Case Collection Formal Case Collection For	Filhe M.	DKARN	PLARO.				20,000,000
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Items	(Vers	on 4 3) I Dat	CASE CO	STORIED FLAT	RMAT S ONLY)	Ma ision: 30.0	12020 Brabers
File Received By Survey A - Very Good, B - Satisfactory, C - Average, D - Poor, E - Extremely Poor File Returned to HOD Engg. unprepared due to reason Survey Market survey for rates is not properly done, Identification is not clearly dane, Selfie/ Owner or owner representative photo not taken, Owner/ owner representative signature not taken, Google Map not taken, Survey summary sheet not filled In case File is returned by the preparer - HOD Engg. comment & Signature Major defects in the survey hence approved for preparation with warning to Surveyor. Report preparer to collect the missing information on his own. Major defects in the survey. Survey has to be done again. Proposal or Ref. No. Sense Psu NBFC Corporate		Assign	ed Assigned	To be completed	Submitted	Grade	Signature
Preparation		0	I_ NA	A CONTRACTOR OF THE PARTY OF TH			NA
Preparation A - Very Good, B - Satisfactory, C - Average, D - Poor, E - Extremely Poor File Returned to HOD	Budges for from a settly leading that the receiver the interrupt of	Kaja	T,				
A - Very Good, B - Satisfactory, C - Average, D - Poor, E - Extremely Poor File Returned to HOD Survey not done properly, Survey Form not properly filled, Market survey for rates is not properly done, Identification is not clearly done, Selfie/ Owner or owner representative photo not taken, Owner/ owner representative signature not taken, Google Map not taken, Survey summary sheet not filled In case File is returned by the preparer - HOD Market survey summary sheet not filled In case File is returned by the preparer - HOD Market survey summary sheet not filled Marior defects in the survey hence approved for preparation with warning to Surveyor. Report preparer to collect the missing information on his own. Major defects in the survey. Survey has to be done again. Proposal or Ref. No. Type of Service Valuation Report Sank PSU NBFC Corporate Company Private client Direct client through Bank Bank/ FI/ Organization Sank PSU NBFC Corporate Company Private client Direct client through Bank Bank/ FI/ Organization Sank PSU NBFC Corporate Company Private client Direct client through Bank Bank/ FI/ Organization Sank PSU NBFC Corporate Company Private client Direct client through Bank Bank/ FI/ Organization Sank PSU Sank Sank	Survey	Averba	at				
Survey not done properly, Survey Form not properly lines, Market survey for rates is not properly done, Identification is not clearly done, Market survey for rates is not properly done, Photographs not clearly daken, Selfie/ Owner or owner representative photo not taken, Owner/ owner representative signature not taken, Google Map not taken, Survey summary sheet not filled In case File is returned by the preparer - HOD Engg, comment & Survey summary sheet not filled In case File is returned by the preparer - HOD Engg, comment & Surveyor. Report preparer to collect the missing information on his own. GENERAL DETAILS Major defects in the survey. Survey has to be done again. GENERAL DETAILS Proposal or Ref. No. Waluation Report PSU NBFC Corporate Company Private client Direct client through Bank Bank/ Fil/ Organization Rame Ram	Preparation	1					
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Proposal or Ref. No. Type of Service	by the prepa Engg. comm	rer - HOD	☐ Owner/ owner taken, ☐ Surve	er representative by summary she is in the survey he port preparer to	e signature not et not filled ence approve collect the mi	d for prepar	ration with warning mation on his own.
Proposal or Ref. No. Type of Service							
Type of Service Type of customer Bank Bank Bank/ FI/ Organization Name & Address Case Allotment Officer/ Fees paying party Details Valuation Report Bank PSU NBFC Corporate Direct client through Bank BO 1 2 M E NS Read, Not Wate Contact Number Email Id Marid Au Case for Fresh Account Case for exiting account/ custom	Proposal or Pr	af No	GEN	ERAL DETAIL	<u>s</u>		
Type of customer Bank			M Valuation 5	Penort			
Bank/ FI/ Organization Name & Address Case Allotment Officer/ Fees paying party Details Case Type Company Private client Direct client through Bank Contact Number Email Id Case for Fresh Account Case for exiting account/ custom					[] NDE		`ornorate
Bank/ FI/ Organization Name & Address Case Allotment Officer/ Fees paying party Details Case Type BOI & ME NS Read, Not Watro Contact Number Email Id Fees paying party Details Case for Fresh Account Case for exiting account/ custom	Type of custor		and the second second second second			The second secon	AND THE PARTY OF T
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Billing Details

8.

GSTIN

1.	0		CASE	DETAIL	S	
\$07	Owner/ Applicant Details	lalter & Mars. Man			r Email Id	
2.	Property Address	Ouch 1	no, - y	DT. 4	in Florer 2	t, Brabourne for, West Bengal.
3.	Who will coordinate on site for the site survey	- Chippin	N	ame		Contact Number
	Tolking the unexperience.	bai	Moan	last +	au 9	8310 9128
4.	Preferred time of survey	Date	ato	122	Time	3,0 ,,,
	Documents Received (Any one ownership document and approved site plan/ map is must)	Reli Allo 2. Mag 3. Any	nquishme tment Lett p: □ Cizra	nt Deed, [er, □ Pos Map, □ / ocument:	☐ Transfer Deed, ☐ session Letter, ☐ A Approved Map, ☐ Si ☐ TIR Report, ☐ O	
6.	Special Instructions if any:				-	
7.		s and wou	ld not try to	influence a	ny member or official	I agree that I'll not put pressure on of the firm in the ill spirit or vested

	SURVEY GRADING MATRIX
GRADE	PARAMETERS/ CRITERIA
Α	In case all the points below are done properly, timely with full care and diligence:
	 Survey started with proper work order and knowing the source of payment.
	Survey done with proper documents.
	Done complete homework and studied the documents properly with highlighting the main points before moving for the survey.
	Chosen correct survey form as per the property type.
	All fields of Survey form are properly filled.
	All site special observations and negative and positive factors are clearly mentioned.
	Self & client signatures taken on survey form.
	Property rates information property taken, mentioned and verified.
1	Site rough sketch plan made.
	10. Proper photographs taken.
	11 Selfie with property taken.
	40. Solfo and owner photograph with property taken.
В	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
_	the second than 3 minor mistakes and any 1 major mistake in any of the above points and it any point
С	
_	
D	In case of 1 major mistake or missing of any 1 point out of 1, 2, 3, 4, 6, 8, 10, 11, 12. 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.
E	In case of more than 1 major measures

Note (Survey Grading Matrix):

- 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. 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 in case client reports any careless many be revised and Grade E will be awarded.

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
3.	property which needs to get surveyed. 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.
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	1
2.	IS WORK ORDER/ EMAIL/ CESA FORM FORMALITY COMPLETED	
3.	FOR PRIVATE CASE OR FOR FRESH CASE 50% ADVANCE IS RECEIVED	D
4.	IS DOCUMENT CHECKLIST PROVIDED TO THE CUSTOMER	7

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

*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
(FOR MULTI STORIED FLATS ONLY)
(Version 4.2) | Date of implementation: 09.02.2017 | Date of Revision: 04.01.2018

10	File No. RKA/DNCR//	Date: 9/0/2 2	-
	THE INC. INTO DINOIS	Date: 7 7 1	Time:
		57. 4.	
		GENERAL DETAILS	

		GENERAL DETAILS				
1.	Name of the Surveyor	Avistan / Royat				
2.	Property shown by	Owner, □ Representative, No one was available, □ Property is locked, survey could not be done from inside				
		Name Contact No.				
		Banwari las tay 9831001124				
3.	Survey Type	Full survey (inside-out with measurements & photographs) Half Survey (Measurements from outside & photographs) Only photographs taken (No measurements)				
4.	Reason for Half survey or only photographs taken	☐ Property was locked, ☐ Possessee didn't allow to inspect property, ☐ NPA property so couldn't be surveyed completely	the			
5.	How Property is Identified	☐ From schedule of the properties mentioned in the deed, ☐ From name plate displayed on the property ☐ Identified by the owner, own representative, ☐ Enquired from nearby people, ☐ Identification of the property could not be done, ☐ Survey was not done	ner			
6.	Property Measurement	Self-measured, Sample measurement only, No measurement	ent			
7.	Purpose of Valuation	□ Value assessment of the asset for creating collateral mortgage. Periodic Re-Valuation for Bank □ Distress sale for NPA A/c., For DRT Recovery purpose, □ Capital Gains Wealth Tax purpose □ Partition purpose, □ General Value Assessment	0			
8.	Type of Loan Property	☐ Housing Loan, ☐ Housing Take Over Loan, ☐ Home Improvement Loan, ☐ Loan against Property, ☐ Construction Loan, ☐ Education Loan, ☐ Car Loan, ☐ Project Loan, ☐ Term Loan, ☐ CC Lienhancement, ☐ Cash Credit Limit, ☐ Industrial Loan, ☐ NA	nal			
9.	Loan Amount					
		OWNERSHIP DETAILS				
	Legal Owner Name/s	Same as Pgi				
1.	Property Purchaser Name	Y				
3.	Property Address under	ч				

		OWNERSHIP DETAILS
1.	Legal Owner Name/s	Sauce as pgil
2.	Property Purchaser Name	Ч
3.	Property Address under Valuation	'Ч

4.	Present Residence Address of the Owner/ Purchaser		
5.	Property constitution	t ☐ Free Hold, ☐ Lease Hold	

		LOCATIO	N DETAIL	S			
A	Adjoining Properties	North .		South	E	ast	Vest
1	Match it with papers with the help of compass or Sun direction and also confirm it with nearby people)	reportes by	op	suf so	OSM V	Sorry Chief	Vest Value
2.	Property Facing	East Facing, [] Facing					☐ North
3.	Landmark	IASE	lf w	•	land	mora.	
4.	Ward Name/ No.		24	5			
5.	Zone Name			-			
6.	Main Road Name & Width	Name	5	W	idth	Distance from	property
	Bs	abourne	Road	40	ff.	Adjou	nt
7.	Approach Road Name & Width			-	-	1	
9.	Location of the Flat Characteristics of the Locality	☐ Park Facing, Facing, ☐ Sunli	☐ Pool Fa	acing, U	toad Facin	Average, Pooring, Entrance N	lorth-East
		Backward, In	dustrial,	Institutiona	ı		
11.	Proximity to civic amenities	School	Hospital	Market	Metro	Railway Station	Airport
		Ina	1.2m	2504	2164	2 Km	16 KL
12.	Any new Development in surrounding area			-	_		
13.	Jurisdiction limits	□ Nagar Nigam, □ Nagar Panchayat, □ Gram Panchayat, □ Nagar Palika Parishad, □ Area not within any municipal limits					
14.	Jurisdiction Development	□ DDA, □ GD	A, 🗆 NOID	A, 🗆 GNI	DA, 🗆 YE	IDA, 🗆 HUDA,	CE
	Authority Name	KMDA, ☐ MDD					
15	. Municipal Corporation Name		cipal Corpo	ration, 🗆	Faridabad	d Municipal Corpo	oration, I

not within any municipal limits, Any other Municipal	Corporation/
Municipality:	

		PHYSICAL DETAILS	3		
	Covered Built-up Area	☐ Covered Area, ☐ Flo	Covered Area, Floor Area, Super Area, Carpet Area		
		As per Title deed	As per Map	As per site survey	
	(Tick one on the basis of which valuation is to be calculated)	475 saift.	-		
2.		Yes, 🗆 No			
3.	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			
4.	Is the property merged or colluded with any other property	No			
5.	Construction Status	☐ Built-up property in use, ☐ Under construction, ☐ Construction not started			
6.	Total Number of Floors in the Building	9+9			
7.	Floor on which Flat is situated	4th floor			
8.	Type of Flat	convers coal			
9.	Age of Building/ Recent Improvements done	could not tell, and Minimum so you			
10.	Type of Group Housing Society	☐ High End, ☐ Normal, ☐ Affordable Group Housing ☐ Comme			
11.	Appearance/ Condition of the Building	Average, ☐ Poor ☐ Under construction, ☐ No construction, Survey External - ☐ Excellent, ☐ Very Good, ☐ Good, ☐ Ordinary,		□ No construction, □ No cod, □ Ordinary, □	
		Average, Poor U		No construction	
12.	Maintenance of the Building		☐ Very Good ☐ Average, ☐ Poor ☐ Excellent, ☐ Very Good ☐ Good, ☐ Simple, ☐ Ordinary, ☐		
13.	Fixed Wooden Work	Average, Below Av	verage, No wooden	work, No survey	
14.	Interior decoration		Good, l⊠ Good, □ Sir verage, □ No wooden		
15.	Any defects in the Group Housing Society	No			
16.	Any violation done in the flat		70		
17.	Utilities/ Facilities in the Group Housing Society	Lifts, ☐ Garden, ☐ Landscaping, ☐ Swimming Pool, ☐ Gym, ☐ Club House, ☐ Walk Trails, ☐ Kids play zone, ₩ 100% Power Backup			
18.	Property currently possessed by	Surveyed, \square Property was locked, \square Bank sealed, \square Court sealed			
19.	Current activity carried out in the property	☐ Residential purpose, ☐ Commercial purpose, ☐ Godown, ☐ Office, ☐ Vacant, ☐ Locked, ☐ Any other use:			
20.	Special Comments if any	_			

PROPERTY RATE INFORMATION DETAILS

Gather information on the basis of the factors like Area location, Property location, Floor level, Block, Position, Frontage, Width of lane/ road in front of the property, Nearby development

1.	Demand & Supply condition is	☐ Very Good, ☐ Good ☐ Average, ☐ Low			
	the Market for such propertie	5			
2.	At what True rate Owner	Year of	-		
	bought this Property	purchase			
		Purchase Price			
3.	Minimum Rate in the locality	0 1			
4.	Maximum Rate in the locality	,			
5.	Local Information gathered during Site survey (Minimum 2 enquiries are must):				
	1. Name:	es a full to	repathy (Dealer)		
	Contact No.	983002955	.0		
	Sale Purchase Rate	le 10,000 - 1	2,000/ 59. ft (Super buck		
	Rental Rate	-			
	Comments Ac	per discussi	on he told that the rate		
	2. Name: D	hoad by	on he told that the rate ies of building also to		
		200101.40	4		
		98310406 7	13,000 Sq. At (Super be		
	Sale Purchase Rate	RS 10000 -	13,000 Seite (sept of		
	Rental Rate	•			
	Comments As	per discus to in that	orea wie de under		
			52 52		
	3. Name:				
	3. Name: Contact No.				
	3. Name:				
	3. Name: Contact No.				
	Contact No. Sale Purchase Rate				
	Contact No. Sale Purchase Rate Rental Rate				

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 to the best of my knowledge. I understand that any false information provided by me will lead to incorrect valuation report and I'd be solely responsible for it 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 directly. 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:

Signature:

Mobile No.:

UNDERTAKING BY THE SURVEYOR

I confirm that I have done the Survey of the asset 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 Asset 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. Antsban Roy / Rajar

9/2/2000

Surveyor Name:

Signature:

8

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 Nam	ie:
Signature:	