

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

**CASE COLLECTION FORMAT  
(INDUSTRIAL PLANT SURVEY FORM)**

(Version 2.1) | Date of implementation: 9.02.2011 | Date of Revision: 04.01.2018, 30.01.2020

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

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

<b>File Returned to HOD Engg. unprepared due to reason</b>	<input type="checkbox"/> Proper documents not received, <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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<b>In case File is returned by the preparer - HOD Engg. comment &amp; Signature</b>	<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 or Ref. No.					
2.	Type of Service	<input type="checkbox"/> Valuation Report				
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					
5.	Case Allotment Officer/ Fees paying party Details	<b>Name</b>		<b>Contact Number</b>		
6.	Case Type	<input type="checkbox"/> Case for Fresh Account		<input type="checkbox"/> Case for existing account/ customer		
7.	Fees Details	<b>Amount of Fees</b>		<b>Advance Amount if any</b>		
8.	Billing Details	<b>Billed To Party Name</b>			<b>GSTIN</b>	

**CASE DETAILS**

1.	Name of the Industry/ Account				
2.	Type of Property	<input type="checkbox"/> Small Manufacturing Unit, <input type="checkbox"/> Medium Scale Industrial Unit, <input type="checkbox"/> Large Scale Industrial Plant, <input type="checkbox"/> Very Large Scale Industrial Plant			
3.	Owner/ Applicant Details	Name		Contact Number	
4.	Account Name				
5.	Plant Address				
6.	Who will coordinate on site for the site survey	Name			Contact Number
7.	Preferred time of survey	Date			Time
8.	Documents Received <i>(Any one ownership document and approved site plan/ map is must)</i>	1. Ownership Documents: <input type="checkbox"/> Sale Deed, <input type="checkbox"/> Power of Attorney, <input type="checkbox"/> Will Relinquishment Deed, <input type="checkbox"/> Transfer Deed, <input type="checkbox"/> Conveyance Deed, <input type="checkbox"/> Allotment Letter, <input type="checkbox"/> Possession Letter, <input type="checkbox"/> Agreement to Sell, <input type="checkbox"/> Mortgage Deed, <input type="checkbox"/> Indenture of Mortgage			
		2. Map: <input type="checkbox"/> Cizra Map, <input type="checkbox"/> Sanctioned Map, <input type="checkbox"/> Site Plan  3. Project Approval Documents: <input type="checkbox"/> Factory Registration, <input type="checkbox"/> Memorandum of Understanding with the State Govt., <input type="checkbox"/> Industrial Entrepreneurs Memorandum, <input type="checkbox"/> Environment Clearance, <input type="checkbox"/> Fire NOC  4. Any Other document: <input type="checkbox"/> TIR Report, <input type="checkbox"/> Old Valuation Report, <input type="checkbox"/> Plant & Machinery Inventory Sheet, <input type="checkbox"/> Fixed Asset Register, <input type="checkbox"/> Building Area Statement, <input type="checkbox"/> CLU Document, <input type="checkbox"/> Detailed Project Report, <input type="checkbox"/> Invoices of the Major Equipment's, <input type="checkbox"/> Daily Performance Report, <input type="checkbox"/> TEV Report, <input type="checkbox"/> LIE Report, <input type="checkbox"/> Production data of last one week, <input type="checkbox"/> Plant maintenance log, <input type="checkbox"/> Copy of last paid Electricity Bill, <input type="checkbox"/> Copy of municipal tax receipt <input type="checkbox"/> Any other:			
		5. No documents provided: <input type="checkbox"/>			
9.	Special Instructions if any:				
10.	<i>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.</i>  Customer Signature:				

## IMPORTANT INSTRUCTIONS

\*FILE PREPARER TO START PREPARING THE FILES ONLY AFTER ENSURING THE STATUS OF ALL THE BELOW 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.

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

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

S.NO.	CHECKLIST	STATUS
1.	Check nearby prominent landmark	<input type="checkbox"/>
2.	<b>DO CLEAR IDENTIFICATION OF THE PROPERTY</b>	<input type="checkbox"/>
3.	Match the boundaries of the property and its directions with the help of compass or sun direction	<input type="checkbox"/>
4.	Do sample measurement	<input type="checkbox"/>
5.	<b>CHECK IF ANY BUILDING VIOLATIONS DONE</b>	<input type="checkbox"/>
6.	Click multiple proper photographs of the property from inside-out	<input type="checkbox"/>
7.	Take selfie with the available representative	<input type="checkbox"/>

8.	Send Google Map location at maps@rkassociates.org	<input type="checkbox"/>
9.	Check municipal jurisdiction	<input type="checkbox"/>
10.	Check Main road name & width and its distance from the subject property	<input type="checkbox"/>
11.	Check Lane width on which property is located	<input type="checkbox"/>
12.	Check any defects or negativity in the property	<input type="checkbox"/>
13.	<b>CONFIRM PROPERTY RATES LOCALLY</b>	<input type="checkbox"/>
14.	<b>CHECK NEARBY DEVELOPMENT</b>	<input type="checkbox"/>

**SPECIAL INSTRUCTIONS:**

1. During Survey please follow the blocks mentioned in the plant layout and clearly mention the details of each block. Use separate sheet wherever space is not adequate in the form.
2. During survey please keep P&M inventory sheet in hand and cross check the machines from the list.
3. Mention type, height & area of shed of each block clearly.
4. Take photographs of the machines including its machine plate.
5. In case machine is not in running condition then test the condition of the machine by moving its lever, pulley and check oil condition.

<b>SURVEY GRADING MATRIX</b>	
<b>GRADE</b>	<b>PARAMETERS/ CRITERIA</b>
A	In case all the points below are done properly, timely with full care and diligence: <ol style="list-style-type: none"> <li>1. Survey started with proper work order and knowing the source of payment.</li> <li>2. Survey done with proper documents.</li> <li>3. Done complete homework and studied the documents properly with highlighting the main points before moving for the survey.</li> <li>4. Chosen correct survey form as per the property type.</li> <li>5. All fields of Survey form are properly filled.</li> <li>6. All site special observations and negative and positive factors are clearly mentioned.</li> <li>7. Self &amp; client signatures taken on survey form.</li> <li>8. Property rates information properly taken, mentioned and verified.</li> <li>9. Site rough sketch plan made.</li> <li>10. Proper photographs taken.</li> <li>11. Selfie with property taken.</li> <li>12. Selfie and owner photograph with property taken.</li> </ol>
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.

**INDUSTRIAL PLANT SURVEY FORM**  
(FOR INDUSTRIAL PROPERTIES ONLY)

(Version 2.0) | Date of implementation: 9.02.2011 | Date of Revision: 04.01.2018, 15.06.2019

File No. RKA/DNCR/...../.....	Date:	Time:
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GENERAL DETAILS						
1.	Name of the Surveyor					
2.	Property shown by	<input type="checkbox"/> Owner/ Director, <input checked="" type="checkbox"/> Company Representative, <input type="checkbox"/> No one was available, <input type="checkbox"/> Property is locked, survey could not be done from inside				
		<table border="1"> <tr> <th>Name</th> <th>Contact No.</th> </tr> <tr> <td>Mr. Mallesh</td> <td></td> </tr> </table>	Name	Contact No.	Mr. Mallesh	
		Name	Contact No.			
Mr. Mallesh						
3.	Survey Type	<input checked="" type="checkbox"/> Full survey (inside-out with approximate measurements & photographs), <input type="checkbox"/> Full survey (inside-out with approximate sample random measurements & photographs), <input type="checkbox"/> Half Survey (Approximate sample random 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 owner was hostile and survey couldn't be carried out, <input type="checkbox"/> Under construction property, <input type="checkbox"/> Very Large irregular Property, practically not possible to measure the entire area, <input type="checkbox"/> Any other reason: NA				
5.	How Property is Identified	<input checked="" type="checkbox"/> From schedule of the properties mentioned in the deed, <input checked="" 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 Industry	<input type="checkbox"/> Small Manufacturing Unit, <input type="checkbox"/> Medium Scale Industrial Unit, <input checked="" type="checkbox"/> Large Scale Industrial Plant, <input type="checkbox"/> Very Large Scale Industrial Plant				
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"/> Property was locked/ sealed, <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: NA				
9.	Purpose of Valuation	<input type="checkbox"/> Value assessment of the asset for creating collateral mortgage, <input checked="" 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"/> For Insolvency purpose, <input type="checkbox"/> Capital Gains Wealth Tax purpose, <input type="checkbox"/> Partition purpose, <input type="checkbox"/> General Value Assessment, <input type="checkbox"/> For company merger & amalgamation purpose, <input type="checkbox"/> For any other purpose:
10.	Type of Loan	<input type="checkbox"/> Project Loan, <input checked="" type="checkbox"/> Term Loan, <input type="checkbox"/> CC Limit enhancement, <input type="checkbox"/> Cash Credit Limit, <input type="checkbox"/> Industrial Loan, <input type="checkbox"/> Business Loan, <input type="checkbox"/> NA
11.	Loan Amount	

OWNERSHIP DETAILS		
1.	Name of the Industry	USML, -50
2.	Legal Owner Name/s	USML
3.	Property Purchaser Name	USML
4.	Plant Address under Valuation	USML, Barkatpur, Bijnor
5.	Present Residence Address of the Owner/ Director	Same
6.	Property constitution	<input checked="" type="checkbox"/> Free Hold, <input type="checkbox"/> Lease Hold

LOCATION DETAILS					
1.	Adjoining Properties <i>(Match it with papers with the help of compass or Sun direction and also confirm it with nearby people)</i>	East	West	North	South
		Ageri	Satalpur Road, Bitra.	Ageri	
2.	Property Facing	<input type="checkbox"/> East Facing, <input type="checkbox"/> North Facing, <input checked="" type="checkbox"/> West Facing, <input 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	Saly.			
4.	Ward Name/ No.	—			
5.	Zone Name	—			
6.	Main Road Name & Width	Name	Width	Distance from property	
		Bijnor-Madauli	5 m	1 km	
7.	Approach Road Name & Width	Bijnor-Madauli 10 ft			
8.	Are proper road facilities available?	<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No			
9.	Type of Approach Road	<input checked="" type="checkbox"/> Bituminous, <input type="checkbox"/> Metalled, <input type="checkbox"/> Cement concrete, <input type="checkbox"/> Concrete paver block, <input type="checkbox"/> Brick khadanja, <input type="checkbox"/> Mud surfacing, <input type="checkbox"/> Broken potholed metalled road, <input type="checkbox"/> No proper approach road available, <input type="checkbox"/> Very narrow approach road towards the property			

10.	Location characteristics	<input type="checkbox"/> Within well-developed notified Industrial area, <input type="checkbox"/> Within averagely maintained Industrial area, <input type="checkbox"/> Within un-notified Industrial area, <input type="checkbox"/> Within Main city, <input type="checkbox"/> Within city suburbs, <input type="checkbox"/> Within urban developed Area, <input type="checkbox"/> Within urban developing zone, <input type="checkbox"/> Within urban undeveloped area, <input type="checkbox"/> Within urban remote area, <input type="checkbox"/> Within commercial area, <input type="checkbox"/> Within Institutional area, <input type="checkbox"/> Out of municipal limits, no civic infrastructure available, <input checked="" type="checkbox"/> Within rural village area, <input type="checkbox"/> In interiors, <input type="checkbox"/> Within Backward area, <input type="checkbox"/> Within Remote area					
11.	Classification of the Locality	<input type="checkbox"/> Urban developed, <input type="checkbox"/> Urban developing, <input type="checkbox"/> Semi Urban, <input checked="" type="checkbox"/> Rural, <input type="checkbox"/> Backward, <input type="checkbox"/> Industrial, <input type="checkbox"/> Institutional					
12.	Location consideration	<input type="checkbox"/> Corner Plot, <input type="checkbox"/> 2 side open, <input type="checkbox"/> 3 side open, <input type="checkbox"/> On >30' wide road, <input type="checkbox"/> Near to Metro station, <input type="checkbox"/> Near to Market, <input type="checkbox"/> Near to Highway, <input type="checkbox"/> Entrance North-East Facing, <input checked="" type="checkbox"/> Ordinary location within locality, <input type="checkbox"/> Good Location within the locality, <input type="checkbox"/> Normal Location within the locality, <input type="checkbox"/> Average Location within locality, <input type="checkbox"/> Poor location within the locality, <input type="checkbox"/> Property towards end of the locality, <input type="checkbox"/> Any other					
13.	Is Plant part of notified Industrial Area? If yes then name of Industrial area/ estate & governing authority managing it.	<input type="checkbox"/> Yes, <input checked="" type="checkbox"/> No					
14.	Proximity to civic amenities	School	Hospital	Market	Metro	Railway Station	Airport
		<i>Chandek</i> 5 km	5 km	5 m	-	5 km	95 km
15.	Any new development in surrounding area	<i>no</i>					
16.	Jurisdiction limits	<input type="checkbox"/> Nagar Nigam, <input type="checkbox"/> Nagar Panchayat, <input checked="" type="checkbox"/> Gram Panchayat, <input type="checkbox"/> Nagar Palika Parishad, <input type="checkbox"/> Area not within any municipal limits					
17.	Jurisdiction Development Authority Name	Name: <i>Post Sabalpur Beetsra gram panch. Jind. pundi sepur.</i> <input type="checkbox"/> Area not within any development authority limits					
18.	Municipality/ Municipal Corporation Name	Name:					

		<input checked="" type="checkbox"/> Area not within any municipal limits
19.	Surrounding land uses and adjoining/ nearby establishment details	Ageri.
20.	Is the location proper for the subject industry?	—
21.	Is it a standalone Industry in this area? is it a belt for the subject nature of Industry?	— standalone.
22.	In case Industry gets closed then does the land can be used for any other purpose?	Agriculture

**PHYSICAL DETAILS**

1.	Land Area	As per Title deed	As per Map	As per site survey
		Area as per mortgage deed: 36.649 Ha.		
<input checked="" type="checkbox"/> 2.	Any conversion to the land use			
3.	Land Type	<input checked="" type="checkbox"/> Solid, <input type="checkbox"/> Rocky, <input type="checkbox"/> Marsh Land, <input type="checkbox"/> Reclaimed Land, <input type="checkbox"/> Water logged		
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 type="checkbox"/> NA		
5.	Level of Land	<input checked="" type="checkbox"/> On road level, <input type="checkbox"/> Below road level, <input type="checkbox"/> Above road level, <input type="checkbox"/> NA		
6.	Frontage to depth ratio	<input checked="" type="checkbox"/> Normal frontage, <input type="checkbox"/> Less frontage, <input type="checkbox"/> Large frontage, <input 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, <input type="checkbox"/> Very large land parcel forming multiple lands so not possible to match it with papers		
8.	Is Independent access available to the property	<input checked="" type="checkbox"/> Clear independent access is available, <input type="checkbox"/> Access is available in sharing of other adjoining property, <input type="checkbox"/> No clear access is available, <input type="checkbox"/> Access is closed due to dispute, <input type="checkbox"/> Land locked		
9.	Is property clearly demarcated with permanent boundaries?	<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No, <input type="checkbox"/> Only partially, <input type="checkbox"/> Only with Temporary boundaries,		
10.	Is the property merged or colluded with any other property	No.		
<input checked="" type="checkbox"/> 11.	Is complete property mortgaged with the Bank under valuation or only portion of it?			
12.	Property possessed by at the time of survey	<input checked="" type="checkbox"/> Owner, <input 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		
13.	Current activity carried out in the property	<input checked="" type="checkbox"/> Industrial, <input type="checkbox"/> Vacant, <input type="checkbox"/> Locked, <input type="checkbox"/> Sealed <input type="checkbox"/> Any other use:		

### BUILDING/ CONSTRUCTION/ UTILITY DETAILS

1.	Construction Status	<input checked="" type="checkbox"/> Built-up property in use, <input type="checkbox"/> Under construction, <input type="checkbox"/> No construction		
2.	Covered Built-up Area	As per Title deed	As per Map	As per site survey
	RCC	Sheet Attached		
	Shed			
3.	Building Type	<input checked="" type="checkbox"/> RCC Framed Structure, <input checked="" type="checkbox"/> Load bearing Pillar Beam column, <input type="checkbox"/> Ordinary brick wall structure, <input checked="" type="checkbox"/> Shed mounted on Iron trusses & Pillars, <input type="checkbox"/> Scrap abandoned structure		
4.	Appearance/ Condition of the Building	<b>Internal</b> - <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		
		<b>External</b> - <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		
5.	Maintenance of the Building	<input type="checkbox"/> Very Good, <input checked="" type="checkbox"/> Average, <input type="checkbox"/> Poor, <input type="checkbox"/> Under construction		
6.	Age of Building/ Recent Improvements done	2005	17 year	
7.	Maintenance of the Building	<input type="checkbox"/> Very Good, <input checked="" type="checkbox"/> Average, <input type="checkbox"/> Poor		
8.	Any defects in the building	<input 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		
9.	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		
10.	Boundary Wall (Only for individual property)	<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No, <input type="checkbox"/> Common boundary wall of a complex		
		Running Mtr.	Height	Width
11.	Garden/ Landscaping	<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No, <input type="checkbox"/> Beautiful, <input type="checkbox"/> Ordinary		
12.	Parking facilities	<input checked="" type="checkbox"/> Available within the property		<input type="checkbox"/> On Ground, <input type="checkbox"/> In Basement, <input type="checkbox"/> On stilt
		<input type="checkbox"/> Not available within the property		<input type="checkbox"/> On road, <input type="checkbox"/> Acute parking problem
13.	Special Comments if any	No		

**NOTE:** Use table below to mention the individual building/ shed/ blocks details. Mentioned Type of construction (RCC/ Corrugated GI Shed Mounted on Brick Wall or Iron Pillars & Trusses/ Corrugated Colored GI Shed/ Simple GI Shed/ Simple Tin Shed), Height & Area of each block in the table below.



**PLANT DETAILS**

S.No.	PARTICULARS	DESCRIPTION
1.	Brief History & Description of the Plant	
2.	Nature of Industry	Sugar Manufacturing -
3.	Plant Inception Date	2004
4.	Commercial Operational Date	2005
5.	No. of Production Lines	1
6.	Date of Inception of each Production Line	2005
7.	Total Block Value of the Machines (As on Year ending 31 <sup>st</sup> March)	
8.	Industry benchmark cost for setting up these Plants (for eg. Per MW or Per MT)	
9.	Establishment Type	<input checked="" type="checkbox"/> Indigenous, <input type="checkbox"/> EPC Contractor, <input type="checkbox"/> Local Contractor
10.	Plant Type	<input type="checkbox"/> Manual, <input checked="" type="checkbox"/> Semi-Automatic, <input type="checkbox"/> Fully Automatic, <input type="checkbox"/> Conventional, <input type="checkbox"/> Non-Conventional, <input type="checkbox"/> Computerized Controlled
11.	Plant & Machinery Purchase Type	<input checked="" type="checkbox"/> First Hand, <input type="checkbox"/> Second Hand
12.	Plant & Machinery Make	<input checked="" type="checkbox"/> Domestic branded, <input type="checkbox"/> Domestic local made, <input type="checkbox"/> Onsite fabrication <input type="checkbox"/> Imported machines, <input type="checkbox"/> Mix (Domestic + Foreign)
13.	Plant Overall Condition	<input checked="" type="checkbox"/> Newly Commissioned, <input type="checkbox"/> Excellent, <input type="checkbox"/> Very Good, <input checked="" type="checkbox"/> Good, <input type="checkbox"/> Average, <input type="checkbox"/> Poor, <input type="checkbox"/> Completely scrap
14.	Plant Status	<input checked="" type="checkbox"/> In Operation, <input type="checkbox"/> Not Running, <input type="checkbox"/> Partially running, <input checked="" type="checkbox"/> Stopped For Maintenance, <input type="checkbox"/> Completely shutdown
15.	If Plant is not operational then period since it is not operational & reason for not being in operation	May 2022

16.	If Plant is not operational then does it require any money for refurbishing to restart the Plant?	Yes - 75 Cr.
17.	Total money spent in last one year on maintenance of machines	7-5 Cr.
18.	Any major failure, fault, breakdown in last 3 years?	None
19.	Any Technology collaboration of the Plant	None
20.	Average Plant Capacity Utilization rate in last one month. Attach Production chart of last one week.	75% <sup>2</sup> KLD / 7000 TCD Dist. Sugar.
21.	Name & Function of each block in the plant - Use Separate Sheet If Required	Attache <sup>2</sup>
22.	Main machines used in the Plant - Use Separate Sheet If Required	Attach
23.	Estimated net weight of the large machines and of total machines present at site - Use Separate Sheet If Required	No
24.	Estimated Economic Life of the Plant/ Machines	25-50 years
25.	Age of the Plant/ Remaining Life of Machines	
26.	Record of Last Maintenance Done (Attach Copy Of Maintenance Log Book If Possible)	
27.	Production Capacity In Quantity & Weight For Different Products/ Units	102 V.
28.	Description Of Products Manufactured	Sugar Ethanol, Malasses
29.	Brand Name under which Products are sold in the Market	Uttam sugar
30.	Raw Material Used & Sources Of Primary Raw Material Used	Sugar cane. Dist. Malasses

31.	No. & Type of Furnace	New
32.	No./ Type/ Height of Chimney/ Exhaust	2. RCC Sugar - 65. JMS - 85
33.	Is Plant using obsolete technology or currently used technology in the market? Please comment.	No
34.	Whether STP is installed (Mention Type & Capacity)	X
35.	Whether ETP is installed (Mention Type & Capacity)	✓
36.	Fire Fighting System	✓
37.	No. of Resources Working In the Plant (Managerial, Skilled, Unskilled)	
38.	Is the adequate skilled labour available in this area for the subject Industry?	✓
39.	Power Supply arrangements in the Plant (Sanctioned Load Kw and Units consumed in last 3 months)	Dist: - 3.2 + 10 MW. Boiler - 60 TPH + 35 Cog Turbine 15 MW x 2 + 10 MW - 70 x 2 TPH
40.	Auxiliary power arrangements type in the plant (Type & Capacity)	<input checked="" type="checkbox"/> DG Sets, <input type="checkbox"/> Captive Power Plant 2 x 600 KVA
41.	HVAC System In the Plant	✓
42.	Cooling System In the Plant	✓
43.	Water Arrangements/ Source of water	<input type="checkbox"/> Jet pump, <input checked="" type="checkbox"/> Submersible, <input type="checkbox"/> Jal board supply, <input type="checkbox"/> Reservoir, <input type="checkbox"/> Any other: Pond -
44.	Major issues noticed in the Industry which can create issues in operations	o stoppage

**ATTACHMENTS:**

S.No.	PARTICULARS	DESCRIPTION
1.	Inventory Sheet of P&M from Fixed Asset Register (Machine Name/ Machine Type/ Capacity/ Model No./ Machine Make/ Capitalization Date/ Capitalization Value/ Current Book Value/ Machine Status (working/ not working)	Attached.
2.	Flow chart / Block diagram from raw material to finished product	
3.	Plant Layout	
4.	Factories registration	
5.	Labor license	
6.	Fire NOC	
7.	Copy of last paid Electricity Bill	
8.	NOC from Pollution Control Board	
9.	Environment Clearance (if applicable)	
10.	Petroleum Product Storage license (if applicable)	
11.	Explosive Product Storage license (if applicable)	X
12.	Export/ Import Code (if applicable)	
13.	Any other approval or NOC as per industry	
14.	Daily Performance Report	
15.	Production data of last one week	
16.	Plant maintenance log	

## LAND RATES 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 in the Market for such properties	<input type="checkbox"/> Very Good, <input type="checkbox"/> Good, <input type="checkbox"/> Average, <input type="checkbox"/> Low	
2.	At what True rate Owner bought this Property	Year of purchase	
		Purchase Price	
3.	Minimum Rate in the locality		
4.	Maximum Rate in the locality		
5.	Local Information gathered during Site survey (Minimum 2 enquiries are must):		
	<b>1. Name:</b>		
	Contact No.		
	Sale Purchase Rate		
	Rental Rate		
	Comments		
	<b>2. Name:</b>		
	Contact No.		
	Sale Purchase Rate		
	Rental Rate		
	Comments		
	<b>3. Name:</b>		
	Contact No.		
	Sale Purchase Rate		
	Rental Rate		
	Comments		

**Surveyor Name:**

**Signature:**

**Date:**

CASE NO.

UNDERTAKING BY THE CUSTOMER

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

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

Name: Akhilesh Gupta  
Signature: [Signature]  
Mobile No.: 9634097909  
Date: 01.09.22

UNDERTAKING BY THE SURVEYOR

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

Surveyor Name: Adil & Akhilesh Sharma  
Signature: [Signature]  
Date: 1/9/22

CASE NO.

## UNDERTAKING BY THE PREPARER

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

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

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

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

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

*Preparer Name:*

*Signature:*

*Date:*

**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.	
2.	Name of the Surveyor	Aadi Agarwal and Abhishek Sharma
3.	Borrower Name	USMC
4.	Name of the Owner	USMC
5.	Property Address which has to be valued	USMC, Barabankur, Bihar,
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
		Name
		Contact No.
		Mr. Abhishek Gupta. 9634097909
7.	How Property is identified by the Surveyor	<input type="checkbox"/> From schedule of the properties mentioned in the deed, <input checked="" 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 papers 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 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 is locked, <input type="checkbox"/> Possessee didn't allow to inspect the property, <input type="checkbox"/> NPA property so couldn't be surveyed completely <b>N/A</b>
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 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 checked="" 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 checked="" 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 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 <b>No</b>
14.	Land Area of the Property	As per Title deed
		As per Map
15.	Covered Built-up Area	As per Title deed
		As per Map
16.	Property possessed by at the time of survey	<input checked="" type="checkbox"/> Owner, <input 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	<b>Na</b>

	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	<i>no</i>
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.

- a. Name of the Person: *Akhilesh Gupta*
- b. Relation: *Employer*
- c. Signature: *[Signature]*
- d. Date: *01.09.22*

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.

- a. Name of the Surveyor: *Adil & Akhilesh Sharma*
- b. Signature: *Adil*
- c. Date: *11/9/22*