ☐ Simple, ☐ Ordinary, ☐ Average, ☐ Below Average, ☐ No wooden work, ☐ No Survey

Any defects in the Group Housing Society

Any violation done in the flat

Utilities/ Facilities in the Group Housing Society

☐ Lifts, ☐ Garden, ☐ Landscaping, ☐ Swimming Pool, ☐ Gym, ☐ Club House, ☐ Walk Trails, ☐ Kids play zone, ☐ 100% Power Backup

Property currently possessed by

☐ Owner, ☐ Vacant, ☐ Lessee, ☐ Under Construction, ☐ Couldn't be Surveyed, ☐ Property was locked, ☐ Bank sealed, ☐ Court sealed



### LOCATION DETAILS

Adjoining Properties

(Match it with papers with the help of compass or Sun direction and also confirm it with nearby people)

North

South

East

West

other plot

other plot

other Land

Road

2. Property Facing

- ☐ East Facing, ☐ North Facing, ☒ West Facing, ☐ South Facing,  
☐ North-East Facing, ☐ South-West Facing, ☐ South-East Facing,  
☐ North-West Facing

3. Landmark

—

Near - Adami Sambar

4. Ward Name/ No.

5. Zone Name

6. Main Road Name & Width

Name

Width

Distance from property

Self Road

— 60'

on Road

Gate —

7. Approach Road Name & Width

8. Location consideration of the Society

- ☐ Within Main city, ☐ Within Good Urban developed Area, ☒ Within developing area, ☐ Highly posh locality, ☐ Very Good, ☐ Good,  
☐ Ordinary, ☐ In interiors, ☐ Remote area, ☐ Backward, ☐ Average,  
☐ Poor

9. Location of the Flat

- ☐ Park Facing, ☐ Pool Facing, ☒ Road Facing, ☐ Entrance North-East Facing, ☐ Sunlight facing

10. Characteristics of the Locality

- ☐ Urban developed, ☒ Urban developing, ☐ Semi Urban, ☐ Rural,  
☐ Backward, ☐ Industrial, ☐ Institutional

11. Proximity to civic amenities

School

Hospital

Market

Metro

Railway Station

Airport

3km

5km

100m

8km

—

—

12. Any new Development in surrounding area

No

13. Jurisdiction limits

- ☒ Nagar Nigam, ☐ Nagar Panchayat, ☐ Gram Panchayat,  
☐ Nagar Palika Parishad, ☐ Area not within any municipal limits

14. Jurisdiction Development Authority Name

- ☐ DDA, ☐ GDA, ☐ NOIDA, ☐ GNIDA, ☐ YEIDA, ☒ HUDA, ☐ KMDA,  
☐ MDDA, ☐ Any other Development Authority:  
☐ Area not within any development authority limits

15. Municipal Corporation Name

- ☐ NDMC, ☐ SDMC, ☐ EDMC, ☐ Ghaziabad Municipal Corporation,  
☒ Gurgaon Municipal Corporation, ☐ Faridabad Municipal Corporation,  
☐ Kolkata Municipal Corporation, ☐ Dehradun Municipal Corporation,  
☐ Area not within any municipal limits, ☐ Any other Municipal Corporation/  
Municipality:



GENERAL DETAILS	
1. Name of the Surveyor	<input type="checkbox"/> Owner, <input type="checkbox"/> Representative, <input checked="" type="checkbox"/> No one was available, <input type="checkbox"/> Property is locked, survey could not be done from inside
2. Property shown by	Name: <u>Sudhakar Pandey</u> Contact No.: <u>NA</u>
3. Survey Type	<input type="checkbox"/> Full survey (inside-out with measurements & photographs) <input type="checkbox"/> Half Survey (Measurements from outside & photographs) <input checked="" type="checkbox"/> Only photographs taken (No measurements)
4. Reason for Half survey or only photographs taken	<input type="checkbox"/> Property was locked, <input checked="" type="checkbox"/> Possessee didn't allow to inspect the property, <input type="checkbox"/> NPA property so couldn't be surveyed completely
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 type="checkbox"/> Identified by the owner, owner representative, <input checked="" 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. Property Measurement	<input type="checkbox"/> Self-measured, <input type="checkbox"/> Sample measurement only, <input checked="" type="checkbox"/> No measurement
7. Purpose of Valuation	<input checked="" type="checkbox"/> Value assessment of the asset for creating collateral mortgage, <input type="checkbox"/> Periodic Re-Valuation for Bank, <input 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
8. Type of Loan	<input checked="" 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 Limit, <input type="checkbox"/> Industrial Loan, <input type="checkbox"/> NA
9. Loan Amount	

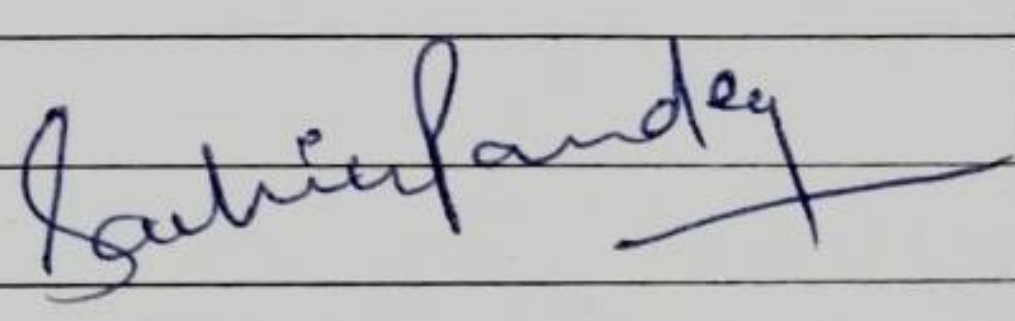
OWNERSHIP DETAILS	
1. Legal Owner Name/s	<u>Arnav Projects LLP</u>
2. Property Purchaser Name	<u>Mr. Shadab Hussain S/o Akhtar Hussain</u>
3. Property Address under Valuation	<u>Flat Plot NO- H-39, 2nd floor</u>
4. Present Residence Address of the Owner/ Purchaser	<u>Almoda-2 SSB-3</u> <u>CGW</u>



# SURVEY PROCESS COMPLIANCE CHECKLIST

(To be submitted by Surveyor with each Survey)

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 & <b>highlighted Owner/ Area/ Boundaries</b> in the property documents with bold florescent before moving for the survey?	<input checked="" type="checkbox"/>
3.	Did you check prominent landmark nearby the subject property and mentioned in the survey form?	<input checked="" type="checkbox"/>
4.	<b>Did you identified the Property clearly</b> by matching the boundaries and area mentioned in the property papers?	<input checked="" type="checkbox"/>
5.	<b>Did you check if property is merged with any other property or it is an independent property?</b>	<input checked="" type="checkbox"/>
6.	Did you checked the flat size with eye estimation or based on number of bed rooms?	<input checked="" type="checkbox"/>
7.	Did you check for any construction violations in the flat?	<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 society reputation?	<input checked="" type="checkbox"/>
11.	Have you taken property full scale photograph with gate?	<input checked="" type="checkbox"/>
12.	Have you taken owner/ representative photograph with the property?	<input checked="" type="checkbox"/>
13.	Have you taken your selfie with the property along with owner/ representative?	<input checked="" type="checkbox"/>
14.	Have you taken photograph of the society gate along with abutting road and towards left and right of the property?	<input checked="" type="checkbox"/>
15.	Have you taken multiple photographs of the property from inside-out?	<input checked="" type="checkbox"/>
16.	<b>Did you check nearby development and whereabouts and commented on survey form?</b>	<input checked="" type="checkbox"/>
17.	<b>Did you check any defects or negativity in the society &amp; flat in terms of location, legality, disputes, marketability, salability, etc. and commented on survey form in detail?</b>	<input type="checkbox"/>
18.	Have you filled all the columns of survey form including survey summary sheet properly?	<input checked="" type="checkbox"/>
19.	Have you taken self-attested documents from owner/ representative and stamped "documents provided by stamp"?	<input checked="" type="checkbox"/>
20.	<b>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?</b>	<input type="checkbox"/>
21.	Have you confirmed any recent past transactions during market enquiries and enquired property rates locally very rigorously?	<input checked="" type="checkbox"/>
22.	Did you take signatures of the owner/ representative on undertaking and survey summary sheet?	<input checked="" type="checkbox"/>
23.	Did you signed the undertaking?	<input checked="" type="checkbox"/>

For File No.	
Surveyor Name	
Signature	
Date	



## SURVEY GRADING MATRIX

### PARAMETERS/ CRITERIA

In case all the points below are done properly, timely with full care and diligence.

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.



**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 type="checkbox"/>		NA
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.

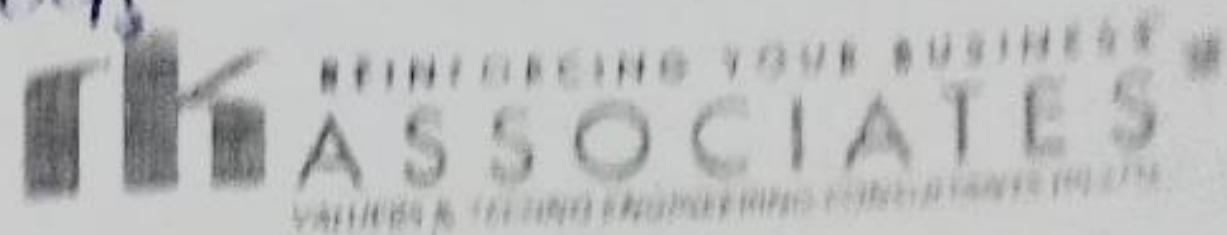


# CASE DETAILS

1.	Type of Property	Flat		
2.	Purpose of Valuation/ Assignment	<input checked="" type="checkbox"/> Value assessment of the asset for creating new collateral mortgage <input type="checkbox"/> Periodic Re-Valuation for Bank, <input 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
		Legal owner Ananya projects LLP		
4.	Account Name	— No —		
5.	Property Address	Flat NO- H-39 2nd Floor Almoda-2		
6.	Who will coordinate on site for the site survey	Name	Contact Number	
		— NA —	— NA —	
7.	Preferred time of survey	Date	Time	
		12/02/2022	2:20 PM	
8.	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"/> 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. <b>Map:</b> <input type="checkbox"/> Cizra Map, <input type="checkbox"/> Approved Map, <input type="checkbox"/> Site Plan 3. <b>Utility Bills:</b> <input type="checkbox"/> Electricity Bill & payment receipt, <input type="checkbox"/> Water Bill & payment receipt, <input type="checkbox"/> House Tax demand & payment receipt 4. <b>Any Other document:</b> <input type="checkbox"/> CLU, <input type="checkbox"/> TIR Report, <input checked="" type="checkbox"/> Agreement to Sale, <input type="checkbox"/> Old Valuation Report 5. <b>No documents provided:</b> <input type="checkbox"/>		
9.	Documents received from			
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:			



PL 958-821-1045



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

## 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	Sushash	NA	NA			
Survey	Sushash		12/01/2022	14/01/22		
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

## GENERAL DETAILS

1.	Proposal/ Work Order or Ref. No.				
2.	Type of Service	<input 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 checked="" type="checkbox"/> Bank <input type="checkbox"/> Company	<input type="checkbox"/> PSU <input type="checkbox"/> Private client	<input type="checkbox"/> NBFC <input type="checkbox"/> Direct client through Bank	<input type="checkbox"/> Corporate
4.	Bank/ FI/ Organization Name & Address	SBI HST Bilaspur Chhatargarh			
5.	Case Allotment Officer/ Fees paying party Details	Name	Contact Number	Email Id	
		Gopal Singh	9981948803	hst-bsp@shn.co.in	
6.	Case Type	<input checked="" type="checkbox"/> Case for Fresh Account		<input type="checkbox"/> Case for exiting account/ customer	
7.	Fees Details	Amount of Fees	Advance Amount if any	Fees will be paid by	
		10K+gst	—	<input checked="" type="checkbox"/> Bank <input type="checkbox"/> Customer	
8.	Billing Details	Billed To Party Name			GSTIN