

VIS/2023-24/11-376-306-487

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

RK ASSOCIATES
REINFORCING YOUR BUSINESS
PROPERTY & CONSTRUCTION MANAGEMENT

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	Shahid	NA	NA			
Survey	Pradeep Sharma		18/9/23			
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

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 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	DNB Circle Sastra South Delhi	
5.	Case Allotment Officer/ Fees paying party Details	Name Pradeep Sinha	Contact Number 9416560024 Email Id CS4168@dnb.co.in
6.	Case Type	<input 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 <input checked="" type="checkbox"/> Bank <input type="checkbox"/> Customer
8.	Billing Details	Billed To Party Name	GSTIN

CASE DETAILS			
1.	Type of Property	Built up - upst First Floor - Builder Floor	
2.	Purpose of Valuation/ Assignment	<input type="checkbox"/> Value assessment of the asset for creating new collateral mortgage <input type="checkbox"/> Periodic Re-Valuation for Bank, <input checked="" type="checkbox"/> Distress sale for NPA A/c.. <input type="checkbox"/> For DRT Recovery purpose, <input type="checkbox"/> Capital Gains Wealth Tax purpose <input type="checkbox"/> Partition purpose, <input type="checkbox"/> General Value Assessment <input type="checkbox"/> Any other:	
3.	Owner/ Applicant Details	Name	Contact Number Email Id
		Sh. Nagan Sharma S/o Late Sh. Ashok	Sharma
4.	Account Name	M/s Cotton Card India Ltd.	
5.	Property Address	Property No-88 First Floor Tagore Park New Delhi. The Delhi Bangali Hindal Co-operative Society	
6.	Who will coordinate on site for the site survey	Name	Contact Number
		Nagan Sharma.	9899108186.
7.	Preferred time of survey	Date	Time
		18/9/23	12:30 P.M
8.	Documents Received (Any one ownership document and approved site plan/ map is must)	1. Ownership Documents: <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. Map: <input type="checkbox"/> Cizra Map, <input type="checkbox"/> Approved Map, <input type="checkbox"/> Site Plan 3. Utility Bills: <input type="checkbox"/> Electricity Bill & payment receipt, <input type="checkbox"/> Water Bill & payment receipt, <input type="checkbox"/> House Tax demand & payment receipt 4. Any Other document: <input checked="" type="checkbox"/> CLU, <input type="checkbox"/> TIR Report, <input type="checkbox"/> Agreement to Sale, <input checked="" type="checkbox"/> Old Valuation Report 5. No documents provided: <input type="checkbox"/>	
9.	Documents received from	Bank	
10.	Special Instructions if any:	NA	
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:			

FILE RECEIVER CASE COLLECTION PROCESS COMPLIANCE CHECKLIST (To be filled by Surveyor)

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

IMPORTANT INSTRUCTIONS TO SURVEYOR

- Please fill the above compliance checklist before moving for the survey.
- Please do not do the survey if you do not have proper documents.
- 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.
- Firstly please first study the documents of the 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.**
- 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.
- Identify the Property clearly by matching the boundaries and area mentioned in the property papers.**
- Do sample physical or google measurements of the property.**
- PHOTOGRAPH INSTRUCTIONS:**
 - Take owner/ representative photograph along with the property.
 - Take your selfie along with the property and the owner/ representative.
 - Take full scale photo of the property with gate.
 - Take photo of the property along with abutting road, towards left, right and center.
 - Take multiple photos of inside-out of the property.
 - Take nearby photographs of the Property.
 - Take a short video to cover property and neighborhood.
- Take Google Map location.
- Check main road name & width and approach road width and distance of property from main road.
- Check Jurisdiction Municipal Limits & Ward Name.
- Fill each column of survey form diligently in detail and tick the appropriate option clearly.**
- Check any defects or negativity in the property and comment in detail on survey form.**
- Do extensive market rate enquiries and confirm for any recent past transactions.**
- In case customer appears to be providing misleading information to you or trying to influence you by money or cash then immediately report to the Management & Bank.

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

Note (Survey Grading Matrix):

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

Note (Overall Grading Matrix):

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

SURVEY PROCESS COMPLIANCE CHECKLIST (To be submitted by Surveyor with each Survey)

S.NO.	COMPLIANCE CHECKLIST POINTS	STATUS
1.	Did you take proper property documents to carry out the survey?	<input checked="" type="checkbox"/>
2.	Have you properly studied & highlighted Owner/ Area/ Boundaries in the property documents with bold florescent before moving for the survey?	<input checked="" type="checkbox"/>
3.	Did you check prominent landmark nearby the subject property and mentioned in the survey form?	<input checked="" type="checkbox"/>
4.	Did you identified the Property clearly by matching the boundaries and area mentioned in the property papers?	<input checked="" type="checkbox"/>
5.	Did you check if property is merged with any other property or it is an independent property?	<input checked="" type="checkbox"/>
6.	Did you 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.	Did you check nearby development and whereabouts and commented on survey form? <i>only your side</i>	<input checked="" type="checkbox"/>
17.	Did you check any defects or negativity in the society & flat in terms of location, legality, disputes, marketability, salability, etc. and commented on survey form in detail?	<input checked="" 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.	Did you check any defects or negativity in the property in terms of location, legality, disputes, marketability, salability, etc. and commented on survey form in detail?	<input checked="" type="checkbox"/>
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.	VIS (2023-24) PL376-306-487
Surveyor Name	Parmen Sharma
Signature	<i>[Signature]</i>
Date	18/9/23.

MULTI STORIED FLATS SURVEY FORM

Date of Implementation: 09.02.2017 (Version 5.0) | Date of Revision: 04.01.2018 | Latest Revision: 31.10.2020

VIS/2023-24/PL-376-306-487

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

Date: 18/9/23

Time: 18/9/23

GENERAL DETAILS

1.	Name of the Surveyor	Rakesh Sharma	
2.	Property shown by	<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.
		No one was available at Site Visit Time	
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 type="checkbox"/> Possessee didn't allow to inspect the property, <input checked="" 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 type="checkbox"/> Value assessment of the asset for creating collateral mortgage, <input type="checkbox"/> Periodic Re-Valuation for Bank, <input checked="" type="checkbox"/> Distress sale for NPA A/c., <input type="checkbox"/> For DRT Recovery purpose, <input type="checkbox"/> Capital Gains Wealth Tax purpose <input type="checkbox"/> Partition purpose, <input type="checkbox"/> General Value Assessment	
8.	Type of Loan	<input type="checkbox"/> Housing Loan, <input type="checkbox"/> Housing Take Over Loan, <input type="checkbox"/> Home Improvement Loan, <input type="checkbox"/> Loan against Property, <input type="checkbox"/> Construction Loan, <input type="checkbox"/> Educational Loan, <input type="checkbox"/> Car Loan, <input type="checkbox"/> Project Loan, <input type="checkbox"/> Term Loan, <input type="checkbox"/> CC Limit enhancement, <input type="checkbox"/> Cash Credit Limit, <input type="checkbox"/> Industrial Loan, <input checked="" type="checkbox"/> NA	
9.	Loan Amount	NA	

OWNERSHIP DETAILS

1.	Legal Owner Name/s	Sh. Nayan Sharma S/o Late Sh. Ashok Sharma
2.	Property Purchaser Name	M/s Cotton Laxmi India Ltd. Sharma
3.	Property Address under Valuation	10-NO-88 F.Floor The Delhi Bengal
4.	Present Residence Address of the Owner/ Purchaser	Hindal Co-operative Society - Tagore Park New Delhi

Property constitution		<input checked="" type="checkbox"/> Free Hold, <input type="checkbox"/> Lease Hold															
1. Adjoining Properties (Match it with papers with the help of compass or Sun direction and also confirm it with nearby people)		<table border="1"> <thead> <tr> <th colspan="4">LOCATION DETAILS</th> </tr> <tr> <th>North</th> <th>South</th> <th>East</th> <th>West</th> </tr> </thead> <tbody> <tr> <td>Plot N-89</td> <td>Balance ^{Partly} Plot no. 87</td> <td>Road</td> <td>Sauja Lok.</td> </tr> </tbody> </table>				LOCATION DETAILS				North	South	East	West	Plot N-89	Balance ^{Partly} Plot no. 87	Road	Sauja Lok.
LOCATION DETAILS																	
North	South	East	West														
Plot N-89	Balance ^{Partly} Plot no. 87	Road	Sauja Lok.														
2. Property Facing	<input checked="" type="checkbox"/> East Facing, <input type="checkbox"/> North Facing, <input 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	AXIS Bank Tugore Park / Model Town ^{metro station}																
4. Ward Name/ No.	NA																
5. Zone Name	NA																
6. Main Road Name & Width	<table border="1"> <thead> <tr> <th>Name</th> <th>Width</th> <th>Distance from property</th> </tr> </thead> <tbody> <tr> <td>main model Town Road</td> <td>20 ft</td> <td>800 mtr</td> </tr> </tbody> </table>				Name	Width	Distance from property	main model Town Road	20 ft	800 mtr							
Name	Width	Distance from property															
main model Town Road	20 ft	800 mtr															
7. Approach Road Name & Width	Nali 20 ft																
8. Location consideration of the Society	<input type="checkbox"/> Within Main city, <input checked="" type="checkbox"/> Within Good Urban developed Area, <input type="checkbox"/> Within developing area, <input type="checkbox"/> Highly posh locality, <input type="checkbox"/> Very Good, <input type="checkbox"/> Good, <input type="checkbox"/> Ordinary, <input type="checkbox"/> In interiors, <input type="checkbox"/> Remote area, <input type="checkbox"/> Backward, <input type="checkbox"/> Average, <input type="checkbox"/> Poor																
9. Location of the Flat	<input type="checkbox"/> Park Facing, <input type="checkbox"/> Pool Facing, <input checked="" type="checkbox"/> Road Facing, <input type="checkbox"/> Entrance North-East Facing, <input type="checkbox"/> Sunlight facing																
10. Characteristics of the Locality	<input checked="" type="checkbox"/> Urban developed, <input type="checkbox"/> Urban developing, <input type="checkbox"/> Semi Urban, <input type="checkbox"/> Rural, <input type="checkbox"/> Backward, <input type="checkbox"/> Industrial, <input type="checkbox"/> Institutional																
11. Proximity to civic amenities	School	Hospital	Market	Metro	Railway Station	Airport											
	200m	500m	200m	500m	15km	30km											
12. Any new Development in surrounding area	NA																
13. Jurisdiction limits	<input checked="" type="checkbox"/> Nagar Nigam, <input type="checkbox"/> Nagar Panchayat, <input type="checkbox"/> Gram Panchayat, <input type="checkbox"/> Nagar Palika Parishad, <input type="checkbox"/> Area not within any municipal limits																
14. Jurisdiction Development Authority Name	<input checked="" type="checkbox"/> DDA, <input type="checkbox"/> GDA, <input type="checkbox"/> NOIDA, <input type="checkbox"/> GNIDA, <input type="checkbox"/> YEIDA, <input type="checkbox"/> HUDA, <input type="checkbox"/> KMDA, <input type="checkbox"/> MDDA, <input type="checkbox"/> Any other Development Authority: <input type="checkbox"/> Area not within any development authority limits																
15. Municipal Corporation Name	<input checked="" type="checkbox"/> NDMC, <input type="checkbox"/> SDMC, <input type="checkbox"/> EDMC, <input type="checkbox"/> Ghaziabad Municipal Corporation, <input type="checkbox"/> Gurgaon Municipal Corporation, <input type="checkbox"/> Faridabad Municipal Corporation, <input type="checkbox"/> Kolkata Municipal Corporation, <input type="checkbox"/> Dehradun Municipal Corporation, <input type="checkbox"/> Area not within any municipal limits, <input type="checkbox"/> Any other Municipal Corporation/ Municipality:																

PHYSICAL DETAILS	
1. Covered Built-up Area (Tick one on the basis of which valuation is to be calculated)	<input type="checkbox"/> Covered Area, <input type="checkbox"/> Floor Area, <input type="checkbox"/> Super Area, <input type="checkbox"/> Carpet Area <div> <div>As per Title deed</div> <div>As per Map</div> <div>As per site survey</div> </div>
2. Are Boundaries matched	<input type="checkbox"/> Yes, <input type="checkbox"/> No
3. Is Independent access available to the property?	<input 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
4. Is the property merged or colluded with any other property	
5. Construction Status	<input type="checkbox"/> Built-up property in use, <input type="checkbox"/> Under construction, <input type="checkbox"/> Construction not started
6. Total Number of Floors in the Building	
7. Floor on which Flat is situated	
8. Type of Flat	
9. Age of Building/ Recent Improvements done	
10. Type of Group Housing Society	<input type="checkbox"/> High End, <input type="checkbox"/> Normal, <input type="checkbox"/> Affordable Group Housing
11. Appearance/ Condition of the Building N/A. Property locked	Internal - <input checked="" type="checkbox"/> Excellent, <input type="checkbox"/> Very Good, <input type="checkbox"/> Good, <input type="checkbox"/> Ordinary, <input type="checkbox"/> Average, <input type="checkbox"/> Poor <input type="checkbox"/> Under construction, <input type="checkbox"/> No construction, <input type="checkbox"/> No Survey. External - <input type="checkbox"/> Excellent, <input type="checkbox"/> Very Good, <input type="checkbox"/> Good, <input type="checkbox"/> Ordinary, <input type="checkbox"/> Average, <input type="checkbox"/> Poor <input type="checkbox"/> Under construction, <input type="checkbox"/> No construction
12. Maintenance of the Building	<input type="checkbox"/> Very Good, <input type="checkbox"/> Average, <input type="checkbox"/> Poor
13. Fixed Wooden Work	<input type="checkbox"/> Excellent, <input type="checkbox"/> Very Good, <input type="checkbox"/> Good, <input type="checkbox"/> Simple, <input type="checkbox"/> Ordinary, <input type="checkbox"/> Average, <input type="checkbox"/> Below Average, <input type="checkbox"/> No wooden work, <input type="checkbox"/> No survey
14. Interior decoration	<input type="checkbox"/> Excellent, <input type="checkbox"/> Very Good, <input type="checkbox"/> Good, <input type="checkbox"/> Simple, <input type="checkbox"/> Ordinary, <input type="checkbox"/> Average, <input type="checkbox"/> Below Average, <input type="checkbox"/> No wooden work, <input type="checkbox"/> No Survey
15. Any defects in the Group Housing Society	
16. Any violation done in the flat	
17. Utilities/ Facilities in the Group Housing Society	<input type="checkbox"/> Lifts, <input type="checkbox"/> Garden, <input type="checkbox"/> Landscaping, <input type="checkbox"/> Swimming Pool, <input type="checkbox"/> Gym, <input type="checkbox"/> Club House, <input type="checkbox"/> Walk Trails, <input type="checkbox"/> Kids play zone, <input type="checkbox"/> 100% Power Backup
18. Property currently possessed by	<input 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

19.	Current activity carried out in the property	<input checked="" type="checkbox"/> Residential purpose, <input type="checkbox"/> Commercial purpose, <input type="checkbox"/> Godown,
20.	Special Comments if any	<input type="checkbox"/> Office, <input type="checkbox"/> Vacant, <input type="checkbox"/> Locked, <input type="checkbox"/> Any other use: NA

MARKETABILITY/ SELABILITY/ UTILITY DETAILS		
1.	Reputation/ class of developer	<input checked="" type="checkbox"/> Very Good, <input type="checkbox"/> Good, <input type="checkbox"/> Average, <input type="checkbox"/> Low, <input type="checkbox"/> Poor
2.	Reputation of society	<input checked="" type="checkbox"/> Very Good, <input type="checkbox"/> Good, <input type="checkbox"/> Average, <input type="checkbox"/> Low, <input type="checkbox"/> Poor
3.	Any issues in marketability of the property?	<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No Reason in case of No: <input type="checkbox"/> Location, <input type="checkbox"/> Surrounding, <input type="checkbox"/> Legal aspects, <input 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 checked="" type="checkbox"/> Very Good, <input type="checkbox"/> Good, <input type="checkbox"/> Average, <input type="checkbox"/> Low, <input type="checkbox"/> Poor Supply: <input checked="" 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: Developed Area
6.	How is the current utility of the property?	<input type="checkbox"/> Excellent, <input checked="" type="checkbox"/> Very Good, <input 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

As per old valuation.
Land Area 155 sq yards. out of 309.50 sq yards
Plinth Area = 1109 sq ft

NPA. At the survey time no one way available
did not enter the property and only outside
photograph taken. no measurement was done
Property is NPA Property.

Year of construction Around 2005

PROPERTY MARKET COMPARABLE RATE INFORMATION DETAILS (Available for Sale or Transaction already happened in past)

No	Particulars	Subject Property	Comparable 1	Comparable 2	Comparable 3
1.	Name (source of information)	NA	united prop.		Hausprop
2.	Contact No.	NA	9810170837		9818388113
3.	Type of source of information (Seller/ Property dealer/ nearby people)	NA	9873117777		
4.	Rates/ Price informed	NA	(1.60-2) cr		(1.60-2) cr
5.	Rates Type (Sale/ Buy)	NA	150 sq yd Sale/Buy	150 sq yd Sale/Buy	150 sq yd Sale/Buy
6.	Area/ Size of the Flat		(150-300) sq yd		(150-300) sq yd
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	Similar		Similar
9.	Distance from the subject Property	0	200 mtr		200 mtr
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?				

Depend location
Building Age.

(1.70) lak
↓
2 cr
155 sq yd

200 sq yd
↓
2.30 cr
new floor

UNDERTAKING BY THE CUSTOMER

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

IMPORTANT: We have not authorized any of our person/ Surveyor to take Cash or kind from the customers in any situation. In case Surveyor or any member of R.K Associates asks for any money or kind from you then kindly please inform on number +91-9958632707, 0120-4110117. Our Valuation process is very stringent and have multiple check points to ensure correct & error free reports to keep the lending agency risk free. In case Surveyor claims that he would be able to arbitrary effect the Valuation figures unfairly or as per your requirement & need, then he is making a false claim to you and we request you to complaint such act immediately on the number provided above.

Name	<i>At the Survey time no money was Available</i>
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.	<i>U15 (2023-24) PL-376-306-487</i>
Surveyor Name	<i>Pooja Sharm</i>
Signature	<i>[Signature]</i>
Date	<i>18/9/23</i>

UNDERTAKING BY THE PREPARER

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

I also undertake that I did not come into any influence by the customer, Bank representative (officer or agent), colleagues, coworkers or any other person to 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, if I am found guilty of illegitimately distorting the facts in the Valuation or any other professional services which company offers in the market on being influenced by the customer or Bank representative (officer or agent) or for whatsoever reason then I'd solely responsible of any such act and I understand that the Company can take appropriate legal action against me which may include suspension from the current roles & responsibilities or termination from the employment with immediate effect.

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

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

For File No.	
Preparer Name	
Signature	
Date	

SURVEY SUMMARY SHEET
(TO BE ENCLOSED WITH VALUATION REPORT)
(Version 1.0) | Date of implementation: 10.04.2017

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.	VIS(2023-24) P1-376-306-487						
2.	Name of the Surveyor	Parveen Sharma						
3.	Borrower Name	AIC m/s Cotton Corp India Ltd.						
4.	Name of the Owner	Sh. Gagan Sharma S/o Late Sh. Ashok Sharma						
5.	Property Address which has to be valued	P.No-88 Tagore Park New Delhi-110009.						
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 <table border="1"> <tr> <th>Name</th> <th>Contact No.</th> </tr> <tr> <td>At the Survey time</td> <td>No one was available</td> </tr> </table>			Name	Contact No.	At the Survey time	No one was available
Name	Contact No.							
At the Survey time	No one was available							
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 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 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 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 type="checkbox"/> Possessee didn't allow to inspect the property, <input checked="" 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 type="checkbox"/> Low Rise Apartment, <input checked="" 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 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:						
14.	Land Area of the Property	As per Title deed	As per Map	As per site survey				
	As per old Valuation	155 sq yards		2 out of 309.50 sq yards				
15.	Covered Built-up Area	As per Title deed	As per Map	As per site survey				
	Plinth Area	1109 sq ft						
16.	Property possessed by at the time of survey	<input type="checkbox"/> Owner, <input type="checkbox"/> Vacant, <input type="checkbox"/> Lessee, <input type="checkbox"/> Under Construction, <input type="checkbox"/> Couldn't be Surveyed, <input checked="" type="checkbox"/> Property was locked, <input type="checkbox"/> Bank sealed, <input type="checkbox"/> Court sealed NPA						
17.	Any negative observation of the	NA						

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	
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:

*At the site visit
No one was
Available*

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:

Jarven Shompa
18/9/23