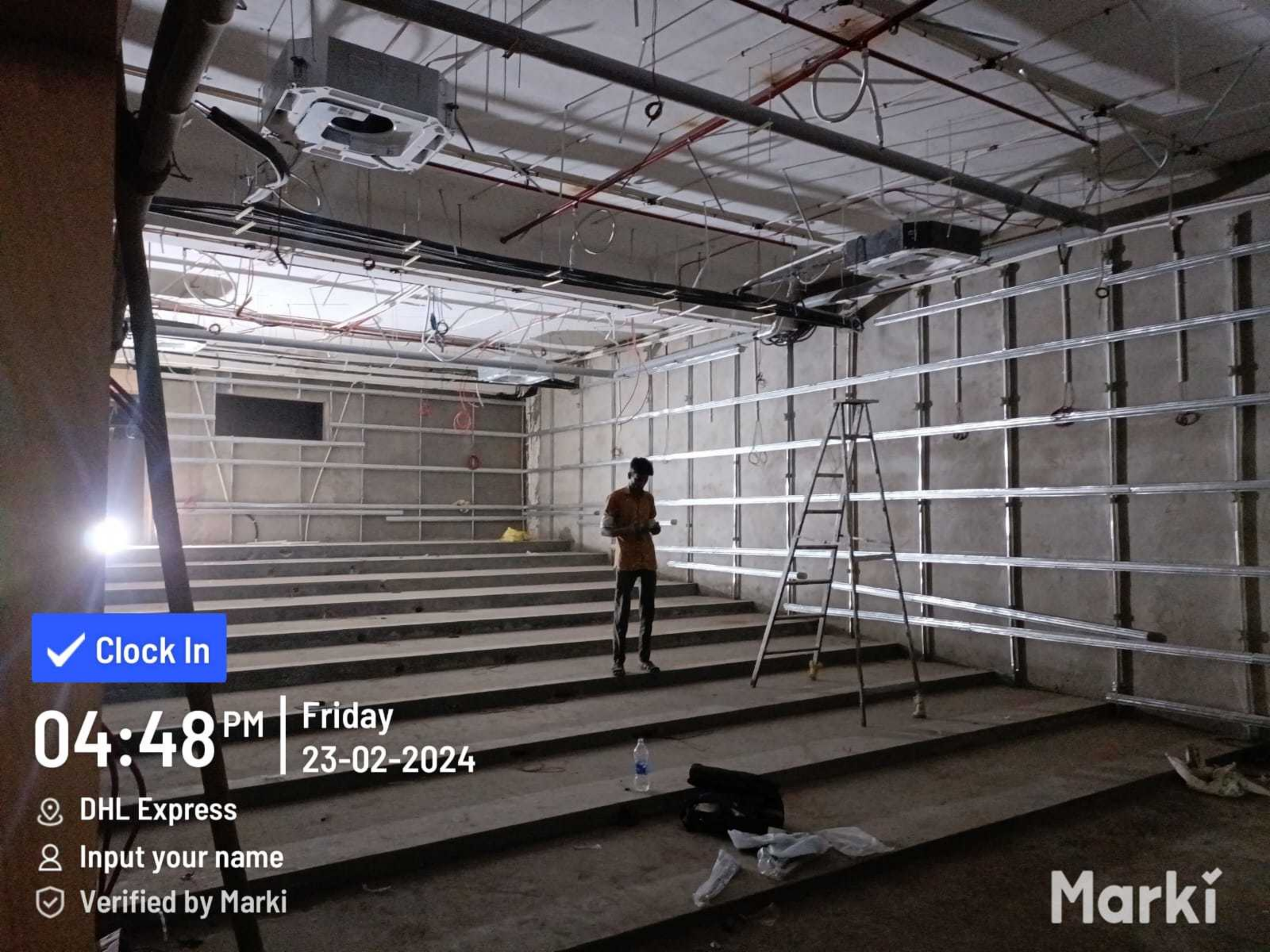
DHL Service Centre
DHL
Clock In
04:45 PM
Friday
23-02-2024
2G2M+9X7
Input your name
Verified by Marki
Marki

FOR INQUIRY
entre
DHL
Clock In
04:45 PM
Friday
23-02-2024
City Gold Centre Power House
Input your name
Verified by Marki
Marki


Clock In
04:48 PM
Friday
23-02-2024
DHL Express
Input your name
Verified by Marki
Marki

Clock In
04:48 PM
Friday
23-02-2024
City Gold Centre Commercial Building
Input your name
Verified by Marki
Marki

FOR INQUIRY
DHL Service Centre
Clock In
04:45 PM
Friday
23-02-2024
City Gold Centre Power House
Input your name
Verified by Marki
Marki

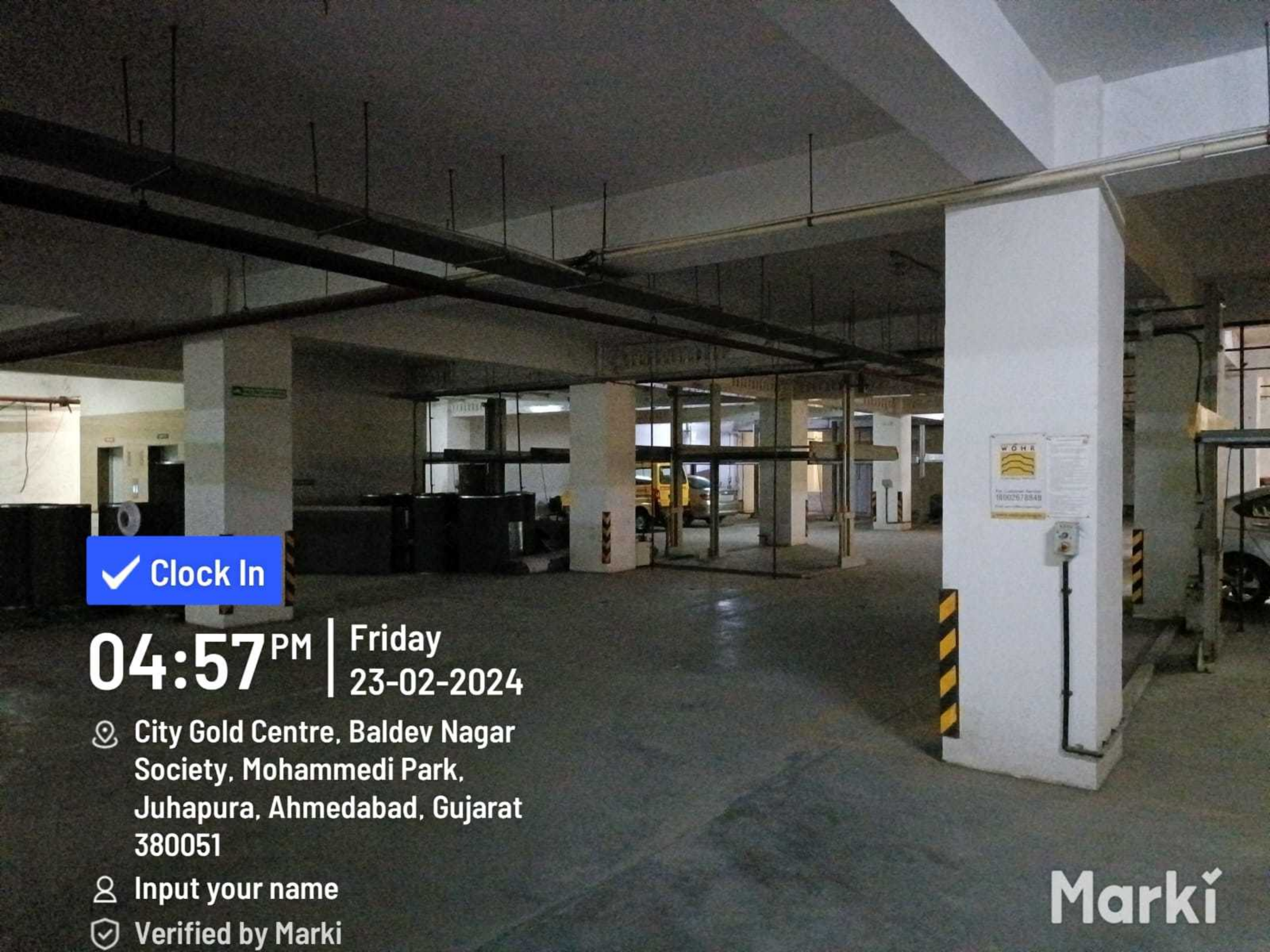
Clock In
04:48 PM
Friday
23-02-2024
City Gold Centre Commercial Building
Input your name
Verified by Marki
Marki

Clock In
04:50 PM
Friday
23-02-2024
53/54
Input your name
Verified by Marki
Marki

Clock In
04:53 PM
Friday
23-02-2024
City Gold Centre Commercial Building
Input your name
Verified by Marki
Marki

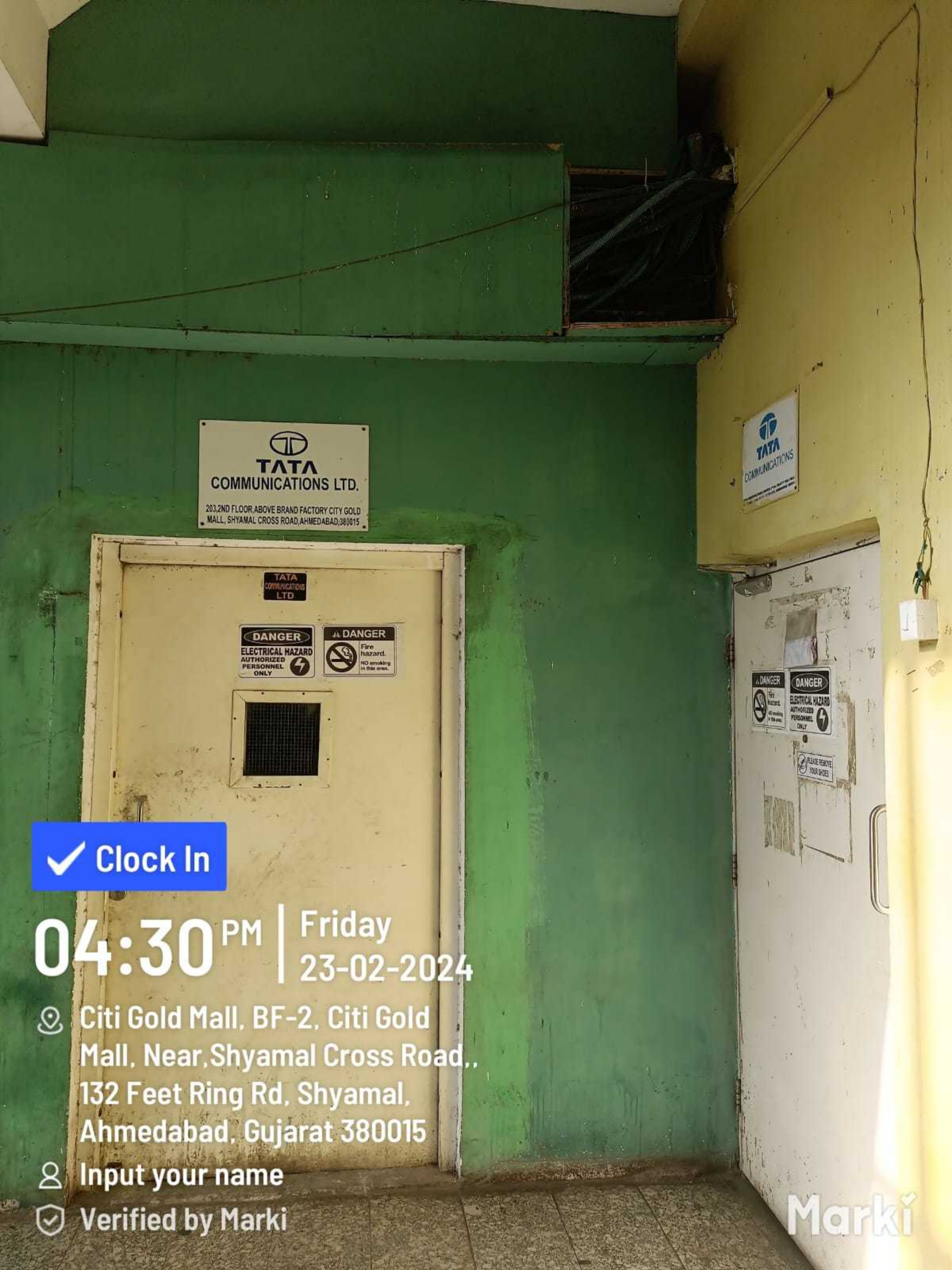
Clock In
04:50 PM
Friday
23-02-2024
DHL Express
Input your name
Verified by Marki
Marki

Clock In
05:02 PM
Friday
23-02-2024
Police Chowki-Jivraj Park
Input your name
Verified by Marki
Marki
FOR INQUIRY
Service Centre


Clock In
04:57 PM
Friday
23-02-2024
City Gold Centre, Baldev Nagar Society, Mohammedi Park, Juhapura, Ahmedabad, Gujarat 380051
Input your name
Verified by Marki
Marki

Clock In
05:02 PM
Friday
23-02-2024
Police Chowki-Jivraj Park
Input your name
Verified by Marki
Marki
FOR INQUIRY
DHL Service Centre

Clock In
04:55 PM
Friday
23-02-2024
2G2M+9X7
Input your name
Verified by Marki
Marki

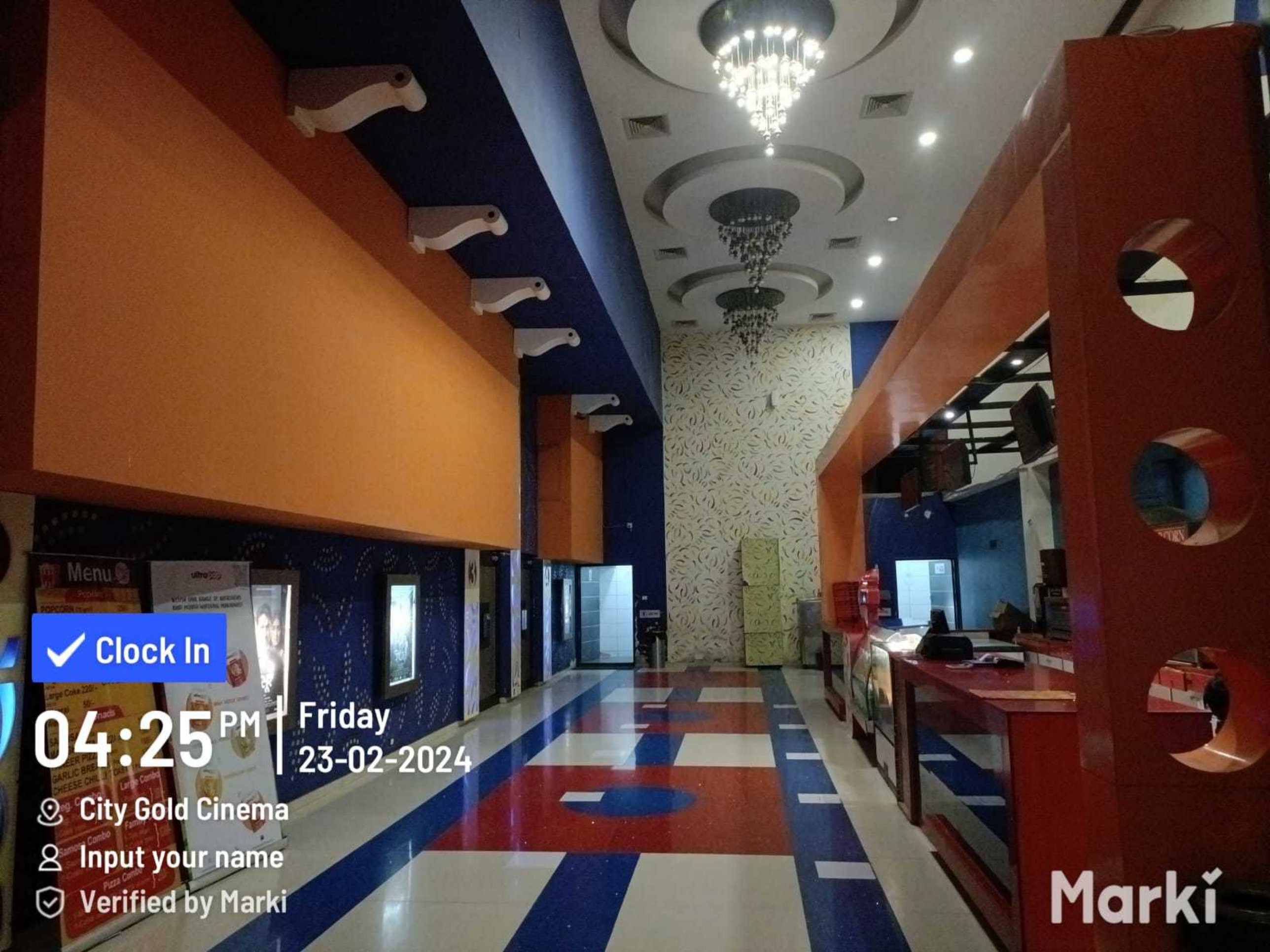

TATA
COMMUNICATIONS LTD.
203,2ND FLOOR,ABOVE BRAND FACTORY CITY GOLD MALL, SHYAMAL CROSS ROAD,AHMEDABAD;380015
TATA COMMUNICATIONS LTD
DANGER
ELECTRICAL HAZARD
AUTHORIZED PERSONNEL ONLY
DANGER
Fire hazard.
NO smoking in this area.
TATA
COMMUNICATIONS
DANGER
Fire hazard.
DANGER
ELECTRICAL HAZARD
AUTHORIZED PERSONNEL ONLY
PLEASE REMOVE YOUR SHOES
Clock In
04:30 PM
Friday
23-02-2024
Citi Gold Mall, BF-2, Citi Gold Mall, Near,Shyamal Cross Road,, 132 Feet Ring Rd, Shyamal, Ahmedabad, Gujarat 380015
Input your name
Verified by Marki
Marki

Gujarat
Rajasthan
REC TION
Clock In
04:26 PM
Friday
23-02-2024
City Gold Cinema
Input your name
Verified by Marki
Marki

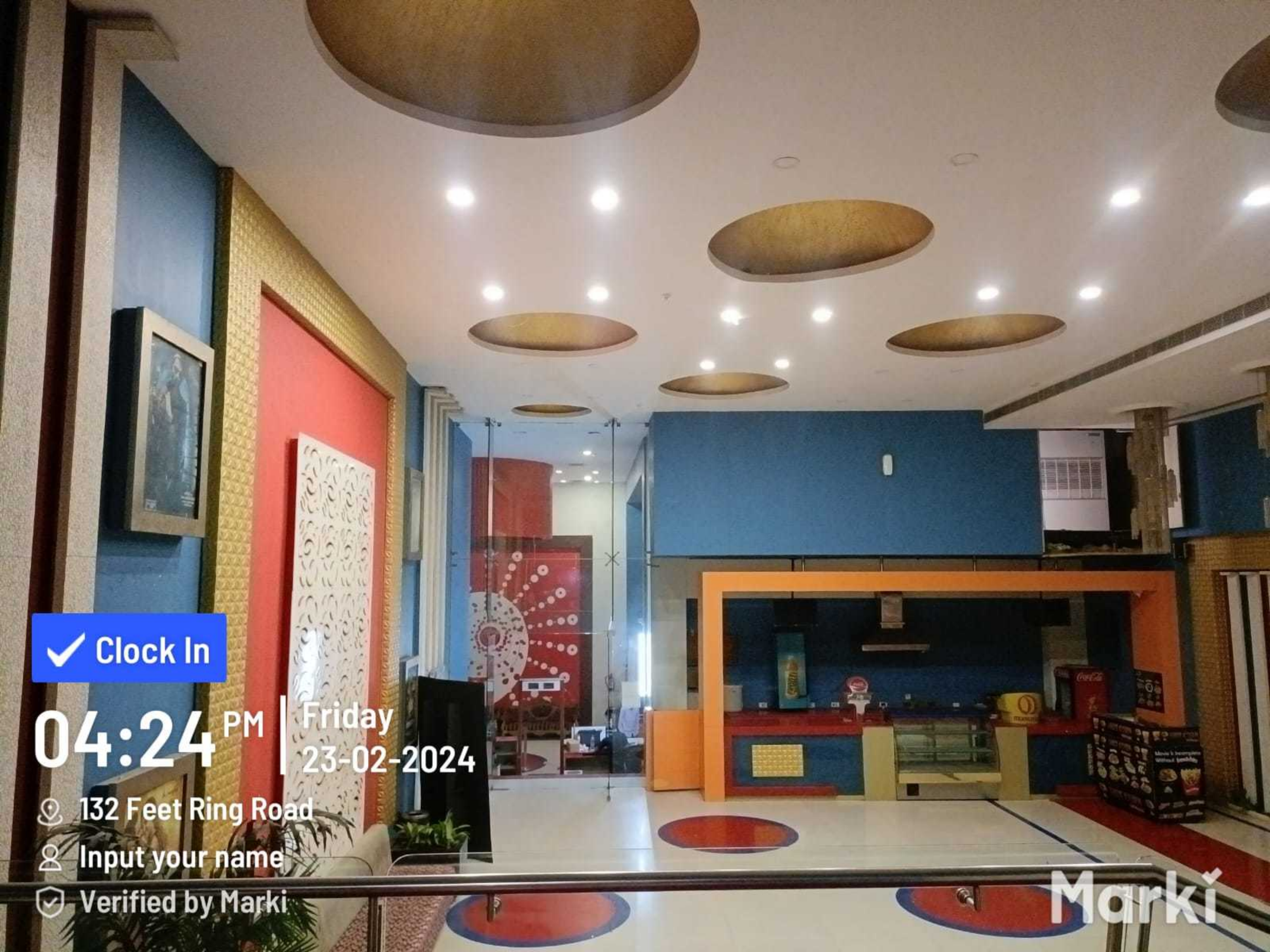
Clock In
04:28 PM
Friday
23-02-2024
City Gold Cinema
Input your name
Verified by Marki
Marki

20 TO 70% OFF
ON BEST BRANDS
JUNIPER
avaasa
LAWMAN Pg3
spykar
PERFORMAX
adidas
PUMA
MENSWEAR
WOMENSWEAR
KIDSWEA
FASHION FACTORY
BRANDS FOR LESS
Clock In
04:32 PM | Friday
23-02-2024
Someshwara Bunglows, 5
Jodhpur Village Road, Jodhpur,
Satellite, Ahmedabad 380015,
India
Input your name
Verified by Marki
Wrangler
ColorPlus
HIGHLANDER
parx
#BetheFirst
Marki

Clock In
04:28 PM
Friday
23-02-2024
City Gold Cinema
Input your name
Verified by Marki
Marki

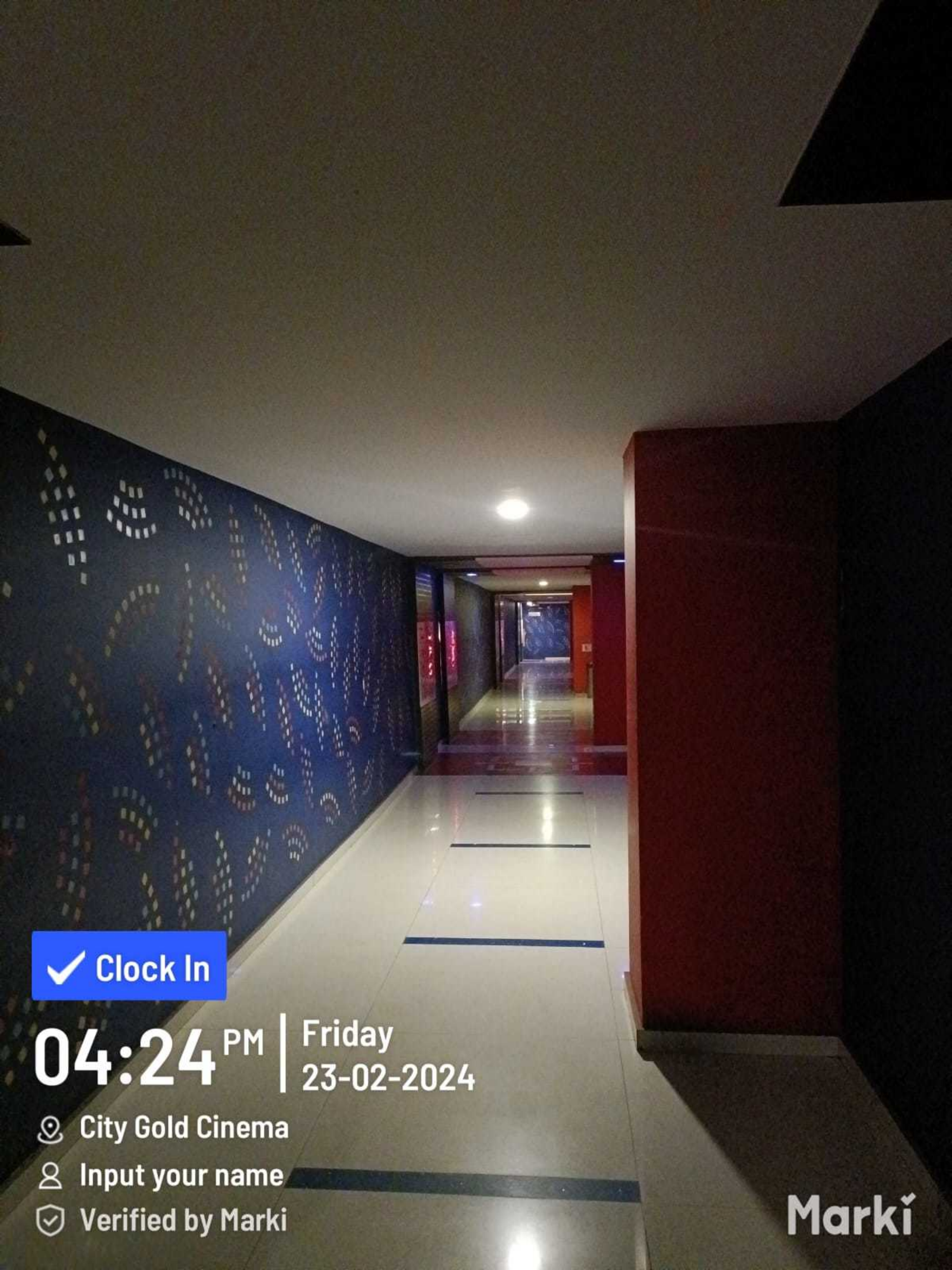

Menu
Clock In
04:25 PM
Friday
23-02-2024
City Gold Cinema
Input your name
Verified by Marki
Marki

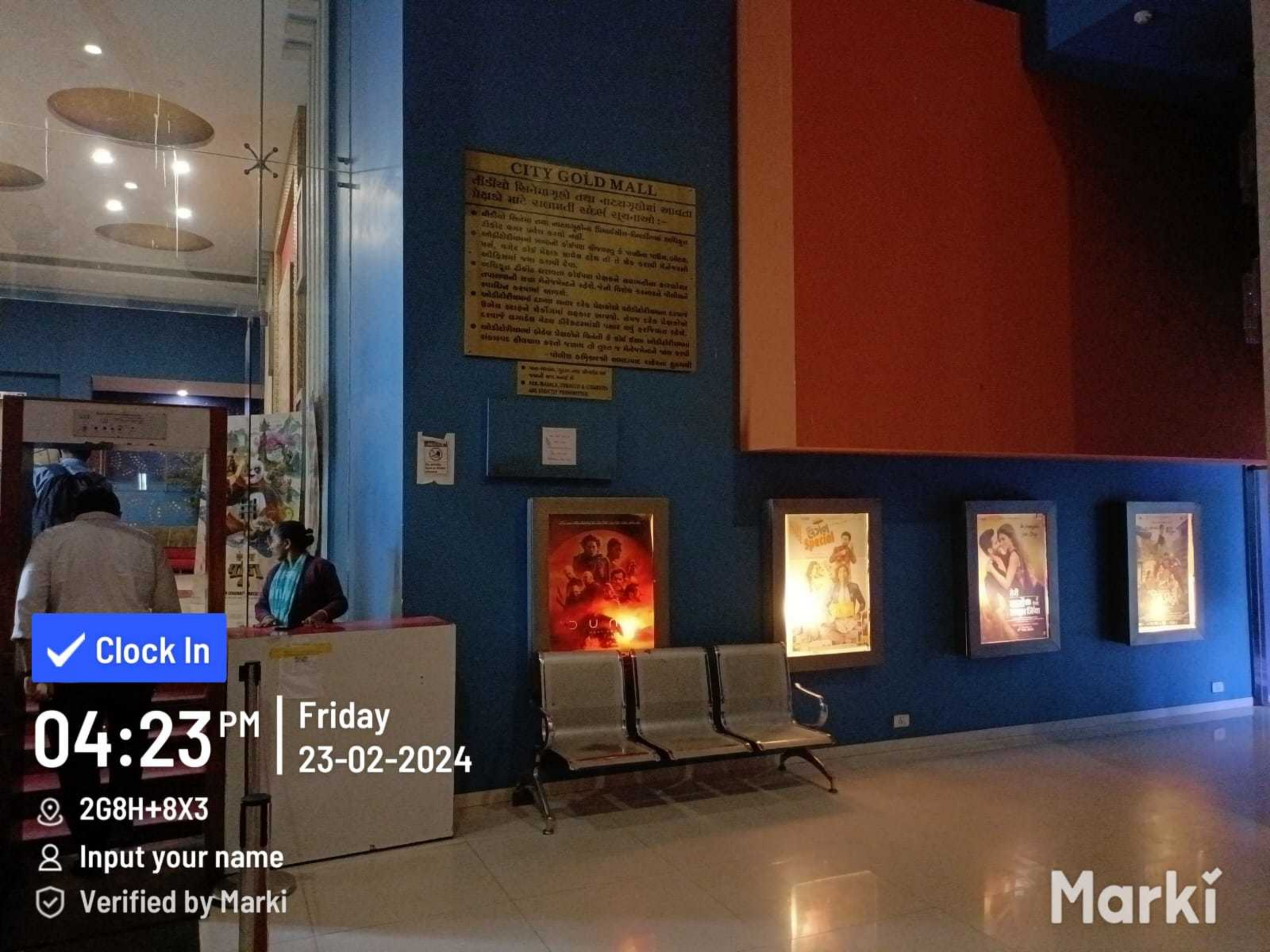
TATA
TATA TELESERVICES LTD.
Tata Teleservices Limited
Clock In
04:30 PM | Friday
23-02-2024
Citi Gold Mall, BF-2, Citi Gold Mall, Near,Shyamal Cross Road,, 132 Feet Ring Rd, Shyamal, Ahmedabad, Gujarat 380015
Input your name
Verified by Marki
Marki

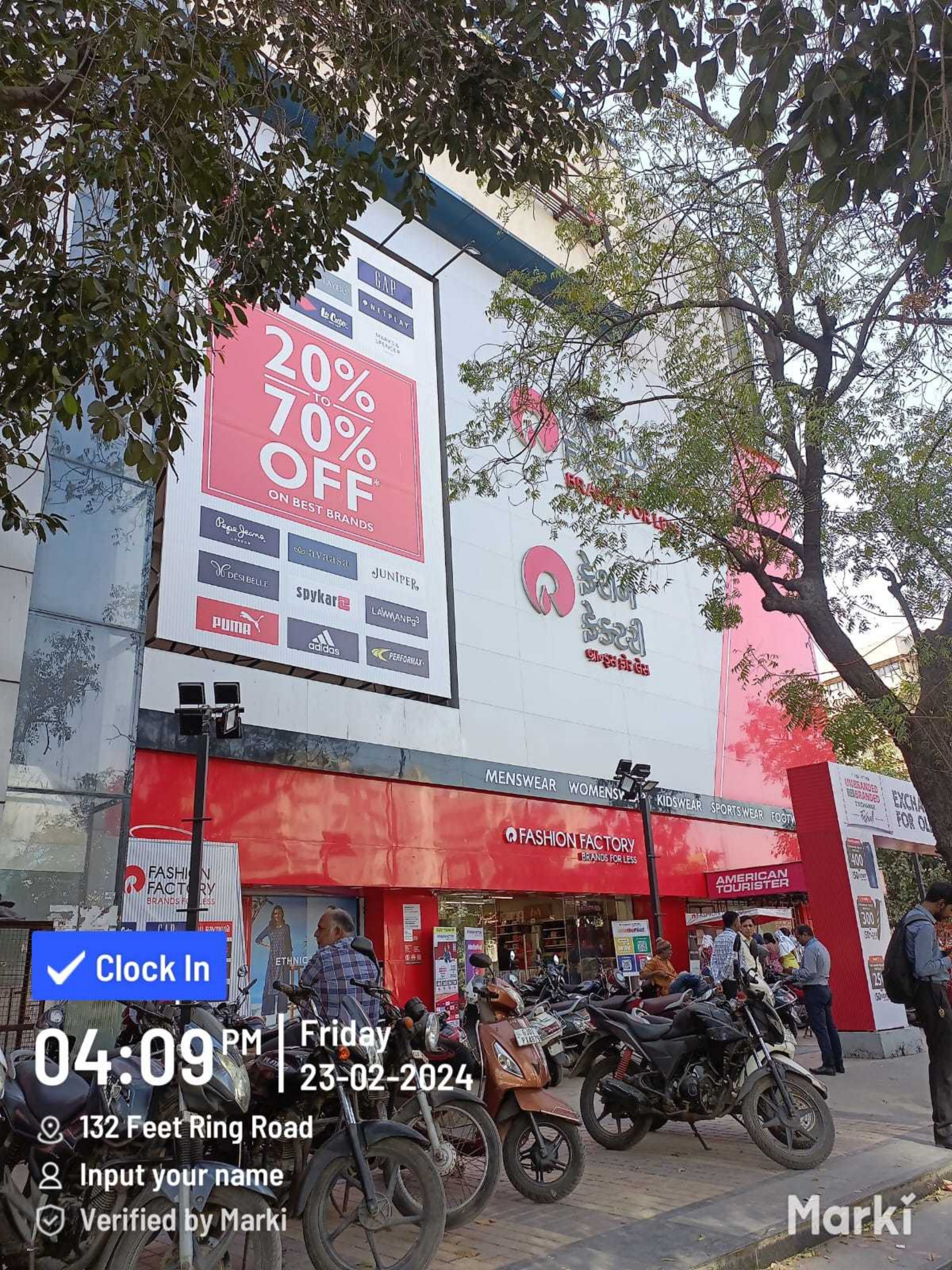

Clock In
04:24 PM
Friday
23-02-2024
132 Feet Ring Road
Input your name
Verified by Marki
Marki

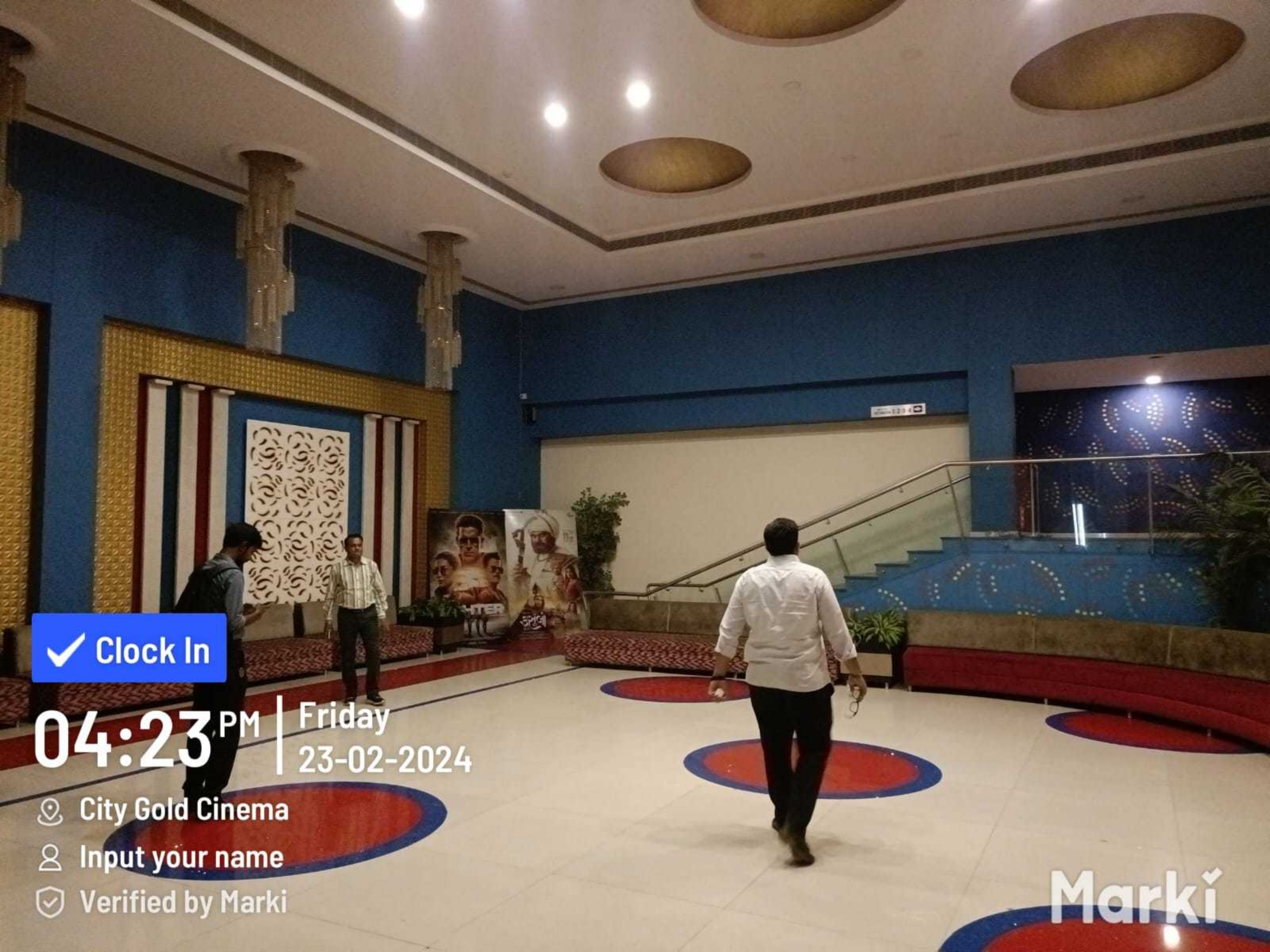
Clock In
04:26 PM
Friday
23-02-2024
City Gold Cinema
Input your name
Verified by Marki
Marki

Clock In
04:28 PM
Friday
23-02-2024
Citi Gold Mall, BF-2, Citi Gold Mall, Near,Shyamal Cross Road,, 132 Feet Ring Rd, Shyamal, Ahmedabad, Gujarat 380015
Input your name
Verified by Marki
Marki

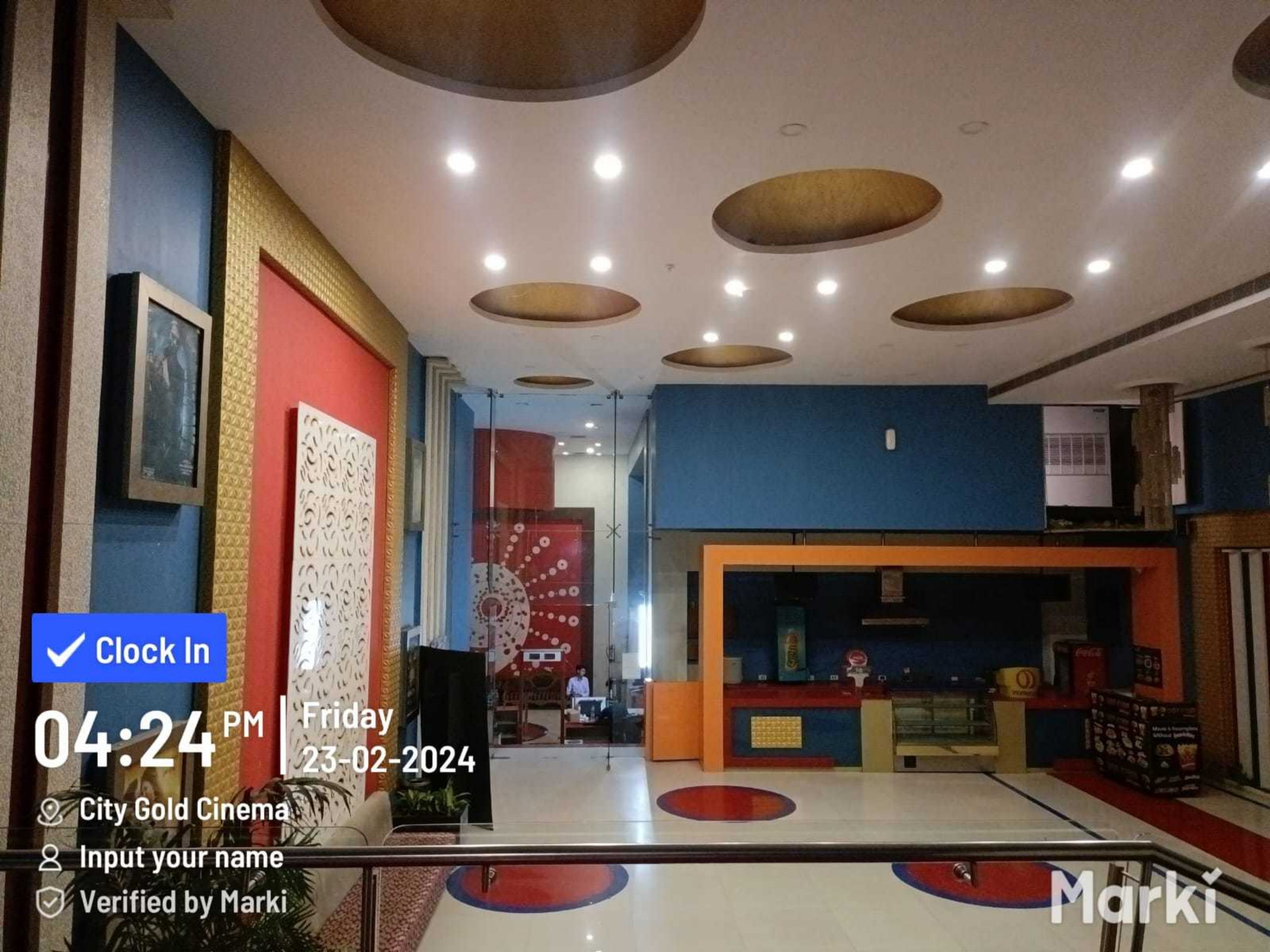

Clock In
04:24 PM
Friday
23-02-2024
City Gold Cinema
Input your name
Verified by Marki
Marki


CITY GOLD MALL
Clock In
04:23 PM
Friday
23-02-2024
2G8H+8X3
Input your name
Verified by Marki
Marki


GAP
NETPLAY
20% TO 70% OFF*
ON BEST BRANDS
Pepe Jeans
avaasa
DÉSI BELLE
JUNIPER
Spykar
PUMA
LAWMAN Pg3
adidas
PERFORMAX
MENSWEAR
KIDSWEAR
SPORTS WEAR
FASHION FACTORY
BRANDS FOR LESS
AMERICAN TOURISTER
Clock In
04:09 PM
Friday
23-02-2024
132 Feet Ring Road
Input your name
Verified by Marki
Marki


Clock In
04:23 PM
Friday
23-02-2024
City Gold Cinema
Input your name
Verified by Marki
Marki

CITY GOLD
book your tickets only on
bookmyshow
FASHION FACTORY
BRANDS FOR LESS
SPORTS WEAR
FOOTWEAR
LUGGAGE
Clock In
04:05 PM | Friday
23-02-2024
Jio Fashion Factory
Input your name
Verified by Marki
Marki


Clock In
04:24 PM
Friday
23-02-2024
City Gold Cinema
Input your name
Verified by Marki
Marki

Clock In
03:25 PM
Friday
23-02-2024
XF38+V33
Input your name
Verified by Marki
Marki

Clock In
03:28 PM
Friday
23-02-2024
Sanand, Gujarat
Input your name
Verified by Marki
Marki

Clock In
03:26 PM
Friday
23-02-2024
XF38+V33
Input your name
Verified by Marki
Marki

Clock In
03:29 PM
Friday
23-02-2024
Unnamed Road
Input your name
Verified by Marki
Marki

CH-52275
TY-A
Clock In
03:34 PM
Friday
23-02-2024
Unnamed Road
Input your name
Verified by Marki
Marki

Clock In
03:25 PM
Friday
23-02-2024
XF38+V33
Input your name
Verified by Marki
Marki

Clock In
03:27 PM
Friday
23-02-2024
Sanand, Gujarat
Input your name
Verified by Marki
Marki

Clock In
03:26 PM
Friday
23-02-2024
XF38+V33
Input your name
Verified by Marki
Marki

Clock In
03:29 PM
Friday
23-02-2024
Unnamed Road
Input your name
Verified by Marki
Marki

Clock In
03:29 PM
Friday
23-02-2024
Unnamed Road
Input your name
Verified by Marki
Marki

Clock In
03:38 PM
Friday
23-02-2024
XF38+V33
Input your name
Verified by Marki
Marki

Clock In
03:34 PM
Friday
23-02-2024
Unnamed Road
Input your name
Verified by Marki
Marki

Clock In
03:25 PM
Friday
23-02-2024
XF38+V33
Input your name
Verified by Marki
Marki

Clock In
03:28 PM
Friday
23-02-2024
Sanand, Gujarat
Input your name
Verified by Marki
Marki

Clock In
03:26 PM
Friday
23-02-2024
XF38+V33
Input your name
Verified by Marki
Marki

Clock In
03:29 PM
Friday
23-02-2024
Unnamed Road
Input your name
Verified by Marki
Marki

CH-52275
TY-A
Clock In
03:34 PM
Friday
23-02-2024
Unnamed Road
Input your name
Verified by Marki
Marki

Clock In
03:25 PM
Friday
23-02-2024
XF38+V33
Input your name
Verified by Marki
Marki

Clock In
03:27 PM
Friday
23-02-2024
Sanand, Gujarat
Input your name
Verified by Marki
Marki

Clock In
03:26 PM
Friday
23-02-2024
XF38+V33
Input your name
Verified by Marki
Marki

Clock In
03:29 PM
Friday
23-02-2024
Unnamed Road
Input your name
Verified by Marki
Marki

Clock In
03:29 PM
Friday
23-02-2024
Unnamed Road
Input your name
Verified by Marki
Marki

Clock In
03:38 PM
Friday
23-02-2024
XF38+V33
Input your name
Verified by Marki
Marki

Clock In
03:34 PM
Friday
23-02-2024
Unnamed Road
Input your name
Verified by Marki
Marki

File No. VIS-20___-20___ PL-	
Date of Receiving	
File Receiver Name	

REINFORCING YOUR BUSINESS
RK ASSOCIATES
VALUERS & TECHNO ENGINEERING CONSULTANTS (P) LTD

CASE COLLECTION FORM

(Version 5.0)

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

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

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

File Returned to HOD Engg. unprepared due to reason	☐ Survey not done properly, ☐ Survey Form not properly filled, ☐ Market survey for rates is not properly done, ☐ Identification is not clearly done, ☐ Measurement is not properly done, ☐ Photographs not clearly taken, ☐ 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	☐ Minor 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.

GENERAL DETAILS

1.	Proposal/ Work Order or Ref. No.				
2.	Type of Service	☐ Valuation Report, ☐ Construction cost estimate, ☐ Cost vetting certificate ☐ Other CE Certificates, ☐ TEV Report, ☐ LIE			
3.	Type of customer	☐ Bank	☐ PSU	☐ NBFC	☐ Corporate
		☐ Company	☐ Private client	☐ Direct client through Bank	
4.	Bank/ FI/ Organization Name & Address				
5.	Case Allotment Officer/ Fees paying party Details	**Name**	**Contact Number**	**Email Id**	
6.	Case Type	☐ Case for Fresh Account	☐ Case for exiting account/ customer		
7.	Fees Details	**Amount of Fees**	**Advance Amount if any**	**Fees will be paid by**	
				☒ Bank	☒ Customer
8.	Billing Details	**Billed To Party Name**		**GSTIN**	

CASE DETAILS				
1.	Type of Property			
2.	Purpose of Valuation/ Assignment	☐ Value assessment of the asset for creating new 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 ☐ Any other:		
3.	Owner/ Applicant Details	**Name**	**Contact Number**	**Email Id**
4.	Account Name			
5.	Property Address			
6.	Who will coordinate on site for the site survey	**Name**	**Contact Number**	
7.	Preferred time of survey	**Date**	**Time**	
8.	Documents Received *(Any one ownership document and approved site plan/ map is must)*	1. **Ownership Documents:** ☐ Sale Deed, ☐ Power of Attorney, ☐ Registered Will, ☐ Relinquishment Deed, ☐ Transfer Deed, ☐ Conveyance Deed, ☐ Allotment Letter, ☐ Possession Letter 2. **Map:** ☐ Cizra Map, ☐ Approved Map, ☐ Site Plan 3. **Utility Bills:** ☐ Electricity Bill & payment receipt, ☐ Water Bill & payment receipt, ☐ House Tax demand & payment receipt 4. **Any Other document:** ☐ CLU, ☐ TIR Report, ☐ Agreement to Sale, ☐ Old Valuation Report 5. **No documents provided:** ☐		
9.	Documents received from			
10.	Special Instructions if any:			
11.	*I agree to pay the amount mentioned above for the preparation of Valuation Report. I agree that I'll not put pressure on Valuer firm to distort any facts and would not try to influence any member or official of the firm in the ill spirit or vested interest and to benefit any individual or organization by any means illegitimately.* ***Customer Signature:***			

File No. VIS-20___-20___ PL-

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?	☐	
2.	Is purpose of the assignment understood clearly by the receiver?	☐	
3.	Has receiver checked if this is a new case or existing case of the Bank?	☐	
4.	Has receiver fixed the fees with the manager/ client and sent quotation properly or have taken approval of the work over email?	☐	
5.	Has receiver taken proper Work Order/ Email/ CESA form formality?	☐	
6.	In case of private case or for fresh case 50% advance is received?	☐	
7.	Is document checklist email sent to the customer?	☐	
8.	Has the received documents is having 'documents provided by stamp'?	☐	

IMPORTANT INSTRUCTIONS TO SURVEYOR

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

SURVEY GRADING MATRIX	
GRADE	**PARAMETERS/ CRITERIA**
A	In case all the points below are done properly, timely with full care and diligence: 1. Survey started with proper work order and knowing the source of payment. 2. Survey done with proper documents. 3. Done complete homework and studied the documents properly with highlighting the main points before moving for the survey. 4. Chosen correct survey form as per the property type. 5. All fields of Survey form are properly filled. 6. All site special observations and negative and positive factors are clearly mentioned. 7. Self & client signatures taken on survey form. 8. Property rates information properly taken, mentioned and verified. 9. Site rough sketch plan made. 10. Proper photographs taken. 11. Selfie with property taken. 12. Selfie and owner photograph with property taken.
B	In case of 3 minor mistakes in any of the above points except Point 1, 2, 3, 4, 6, 8, 10, 11, 12 but all the points are covered.
C	In case of more than 3 minor mistakes and any 1 major mistake in any of the above points and if any points are completely missing except Point 1, 2, 3, 4, 6, 8, 10, 11, 12.
D	In case of 1 major mistake or missing of any 1 point out of 1, 2, 3, 4, 6, 8, 10, 11, 12.
E	In case of more than 1 major mistakes or missing of more than 1 point out of 1, 2, 3, 4, 6, 8, 10, 11, 12.

Note (Survey Grading Matrix):

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

Note (Overall Grading Matrix):

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

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?	☐
2.	Have you properly studied & **highlighted Owner/ Area/ Boundaries** in the property documents with bold florescent before moving for the survey?	☐
3.	Did you check prominent landmark nearby the subject property and mentioned in the survey form?	☐
4.	**Did you identified the Property clearly** by matching the boundaries and area mentioned in the property papers?	☐
5.	**Did you check if property is merged with any other property or it is an independent property?**	☐
6.	Did you do sample physical or google measurements of the property in case of property more than 2500 sq.mtr?	☐
7.	Did you check for any building violations in the property?	☐
8.	Did you check municipal limits/ jurisdiction/ ward?	☐
9.	Did you take Google Map location and shared it to Maps whatsapp group?	☐
10.	Did you check Main road name & width and its distance from the subject property?	☐
11.	Did you check approach Lane width on which property is located?	☐
12.	Have you taken property full scale photograph with gate?	☐
13.	Have you taken owner/ representative photograph with the property?	☐
14.	Have you taken your selfie with the property along with owner/ representative?	☐
15.	Have you taken photograph of the property along with abutting road and towards left and right of the property?	☐
16.	Have you taken multiple photographs of the property from inside-out?	☐
17.	**Did you check nearby development and whereabouts and commented on survey form?**	☐
18.	**Did you check any defects or negativity in the property in terms of location, legality, disputes, marketability, salability, etc. and commented on survey form in detail?**	☐
19.	**Have you filled all the columns of survey form including survey summary sheet properly?**	☐
20.	**Did you draw site key plan (location map)?**	☐
21.	**Did you draw rough site sketch plan?**	☐
22.	Have you taken self-attested documents from owner/ representative and stamped "documents provided by stamp"?	☐
23.	**Did you check any defects or negativity in the property in terms of location, legality, disputes, marketability, salability, etc. and commented on survey form in detail?**	☐
24.	**Have you confirmed any recent past transactions during market enquiries and enquired property rates locally very rigorously?**	☐
25.	**Did you take signatures of the owner/ representative on undertaking and survey summary sheet?**	☐
26.	**Did you signed the undertaking?**	☐

For File No.	
Surveyor Name	
Signature	
Date	

GENERAL SURVEY FORM
(FOR PROPERTIES OTHER THAN FLATS)
(Version 5.0)
Date of implementation: 9.02.2011 | Last Revision: 04.01.2018 | Latest Revision: 31.10.2020

File No. VIS-20___-20___ PL-	**Date:** 23/02/24	**Time:** 4:45Pm

GENERAL DETAILS		
1.	Name of the Surveyor	Dhairya Rathi C/o Anushrav Bhatt
2.	Property shown by	☐ Owner, ☑ Representative, ☐ No one was available, ☐ Property is locked, survey could not be done from inside **Name**: Varun Gupta **Contact No.**: 8980556464
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 the property, ☐ NPA property so couldn't be surveyed completely
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/ owner representative, ☐ Enquired from nearby people, ☐ Identification of the property could not be done, ☐ Survey was not done
6.	Type of Property	☐ Flat in Multistoried Apartment, ☐ Residential House, ☐ Low Rise Apartment, ☐ Residential Builder Floor, ☐ Commercial Land & Building, ☑ Commercial Office, ☐ Commercial Shop, ☐ Commercial Floor, ☐ Shopping Mall, ☐ Hotel, ☐ Industrial, ☐ Institutional, ☐ School Building, ☐ Vacant Residential Plot, ☐ Vacant Industrial Plot, ☐ Agricultural Land
7.	Property Measurement	☐ Self-measured, ☐ Sample measurement only, ☐ No measurement
8.	Reason for no measurement	☐ It's a flat in multi storey building so measurement not required ☐ Property was locked, ☐ Owner/ possessee didn't allow it, ☐ NPA property so didn't enter the property, ☐ Very Large Property, practically not possible to measure the entire area ☐ Any other Reason:
9.	Purpose of Valuation	☐ Value assessment of the asset for creating new 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
10.	Type of Loan	☐ Housing Loan, ☐ Housing Take Over Loan, ☐ Home Improvement Loan, ☐ Loan against Property, ☐ Construction Loan, ☐ Educational Loan, ☐ Car Loan, ☐Project Loan, ☐ Term Loan, ☐ CC Limit enhancement, ☐ Cash Credit Limit, ☐ Industrial Loan, ☐ NA
11.	Loan Amount	

OWNERSHIP DETAILS		
1.	Legal Owner Name/s	Kailash Darshan Developers Pvt. Ltd.
2.	Property Purchaser Name	Director Kalpeshbhai Dahyabhai Patel
3.	Property Address under Valuation	City Gold Center, Vejalpur Nr. 132' Ring Road, Ahmedabad.
4.	Present Residence Address of the Owner/ Purchaser	
5.	Property constitution	☐ Free Hold, ☐ Lease Hold

LOCATION DETAILS					
1.	Adjoining Properties *(Match it with papers with the help of compass or Sun direction and also confirm it with nearby people)*	East	West	North	South
		Jivraj Park police Station	Internal Road	Sayan Heights	Sarani Road
2.	Property Facing	☑ East Facing, ☐ North Facing, ☐ West Facing, ☐ South Facing, ☐ North-East Facing, ☐ South-West Facing, ☐ South-East Facing, ☐ North-West Facing			
3.	Landmark	132' Ring Road			
4.	Ward Name/ No.				
5.	Zone Name				
6.	Main Road Name & Width	Name	Width	Distance from property	
		132' Ring Road	132'	On Road	
7.	Approach Road Name & Width	Sarani Road			
8.	Location consideration of the Society	☐ Within Main city, ☑ Within Good Urban developed Area, ☐ Within developing area, ☐ Highly posh locality, ☐ Very Good, ☐ Good, ☐ Ordinary, ☐ In interiors, ☐ Remote area, ☐ Backward, ☐ Average, ☐ Poor			
9.	Special Location consideration of the property	☑ Park Facing, ☐ Pool Facing, ☑ Road Facing, ☐ Entrance North-East Facing, ☐ Sunlight facing			
10.	Characteristics of the locality	☐ Urban developed, ☑ Urban developing, ☐ Semi Urban, ☐ Rural, ☐ Backward, ☐ Industrial, ☐ Institutional			
11.	Category of Society/ locality	☐ High End, ☑ Normal, ☐ Affordable Group Housing, ☐ EWS, ☐ HIG, ☐ MIG, ☐ LIG			
12.	Utilities/ Facilities in the locality	☑ Lifts, ☐ Garden, ☐ Landscaping, ☐ Swimming Pool, ☐ Gym, ☐ Club House, ☐ Walk Trails, ☐ Kids play zone, ☐ 100% Power Backup			
13.	Proximity to civic amenities	School	Hospital	Market	Metro	Railway Station	Airport
		✓	✓		✓		
14.	Any new development in surrounding area	Avadh Arcade					

15.	Jurisdiction limits	☐ Nagar Nigam, ☐ Nagar Panchayat, ☐ Gram Panchayat, ☐ Nagar Palika Parishad, ☐ Area not within any municipal limits
16.	Jurisdiction Development Authority Name	☐ DDA, ☐ GDA, ☐ NOIDA, ☐ GNIDA, ☐ YEIDA, ☐ HUDA, ☐KMDA, ☐ MDDA, ☐ Any other Development Authority: ☐ Area not within any development authority limits AMC
17.	Municipal Corporation Name	☐ NDMC, ☐ SDMC, ☐ EDMC, ☐ Ghaziabad Municipal Corporation, ☐ Gurgaon Municipal Corporation, ☐ Faridabad Municipal Corporation, ☐ Kolkata Municipal Corporation, ☐ Dehradun Municipal Corporation, ☐ Area not within any municipal limits, ☐ Any other Municipal Corporation/ Municipality: AMC

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

BUILDING/ CONSTRUCTION/ UTLITY DETAILS				
1.	Construction Status	☐ Built-up property in use, ☐ Under construction, ☐ No construction		
2.	Covered Built-up Area *(Tick one on the basis of which valuation is to be calculated)*	☐ Covered Area, ☐ Floor Area, ☐ Super Area, ☐ Carpet Area		
		As per Title deed	**As per Map**	**As per site survey**
3.	Total Number of Floors in the Building	G + 8		
4.	Floor on which property is situated			
5.	Type of Unit/ Number of Rooms/ Cabins/ Cubicles			
6.	Building Type	☑ RCC Framed Structure, ☐ Load bearing Pillar Beam column, ☐ Ordinary brick wall structure, ☐ Iron trusses & Pillars, ☐ Scrap abandoned structure		
7.	Roof	a. **Make:** ☐ RBC, ☐ RCC, ☐ GI Shed, ☐ Tin Shed, ☐ Stone Patla		
		b. **Height:**		
		c. **Finish:** ☑ Simple plaster, ☐ POP Punning, ☐ POP False Ceiling, ☐ Coved roof, ☐ No plaster		
8.	Flooring	☑ Vitrified tiles, ☐ Ceramic Tiles, ☐ Simple marble, ☐ Marble chips, ☐ Mosaic, ☐ Granite, ☐ Italian Marble, ☐ Kota stone, ☐ Wooden, ☐ PCC, ☐ Imported Marble, ☐ Pavers, ☐ Chequered Tiles, ☐ Brick Tiles, ☐ No Flooring, ☐ Under construction, ☐ Any other type:		
9.	Appearance/ Condition of the Building	**Internal -** ☐ Excellent, ☑ Very Good, ☐ Good, ☐ Ordinary, ☐ Average, ☐ Poor ☐ Under construction, ☐ No Survey		
		External - ☐ Excellent, ☑ Very Good, ☐ Good, ☐ Ordinary, ☐ Average, ☐ Poor ☐ Under construction		
10.	Maintenance of the Building	☑ Very Good, ☐ Average, ☐ Poor, ☐ Under construction		
11.	Interior decoration	☐ Excellent, ☑ Very Good, ☐ Good, ☐ Simple, ☐ Ordinary, ☐ Average, ☐ Below average, ☐ Under construction, ☐ No Survey		
12.	Interior Finishing	☑ Simple plastered walls, ☐ Brick walls without plaster, ☐ Designer textured walls, ☐ POP punning, ☐ Coved roof, ☐ Under construction, ☐ No Survey		
13.	Exterior Finishing	☑ Simple plastered walls, ☐ Brick walls without plaster, ☐ Architecturally designed or elevated, ☐ Brick tile Cladding, ☐ Structural glazing, ☐ Aluminum composite panel cladding, ☐ Glass façade, ☐ Domb, ☐ Porch, ☐ Under construction		
14.	Kitchen	☐ Simple with no cupboard, ☐ Ordinary with cupboard, ☐ Normal Modular with chimney, ☐ High end Modular with chimney, ☐ Under construction, ☐ No Survey		
15.	Class of Electrical fittings	☑ External, ☑ Internal		
		☑ Ordinary fixtures & fittings, ☐ Fancy lights, ☐ Chandeliers, ☐ Concealed lightning, ☐ Under construction, ☐ No Survey		
16.	Class of Sanitary/ Plumbing & water supply fittings	☐ External, ☐ Internal		
		☐ Excellent, ☑ Very Good, ☐ Good, ☐ Simple, ☐ Average, ☐ Below average, ☐ Under construction, ☐ No Survey		
17.	Water arrangements	☑ Jet pump, ☐ Submersible, ☐ Jal board supply		
18.	Fixed Wooden Work	☐ Excellent, ☑ Very Good, ☐ Good, ☐ Simple, ☐ Ordinary, ☐ Average, ☐ Below Average, ☐ No wooden work, ☐ No survey		
19.	Age of Building/ Recent Improvements done			

20.	Maintenance of the Building	☑ Very Good, ☐ Average, ☐ Poor
21.	Any defects in the building	☐ Maintenance issues, ☐ Finishing issues, ☐ Seepage issues, ☐ Water supply issues, ☐ Electricity issues, ☐ Structural issues, ☐ Visible cracks in the building
22.	Any violation done in the property	☐ Construction done without Map, ☐ Construction not as per approved Map, ☐ Extra covered without sanctioned Map, ☐ Joined adjacent property, ☐ Encroached adjacent area illegally
23.	Boundary Wall *(Only for individual property)*	☐ Yes, ☐ No, ☐ Common boundary wall of a complex
		Running Mtr. / **Height** / **Width** / **Finish**
24.	Lift/ elevators	☑ Passenger/ ☑ Commercial
		Make: 7 / Capacity:
25.	Power backup	☐ Inverter, ☐ DG Set
		Make: / Capacity:
26.	Garden/ Landscaping	☐ Yes, ☐ No, ☐ Beautiful, ☐ Ordinary
27.	Parking facilities	☑ Available within the property / ☑ On Ground, ☑ In Basement, ☐ On stilt
		☐ Not available within the property / ☐ On road, ☐ Acute parking problem
28.	Special Comments/ Observations, if any	

MARKETABILITY/ SELABILITY/ UTLITY DETAILS		
1.	Any issues in marketability of the property?	☐ Yes, ☐ No
		Reason in case of No: ☐ Location, ☐ Surrounding, ☐ Legal aspects, ☐ Demand, ☐ Shape, ☐ Any Other:
2.	How is Demand & Supply condition in the Market of such properties?	Demand: ☐ Very Good, ☑ Good, ☐ Average, ☐ Low, ☐ Poor
		Supply: ☑ Very Good, ☐ Good, ☐ Average, ☐ Low, ☐ Poor
3.	Is property easily sellable & marketable?	☑ Yes, ☐ No
		Comments:
4.	How is the current utility of the property?	☐ Excellent, ☐ Very Good, ☑ Good, ☐ Average, ☐ Low, ☐ Poor
5.	At what True rate Owner bought this Property?	Year of purchase
		Purchase Price
6.	Present expected Sale Value of the overall property?	

BLANK PAGE FOR PROVIDING ANY ADDITIONAL DETAILS/ INFORMATION

DRAW SITE KEY PLAN & SKETCH PLAN

PROPERTY MARKET COMPARABLE RATE INFORMATION DETAILS *(Available for Sale or Transaction already happened in past)*					
S.No	**Particulars**	**Subject Property**	**Comparable 1**	**Comparable 2**	**Comparable 3**
1.	Name *(source of information)*	NA			
2.	Contact No.	NA	Refer Word File		
3.	Type of source of information *(Seller/ Property dealer/ nearby people)*	NA			
4.	Rates/ Price informed *(in Rs. with unit)*	NA			
5.	Rates Type *(Sale/ Buy)*	NA			
6.	Shape of the Property *(Square, Rectangular, Irregular)*				
7.	Area/ Size of the Property				
8.	Legal Status *(clear, negative, weak)*/ No. of owners				
9.	Location/ surrounding/ neighborhood comparison with the subject property *(Similar, Lower, Better, Highly Better than the subject Property)*	Base Case			
10.	Distance from the subject Property	0			
11.	Other factors *(Corner, 2 side open, North-East facing, Park facing, Legal/ Financial encumbrance, etc.)*				
12.	Approach road width				
13.	Level of Land *(Below/ On/ Above road level)*				
14.	Frontage to depth ratio *(Normal, Less, Large)*				
15.	Present Use				
16.	Any other details/ Discussion held	NA			
17.	Present expected Sale Value of the overall property?				

UNDERTAKING BY THE CUSTOMER

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

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

Name	
Relationship with owner	
Signature	
Mobile No.	
Date	

UNDERTAKING BY THE SURVEYOR

I confirm that I have carried out the Survey of the property properly as per the fair professional best practices and Valuation & Survey policy guidelines issued by R.K Associates. I have not taken any cash or kind from the customer nor have I come into any kind of influence of the customer / bank for arbitrary providing the Property Valuation as per one's need. I further state that I have not given any assurances to the customer nor given any wrong or false information or statement. In case at any point of time it is found that I have done any kind of fraudulent activity in this case and misled the company then I understand its legal consequences and appropriate penal action which company can take against me. Also in regard to it any monetary or reputation loss will be recovered from me by the company.

For File No.	
Surveyor Name	
Signature	
Date	

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	Dhairya Rathi (7490990797) C/o Anushrav Bhatt
Signature	D.M.Rathi.
Date	24/02/2024

File No. VIS-20___-20___ PL-	
Date of Receiving	
File Receiver Name	

REINFORCING YOUR BUSINESS
RK ASSOCIATES
VALUERS & TECHNO ENGINEERING CONSULTANTS (P) LTD.

CASE COLLECTION FORM

(Version 5.0)

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

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

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

File Returned to HOD Engg. unprepared due to reason	☐ Survey not done properly, ☐ Survey Form not properly filled, ☐ Market survey for rates is not properly done, ☐ Identification is not clearly done, ☐ Measurement is not properly done, ☐ Photographs not clearly taken, ☐ 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	☐ Minor 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.

GENERAL DETAILS

1.	Proposal/ Work Order or Ref. No.				
2.	Type of Service	☐ Valuation Report, ☐ Construction cost estimate, ☐ Cost vetting certificate ☐ Other CE Certificates, ☐ TEV Report, ☐ LIE			
3.	Type of customer	☐ Bank	☐ PSU	☐ NBFC	☐ Corporate
		☐ Company	☐ Private client	☐ Direct client through Bank	
4.	Bank/ FI/ Organization Name & Address				
5.	Case Allotment Officer/ Fees paying party Details	**Name**	**Contact Number**	**Email Id**	
6.	Case Type	☐ Case for Fresh Account	☐ Case for exiting account/ customer		
7.	Fees Details	**Amount of Fees**	**Advance Amount if any**	**Fees will be paid by**	
				☒ Bank	☒ Customer
8.	Billing Details	**Billed To Party Name**	**GSTIN**		

CASE DETAILS				
1.	Type of Property			
2.	Purpose of Valuation/ Assignment	☐ Value assessment of the asset for creating new 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 ☐ Any other:		
3.	Owner/ Applicant Details	**Name**	**Contact Number**	**Email Id**
4.	Account Name			
5.	Property Address			
6.	Who will coordinate on site for the site survey	**Name**	**Contact Number**	
7.	Preferred time of survey	**Date**	**Time**	
8.	Documents Received *(Any one ownership document and approved site plan/ map is must)*	1. **Ownership Documents:** ☐ Sale Deed, ☐ Power of Attorney, ☐ Registered Will, ☐ Relinquishment Deed, ☐ Transfer Deed, ☐ Conveyance Deed, ☐ Allotment Letter, ☐ Possession Letter 2. **Map:** ☐ Cizra Map, ☐ Approved Map, ☐ Site Plan 3. **Utility Bills:** ☐ Electricity Bill & payment receipt, ☐ Water Bill & payment receipt, ☐ House Tax demand & payment receipt 4. **Any Other document:** ☐ CLU, ☐ TIR Report, ☐ Agreement to Sale, ☐ Old Valuation Report 5. **No documents provided:** ☐		
9.	Documents received from			
10.	Special Instructions if any:			
11.	*I agree to pay the amount mentioned above for the preparation of Valuation Report. I agree that I'll not put pressure on Valuer firm to distort any facts and would not try to influence any member or official of the firm in the ill spirit or vested interest and to benefit any individual or organization by any means illegitimately.* ***Customer Signature:***			

File No. VIS-20___-20___ PL-

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?	☐	
2.	Is purpose of the assignment understood clearly by the receiver?	☐	
3.	Has receiver checked if this is a new case or existing case of the Bank?	☐	
4.	Has receiver fixed the fees with the manager/ client and sent quotation properly or have taken approval of the work over email?	☐	
5.	Has receiver taken proper Work Order/ Email/ CESA form formality?	☐	
6.	In case of private case or for fresh case 50% advance is received?	☐	
7.	Is document checklist email sent to the customer?	☐	
8.	Has the received documents is having 'documents provided by stamp'?	☐	

IMPORTANT INSTRUCTIONS TO SURVEYOR

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

SURVEY GRADING MATRIX	
GRADE	**PARAMETERS/ CRITERIA**
A	In case all the points below are done properly, timely with full care and diligence: 1. Survey started with proper work order and knowing the source of payment. 2. Survey done with proper documents. 3. Done complete homework and studied the documents properly with highlighting the main points before moving for the survey. 4. Chosen correct survey form as per the property type. 5. All fields of Survey form are properly filled. 6. All site special observations and negative and positive factors are clearly mentioned. 7. Self & client signatures taken on survey form. 8. Property rates information properly taken, mentioned and verified. 9. Site rough sketch plan made. 10. Proper photographs taken. 11. Selfie with property taken. 12. Selfie and owner photograph with property taken.
B	In case of 3 minor mistakes in any of the above points except Point 1, 2, 3, 4, 6, 8, 10, 11, 12 but all the points are covered.
C	In case of more than 3 minor mistakes and any 1 major mistake in any of the above points and if any points are completely missing except Point 1, 2, 3, 4, 6, 8, 10, 11, 12.
D	In case of 1 major mistake or missing of any 1 point out of 1, 2, 3, 4, 6, 8, 10, 11, 12.
E	In case of more than 1 major mistakes or missing of more than 1 point out of 1, 2, 3, 4, 6, 8, 10, 11, 12.

Note (Survey Grading Matrix):

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

Note (Overall Grading Matrix):

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

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?	☐
2.	Have you properly studied & **highlighted Owner/ Area/ Boundaries** in the property documents with bold florescent before moving for the survey?	☐
3.	Did you check prominent landmark nearby the subject property and mentioned in the survey form?	☐
4.	**Did you identified the Property clearly** by matching the boundaries and area mentioned in the property papers?	☐
5.	**Did you check if property is merged with any other property or it is an independent property?**	☐
6.	Did you do sample physical or google measurements of the property in case of property more than 2500 sq.mtr?	☐
7.	Did you check for any building violations in the property?	☐
8.	Did you check municipal limits/ jurisdiction/ ward?	☐
9.	Did you take Google Map location and shared it to Maps whatsapp group?	☐
10.	Did you check Main road name & width and its distance from the subject property?	☐
11.	Did you check approach Lane width on which property is located?	☐
12.	Have you taken property full scale photograph with gate?	☐
13.	Have you taken owner/ representative photograph with the property?	☐
14.	Have you taken your selfie with the property along with owner/ representative?	☐
15.	Have you taken photograph of the property along with abutting road and towards left and right of the property?	☐
16.	Have you taken multiple photographs of the property from inside-out?	☐
17.	**Did you check nearby development and whereabouts and commented on survey form?**	☐
18.	**Did you check any defects or negativity in the property in terms of location, legality, disputes, marketability, salability, etc. and commented on survey form in detail?**	☐
19.	**Have you filled all the columns of survey form including survey summary sheet properly?**	☐
20.	**Did you draw site key plan (location map)?**	☐
21.	**Did you draw rough site sketch plan?**	☐
22.	Have you taken self-attested documents from owner/ representative and stamped "documents provided by stamp"?	☐
23.	**Did you check any defects or negativity in the property in terms of location, legality, disputes, marketability, salability, etc. and commented on survey form in detail?**	☐
24.	**Have you confirmed any recent past transactions during market enquiries and enquired property rates locally very rigorously?**	☐
25.	**Did you take signatures of the owner/ representative on undertaking and survey summary sheet?**	☐
26.	**Did you signed the undertaking?**	☐

For File No.	
Surveyor Name	
Signature	
Date	

GENERAL SURVEY FORM
(FOR PROPERTIES OTHER THAN FLATS)
(Version 5.0)
Date of implementation: 9.02.2011 | Last Revision: 04.01.2018 | Latest Revision: 31.10.2020

File No. VIS-20___-20___ PL-	Date: 23/02/2024	Time: 4:10 Pm

GENERAL DETAILS		
1.	Name of the Surveyor	Dhairya Rathi C/o Anushrav Bhatt
2.	Property shown by	☐ Owner, ☑ Representative, ☐ No one was available, ☐ Property is locked, survey could not be done from inside
		Name: Varun gupta; **Contact No.**: 8980556464
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 the property, ☐ NPA property so couldn't be surveyed completely
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/ owner representative, ☐ Enquired from nearby people, ☐ Identification of the property could not be done, ☐ Survey was not done
6.	Type of Property	☐ Flat in Multistoried Apartment, ☐ Residential House, ☐ Low Rise Apartment, ☐ Residential Builder Floor, ☐ Commercial Land & Building, ☑ Commercial Office, ☐ Commercial Shop, ☐ Commercial Floor, ☐ Shopping Mall, ☐ Hotel, ☐ Industrial, ☐ Institutional, ☐ School Building, ☐ Vacant Residential Plot, ☐ Vacant Industrial Plot, ☐ Agricultural Land
7.	Property Measurement	☐ Self-measured, ☐ Sample measurement only, ☑ No measurement
8.	Reason for no measurement	☐ It's a flat in multi storey building so measurement not required ☐ Property was locked, ☐ Owner/ possessee didn't allow it, ☐ NPA property so didn't enter the property, ☐ Very Large Property, practically not possible to measure the entire area, ☑ Any other Reason:
9.	Purpose of Valuation	☐ Value assessment of the asset for creating new 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
10.	Type of Loan	☐ Housing Loan, ☐ Housing Take Over Loan, ☐ Home Improvement Loan, ☐ Loan against Property, ☐ Construction Loan, ☐ Educational Loan, ☐ Car Loan, ☐Project Loan, ☐ Term Loan, ☐ CC Limit enhancement, ☐ Cash Credit Limit, ☐ Industrial Loan, ☐ NA
11.	Loan Amount	

OWNERSHIP DETAILS		
1.	Legal Owner Name/s	Kailash Darshan Housing Development
2.	Property Purchaser Name	Director Mr. Samir Gupta
3.	Property Address under Valuation	City Gold Mall, Nr. Shyamal Cross Road, Satellite, Ahmedabad.
4.	Present Residence Address of the Owner/ Purchaser	
5.	Property constitution	☑ Free Hold, ☐ Lease Hold

LOCATION DETAILS						
1.	Adjoining Properties *(Match it with papers with the help of compass or Sun direction and also confirm it with nearby people)*	East	West	North	South	
		132' Ring Road	Residential Bungalow	60' Road	Jain Upasray	
2.	Property Facing	☑ East Facing, ☐ North Facing, ☐ West Facing, ☐ South Facing, ☐ North-East Facing, ☐ South-West Facing, ☐ South-East Facing, ☐ North-West Facing				
3.	Landmark	Shyamal Cross Road				
4.	Ward Name/ No.					
5.	Zone Name					
6.	Main Road Name & Width	Name	Width	Distance from property		
		132' Ring Road	132'	On Road		
7.	Approach Road Name & Width	132' Ring Road				
8.	Location consideration of the Society	☐ Within Main city, ☐ Within Good Urban developed Area, ☐ Within developing area, ☐ Highly posh locality, ☐ Very Good, ☐ Good, ☐ Ordinary, ☐ In interiors, ☐ Remote area, ☐ Backward, ☐ Average, ☐ Poor				
9.	Special Location consideration of the property	☑ Park Facing, ☐ Pool Facing, ☑ Road Facing, ☐ Entrance North-East Facing, ☐ Sunlight facing				
10.	Characteristics of the locality	☑ Urban developed, ☐ Urban developing, ☐ Semi Urban, ☐ Rural, ☐ Backward, ☐ Industrial, ☐ Institutional				
11.	Category of Society/ locality	☑ High End, ☐ Normal, ☐ Affordable Group Housing, ☐ EWS, ☐ HIG, ☐ MIG, ☐ LIG				
12.	Utilities/ Facilities in the locality	☑ Lifts, ☐ Garden, ☐ Landscaping, ☐ Swimming Pool, ☐ Gym, ☐ Club House, ☐ Walk Trails, ☐ Kids play zone, ☐ 100% Power Backup				
13.	Proximity to civic amenities	School	Hospital	Market	Metro	Railway Station	Airport
			✓		✓		
14.	Any new development in surrounding area	Iconic Shyamal					

15.	Jurisdiction limits	☐ Nagar Nigam, ☐ Nagar Panchayat, ☐ Gram Panchayat, ☐ Nagar Palika Parishad, ☐ Area not within any municipal limits
16.	Jurisdiction Development Authority Name	☐ DDA, ☐ GDA, ☐ NOIDA, ☐ GNIDA, ☐ YEIDA, ☐ HUDA, ☐KMDA, ☐ MDDA, ☐ Any other Development Authority: ☐ Area not within any development authority limits
17.	Municipal Corporation Name	☐ NDMC, ☐ SDMC, ☐ EDMC, ☐ Ghaziabad Municipal Corporation, ☐ Gurgaon Municipal Corporation, ☐ Faridabad Municipal Corporation, ☐ Kolkata Municipal Corporation, ☐ Dehradun Municipal Corporation, ☐ Area not within any municipal limits, ☐ Any other Municipal Corporation/ Municipality: AMC

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

BUILDING/ CONSTRUCTION/ UTLITY DETAILS				
1.	Construction Status	☑ Built-up property in use, ☐ Under construction, ☐ No construction		
2.	Covered Built-up Area *(Tick one on the basis of which valuation is to be calculated)*	☐ Covered Area, ☐ Floor Area, ☐ Super Area, ☐ Carpet Area		
		As per Title deed	**As per Map**	**As per site survey**
3.	Total Number of Floors in the Building	G + 3		
4.	Floor on which property is situated			
5.	Type of Unit/ Number of Rooms/ Cabins/ Cubicles			
6.	Building Type	☑ RCC Framed Structure, ☐ Load bearing Pillar Beam column, ☐ Ordinary brick wall structure, ☐ Iron trusses & Pillars, ☐ Scrap abandoned structure		
7.	Roof	a. **Make:** ☐ RBC, ☑ RCC, ☐ GI Shed, ☐ Tin Shed, ☐ Stone Patla		
		b. **Height:**		
		c. **Finish:** ☑ Simple plaster, ☐ POP Punning, ☐ POP False Ceiling, ☐ Coved roof, ☐ No plaster		
8.	Flooring	☑ Vitrified tiles, ☐ Ceramic Tiles, ☐ Simple marble, ☐ Marble chips, ☐ Mosaic, ☐ Granite, ☐ Italian Marble, ☐ Kota stone, ☐ Wooden, ☐ PCC, ☐ Imported Marble, ☐ Pavers, ☐ Chequered Tiles, ☐ Brick Tiles, ☐ No Flooring, ☐ Under construction, ☐ Any other type:		
9.	Appearance/ Condition of the Building	**Internal -** ☐ Excellent, ☑ Very Good, ☐ Good, ☐ Ordinary, ☐ Average, ☐ Poor ☐ Under construction, ☐ No Survey		
		External - ☐ Excellent, ☑ Very Good, ☐ Good, ☐ Ordinary, ☐ Average, ☐ Poor ☐ Under construction		
10.	Maintenance of the Building	☐ Very Good, ☑ Average, ☐ Poor, ☐ Under construction		
11.	Interior decoration	☐ Excellent, ☐ Very Good, ☑ Good, ☐ Simple, ☐ Ordinary, ☐ Average, ☐ Below average, ☐ Under construction, ☐ No Survey		
12.	Interior Finishing	☑ Simple plastered walls, ☑ Brick walls without plaster, ☐ Designer textured walls, ☐ POP punning, ☐ Coved roof, ☐ Under construction, ☐ No Survey		
13.	Exterior Finishing	☑ Simple plastered walls, ☐ Brick walls without plaster, ☐ Architecturally designed or elevated, ☐ Brick tile Cladding, ☐ Structural glazing, ☐ Aluminum composite panel cladding, ☐ Glass façade, ☐ Domb, ☐ Porch, ☐ Under construction		
14.	Kitchen	☐ Simple with no cupboard, ☐ Ordinary with cupboard, ☐ Normal Modular with chimney, ☐ High end Modular with chimney, ☐ Under construction, ☐ No Survey		
15.	Class of Electrical fittings	☑ External, ☑ Internal		
		☑ Ordinary fixtures & fittings, ☐ Fancy lights, ☐ Chandeliers, ☐ Concealed lightning, ☐ Under construction, ☐ No Survey		
16.	Class of Sanitary/ Plumbing & water supply fittings	☐ External, ☐ Internal		
		☐ Excellent, ☑ Very Good, ☐ Good, ☐ Simple, ☐ Average, ☐ Below average, ☐ Under construction, ☐ No Survey		
17.	Water arrangements	☑ Jet pump, ☐ Submersible, ☐ Jal board supply		
18.	Fixed Wooden Work	☐ Excellent, ☑ Very Good, ☐ Good, ☐ Simple, ☐ Ordinary, ☐ Average, ☐ Below Average, ☐ No wooden work, ☐ No survey		
19.	Age of Building/ Recent Improvements done			

20.	Maintenance of the Building	☐ Very Good, ☑ Average, ☐ Poor
21.	Any defects in the building	☐ Maintenance issues, ☐ Finishing issues, ☐ Seepage issues, ☐ Water supply issues, ☐ Electricity issues, ☐ Structural issues, ☐ Visible cracks in the building
22.	Any violation done in the property	☐ Construction done without Map, ☐ Construction not as per approved Map, ☐ Extra covered without sanctioned Map, ☐ Joined adjacent property, ☐ Encroached adjacent area illegally
23.	Boundary Wall *(Only for individual property)*	☐ Yes, ☐ No, ☐ Common boundary wall of a complex **Running Mtr.** / **Height** / **Width** / **Finish**
24.	Lift/ elevators	☐ Passenger/ ☑ Commercial Make: 5 / Capacity: -
25.	Power backup	☐ Inverter, ☐ DG Set Make: / Capacity:
26.	Garden/ Landscaping	☐ Yes, ☑ No, ☐ Beautiful, ☐ Ordinary
27.	Parking facilities	☑ Available within the property / ☐ On Ground, ☑ In Basement, ☐ On stilt ☐ Not available within the property / ☐ On road, ☐ Acute parking problem
28.	Special Comments/ Observations, if any	

MARKETABILITY/ SELABILITY/ UTLITY DETAILS			
1.	Any issues in marketability of the property?	☐ Yes, ☐ No **Reason in case of No:** ☐ Location, ☐ Surrounding, ☐ Legal aspects, ☐ Demand, ☐ Shape, ☐ Any Other:	
2.	How is Demand & Supply condition in the Market of such properties?	Demand	☐ Very Good, ☑ Good, ☐ Average, ☐ Low, ☐ Poor
		Supply	☐ Very Good, ☑ Good, ☐ Average, ☐ Low, ☐ Poor
3.	Is property easily sellable & marketable?	☑ Yes, ☐ No Comments:	
4.	How is the current utility of the property?	☐ Excellent, ☐ Very Good, ☑ Good, ☐ Average, ☐ Low, ☐ Poor	
5.	At what True rate Owner bought this Property?	Year of purchase	
		Purchase Price	
6.	Present expected Sale Value of the overall property?		

BLANK PAGE FOR PROVIDING ANY ADDITIONAL DETAILS/ INFORMATION

DRAW SITE KEY PLAN & SKETCH PLAN

PROPERTY MARKET COMPARABLE RATE INFORMATION DETAILS *(Available for Sale or Transaction already happened in past)*					
S.No	**Particulars**	**Subject Property**	**Comparable 1**	**Comparable 2**	**Comparable 3**
1.	Name *(source of information)*	NA			
2.	Contact No.	NA	Refer	Word File	
3.	Type of source of information *(Seller/ Property dealer/ nearby people)*	NA			
4.	Rates/ Price informed *(in Rs. with unit)*	NA			
5.	Rates Type *(Sale/ Buy)*	NA			
6.	Shape of the Property *(Square, Rectangular, Irregular)*				
7.	Area/ Size of the Property				
8.	Legal Status *(clear, negative, weak)*/ No. of owners				
9.	Location/ surrounding/ neighborhood comparison with the subject property *(Similar, Lower, Better, Highly Better than the subject Property)*	Base Case			
10.	Distance from the subject Property	0			
11.	Other factors *(Corner, 2 side open, North-East facing, Park facing, Legal/ Financial encumbrance, etc.)*				
12.	Approach road width				
13.	Level of Land *(Below/ On/ Above road level)*				
14.	Frontage to depth ratio *(Normal, Less, Large)*				
15.	Present Use				
16.	Any other details/ Discussion held	NA			
17.	Present expected Sale Value of the overall property?				

UNDERTAKING BY THE CUSTOMER

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

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

Name	
Relationship with owner	
Signature	
Mobile No.	
Date	

UNDERTAKING BY THE SURVEYOR

I confirm that I have carried out the Survey of the property properly as per the fair professional best practices and Valuation & Survey policy guidelines issued by R.K Associates. I have not taken any cash or kind from the customer nor have I come into any kind of influence of the customer / bank for arbitrary providing the Property Valuation as per one's need. I further state that I have not given any assurances to the customer nor given any wrong or false information or statement. In case at any point of time it is found that I have done any kind of fraudulent activity in this case and misled the company then I understand its legal consequences and appropriate penal action which company can take against me. Also in regard to it any monetary or reputation loss will be recovered from me by the company.

For File No.	
Surveyor Name	
Signature	
Date	

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	Dhairya Rathi (7490990797) C/O Anushrav Bhatt
Signature	D.M.Rathi.
Date	24/02/2024

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

REINFORCING YOUR BUSINESS
RK ASSOCIATES
VALUERS & TECHNO ENGINEERING CONSULTANTS (P) LTD.

CASE COLLECTION FORM

(Version 5.0)

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

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

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

File Returned to HOD Engg. unprepared due to reason	☐ Survey not done properly, ☐ Survey Form not properly filled, ☐ Market survey for rates is not properly done, ☐ Identification is not clearly done, ☐ Measurement is not properly done, ☐ Photographs not clearly taken, ☐ 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	☐ Minor 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.

GENERAL DETAILS

1.	Proposal/ Work Order or Ref. No.				
2.	Type of Service	☐ Valuation Report, ☐ Construction cost estimate, ☐ Cost vetting certificate ☐ Other CE Certificates, ☐ TEV Report, ☐ LIE			
3.	Type of customer	☐ Bank	☐ PSU	☐ NBFC	☐ Corporate
		☐ Company	☐ Private client	☐ Direct client through Bank	
4.	Bank/ FI/ Organization Name & Address				
5.	Case Allotment Officer/ Fees paying party Details	**Name**	**Contact Number**	**Email Id**	
6.	Case Type	☐ Case for Fresh Account	☐ Case for exiting account/ customer		
7.	Fees Details	**Amount of Fees**	**Advance Amount if any**	**Fees will be paid by**	
				☐ Bank	☐ Customer
8.	Billing Details	**Billed To Party Name**		**GSTIN**	

CASE DETAILS				
1.	Type of Property			
2.	Purpose of Valuation/ Assignment	☐ Value assessment of the asset for creating new 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 ☐ Any other:		
3.	Owner/ Applicant Details	**Name**	**Contact Number**	**Email Id**
4.	Account Name			
5.	Property Address			
6.	Who will coordinate on site for the site survey	**Name**	**Contact Number**	
7.	Preferred time of survey	**Date**	**Time**	
8.	Documents Received *(Any one ownership document and approved site plan/ map is must)*	1. **Ownership Documents:** ☐ Sale Deed, ☐ Power of Attorney, ☐ Registered Will, ☐ Relinquishment Deed, ☐ Transfer Deed, ☐ Conveyance Deed, ☐ Allotment Letter, ☐ Possession Letter 2. **Map:** ☐ Cizra Map, ☐ Approved Map, ☐ Site Plan 3. **Utility Bills:** ☐ Electricity Bill & payment receipt, ☐ Water Bill & payment receipt, ☐ House Tax demand & payment receipt 4. **Any Other document:** ☐ CLU, ☐ TIR Report, ☐ Agreement to Sale, ☐ Old Valuation Report 5. **No documents provided:** ☐		
9.	Documents received from			
10.	Special Instructions if any:			
11.	*I agree to pay the amount mentioned above for the preparation of Valuation Report. I agree that I'll not put pressure on Valuer firm to distort any facts and would not try to influence any member or official of the firm in the ill spirit or vested interest and to benefit any individual or organization by any means illegitimately.* ***Customer Signature:***			

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

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?	☐	
2.	Is purpose of the assignment understood clearly by the receiver?	☐	
3.	Has receiver checked if this is a new case or existing case of the Bank?	☐	
4.	Has receiver fixed the fees with the manager/ client and sent quotation properly or have taken approval of the work over email?	☐	
5.	Has receiver taken proper Work Order/ Email/ CESA form formality?	☐	
6.	In case of private case or for fresh case 50% advance is received?	☐	
7.	Is document checklist email sent to the customer?	☐	
8.	Has the received documents is having 'documents provided by stamp'?	☐	

IMPORTANT INSTRUCTIONS TO SURVEYOR

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

SURVEY GRADING MATRIX	
GRADE	**PARAMETERS/ CRITERIA**
A	In case all the points below are done properly, timely with full care and diligence: 1. Survey started with proper work order and knowing the source of payment. 2. Survey done with proper documents. 3. Done complete homework and studied the documents properly with highlighting the main points before moving for the survey. 4. Chosen correct survey form as per the property type. 5. All fields of Survey form are properly filled. 6. All site special observations and negative and positive factors are clearly mentioned. 7. Self & client signatures taken on survey form. 8. Property rates information properly taken, mentioned and verified. 9. Site rough sketch plan made. 10. Proper photographs taken. 11. Selfie with property taken. 12. Selfie and owner photograph with property taken.
B	In case of 3 minor mistakes in any of the above points except Point 1, 2, 3, 4, 6, 8, 10, 11, 12 but all the points are covered.
C	In case of more than 3 minor mistakes and any 1 major mistake in any of the above points and if any points are completely missing except Point 1, 2, 3, 4, 6, 8, 10, 11, 12.
D	In case of 1 major mistake or missing of any 1 point out of 1, 2, 3, 4, 6, 8, 10, 11, 12.
E	In case of more than 1 major mistakes or missing of more than 1 point out of 1, 2, 3, 4, 6, 8, 10, 11, 12.

Note (Survey Grading Matrix):

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

Note (Overall Grading Matrix):

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

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?	☐
2.	Have you properly studied & **highlighted Owner/ Area/ Boundaries** in the property documents with bold florescent before moving for the survey?	☐
3.	Did you check prominent landmark nearby the subject property and mentioned in the survey form?	☐
4.	**Did you identified the Property clearly** by matching the boundaries and area mentioned in the property papers?	☐
5.	**Did you take Cizra Map/ Master/ Zonal/ Site Plan or Patwari help to identify the vacant land/ Plot?**	
6.	**Did you check if property is merged with any other property or it is an independent property?**	☐
7.	Did you do sample physical or google measurements of the property in case of property more than 2500 sq.mtr?	☐
8.	Did you check municipal limits/ jurisdiction/ ward?	☐
9.	Did you take Google Map location and shared it to Maps whatsapp group?	☐
10.	Did you check Main road name & width and its distance from the subject property?	☐
11.	Did you check approach Lane width on which property is located?	☐
12.	Have you taken property full scale photograph with gate?	☐
13.	Have you taken owner/ representative photograph with the property?	☐
14.	Have you taken your selfie with the property along with owner/ representative?	☐
15.	Have you taken photograph of the property along with abutting road and towards left and right of the property?	☐
16.	Have you taken multiple photographs of the property from inside-out?	☐
17.	**Did you check nearby development and whereabouts and commented on survey form?**	☐
18.	**Did you check any defects or negativity in the property in terms of location, legality, disputes, marketability, salability, etc. and commented on survey form in detail?**	☐
19.	**Have you filled all the columns of survey form including survey summary sheet properly?**	☐
20.	**Did you draw site key plan (location map)?**	☐
21.	**Did you draw rough site sketch plan?**	☐
22.	Have you taken self-attested documents from owner/ representative and stamped "documents provided by stamp"?	☐
23.	**Did you check any defects or negativity in the property in terms of location, legality, disputes, marketability, salability, etc. and commented on survey form in detail?**	☐
24.	**Have you confirmed any recent past transactions during market enquiries and enquired property rates locally very rigorously?**	☐
25.	**Did you take signatures of the owner/ representative on undertaking and survey summary sheet?**	☐
26.	**Did you signed the undertaking?**	☐

For File No.	
Surveyor Name	
Signature	
Date	

VACANT LAND SURVEY FORM

(Version 5.0)

Date of implementation: 09.02.2017 | Date of Revision: 04.01.2018 | Latest Revision: 31.10.2020

File No. RKA/DNCR/...../.....	Date: 23/02/2024	Time: 3:25 Pm.

GENERAL DETAILS

1.	Name of the Surveyor	Dhairya Rathi C/o Anushrav Bhatt
2.	Property shown by	☐ Owner, ☐ Representative, ☐ No one was available **Name**: Varun Gupta **Contact No.**: 8980556464
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 the property, ☐ NPA property so couldn't be surveyed completely
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/ owner representative, ☐ Enquired from nearby people, ☐ Identification of the property could not be done, ☐ Survey was not done
6.	Type of Land	☐ Vacant Residential Plot, ☑ Commercial Plot, ☐ Vacant Industrial Plot, ☐ Agricultural Land, ☐ Institutional Land, ☐ Land for Group Housing Society, ☐ Land for Hotel/ Resort, ☐ Land for Farm House
7.	Property Measurement	☐ Self-measured, ☐ Sample measurement only, ☑ No measurement
8.	Reason for no measurement	☐ NPA property so didn't go near the property, ☐ Land not demarcated ☑ Very Large uneven land, practically not possible to measure the entire area ☐ Any other Reason:
9.	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
10.	Type of Loan	☐ Housing Loan, ☐ Housing Take Over Loan, ☐ Home Improvement Loan, ☐ Loan against Property, ☐ Construction Loan, ☐ Educational Loan, ☐ Car Loan, ☐Project Loan, ☐ Term Loan, ☐ CC Limit enhancement, ☐ Cash Credit Limit, ☐ Industrial Loan, ☐ NA
11.	Loan Amount	

OWNERSHIP DETAILS

1.	Legal Owner Name/s	Gauriputra Estate Holders Pvt Ltd.
2.	Property Purchaser Name	
3.	Property Address under	95/1 Final plot, Navapura, Sanathal

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

LOCATION DETAILS						
1.	Adjoining Properties *(Match it with papers with the help of compass or Sun direction and also confirm it with nearby people)*	**North**	**South**	**East**	**West**	
		Adjoining F.P	Cadila water plant	Steel Plant	Railway line	
2.	Property Facing	☑ East Facing, ☐ North Facing, ☐ West Facing, ☐ South Facing, ☐ North-East Facing, ☐ South-West Facing, ☐ South-East Facing, ☐ North-West Facing				
3.	Landmark	Rajkot - Ahmedabad Highway				
4.	Ward Name/ No.					
5.	Zone Name					
6.	Main Road Name & Width and distance of the property from it	**Name**	**Width**	**Distance from property**		
		Rajkot - Ahmed	30m	800 - 900m		
7.	Approach Road Name & Width					
8.	Location consideration of the Society	☐ Within Main city, ☐ Within Good Urban developed Area, ☐ Within developing area, ☐ Highly posh locality, ☐ Very Good, ☐ Good, ☐ Ordinary, ☐ In interiors, ☐ Remote area, ☐ Backward, ☑ Average, ☐ Poor				
9.	Location of the Flat	☐ Park Facing, ☐ Pool Facing, ☐ Road Facing, ☐ Entrance North-East Facing, ☐ Sunlight facing				
10.	Characteristics of the Locality	☐ Urban developed, ☐ Urban developing, ☐ Semi Urban, ☐ Rural, ☐ Backward, ☑ Industrial, ☐ Institutional				
11.	Category of Society/ Locality	☐ High End, ☐ Normal, ☐ Affordable Group Housing, ☐ EWS, ☐ HIG, ☐ MIG, ☐ LIG				
12.	Utilities/ Facilities in the locality	☐ Lifts, ☐ Garden, ☐ Landscaping, ☐ Swimming Pool, ☐ Gym, ☐ Club House, ☐ Walk Trails, ☐ Kids play zone, ☐ 100% Power Backup				
13.	Proximity to civic amenities	School	Hospital	Market	Metro	Railway Station	Airport
14.	Any new development in surrounding area	Plant & Factories				
15.	Jurisdiction limits	☐ Nagar Nigam, ☐ Nagar Panchayat, ☐ Gram Panchayat, ☐ Nagar Palika Parishad, ☐ Area not within any municipal limits				
16.	Jurisdiction Development	☐ DDA, ☐ GDA, ☐ NOIDA, ☐ GNIDA, ☐ YEIDA, ☐ HUDA,				

	Authority Name	☐KMDA, ☐ MDDA, ☐ Any other Development Authority: ☐ Area not within any development authority limits
17.	Municipal Corporation Name	☐ NDMC, ☐ SDMC, ☐ EDMC, ☐ Ghaziabad Municipal Corporation, ☐ Gurgaon Municipal Corporation, ☐ Faridabad Municipal Corporation, ☐ Kolkata Municipal Corporation, ☐ Dehradun Municipal Corporation, ☐ Area not within any municipal limits, ☐ Any other Municipal Corporation/ Municipality:

PHYSICAL DETAILS				
1.	Land Area As per Part Plan, F-Form	**As per Title deed** 25532	**As per Map**	**As per site survey**
2.	Any conversion to the land use			
3.	Land Type	☐ Solid, ☐ Rocky, ☐ Marsh Land, ☐ Reclaimed Land, ☐ Water logged, ☐ Land locked		
4.	Shape of the Land	☐ Square, ☐ Rectangular, ☐ Trapezium, ☐ Triangular, ☐ Trapezoid, ☑ Irregular, ☐ Couldn't confirm since not bounded, ☐ NA		
5.	Level of Land	☐ On road level, ☐ Below road level, ☐ Above road level, ☐ NA		
6.	Frontage to depth ratio	☐ Normal frontage, ☐ Less frontage, ☐ Large frontage, ☐ NA		
7.	Are Boundaries matched	☐ Yes, ☐ No		
8.	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		
9.	Is property clearly demarcated with permanent boundaries?	☐ Yes, ☒ No, ☐ Only with Temporary boundaries		
10.	Is the property merged or colluded with any other property			
11.	Property currently possessed by	☐ Owner, ☑ Vacant open land, ☐ Lessee, ☐ Under Construction, ☐ Couldn't be Surveyed, ☐ Property was locked, ☐ Bank sealed, ☐ Court sealed		
12.	Garden/ Landscaping	☐ Yes, ☐ No, ☐ Beautiful, ☐ Ordinary		
13.	Boundary Wall *(Only for individual property)*	Height:	Width:	Finish:
14.	Guard Room	☐ Yes, ☐ No, ☐ Area:		
15.	Water arrangements	☐ Jet pump, ☐ Submersible, ☐ Jal board supply		
16.	Power connection	☐ No power line available within 5 Kms radius, ☐ State owned power distribution company line available		
17.	Current activity carried out on the Land	☑ Vacant, ☐ Farming, ☐ Animal husbandry		
18.	Special comments if any			

MARKETABILITY/ SELABILITY/ UTLITY DETAILS

1.	Any issues in marketability of the property?	☐ Yes, ☐ No	
		Reason in case of No: ☐ Location, ☐ Surrounding, ☐ Legal aspects, ☐ Demand, ☐ Shape, ☐ Any Other:	
2.	How is Demand & Supply condition in the Market of such properties?	Demand	☐ Very Good, ☐ Good, ☐ Average, ☐ Low, ☐ Poor
		Supply	☐ Very Good, ☐ Good, ☐ Average, ☐ Low, ☐ Poor
3.	Is property easily sellable & marketable?	☐ Yes, ☐ No	
		Comments:	
4.	How is the current utility of the property?	☐ Excellent, ☐ Very Good, ☐ Good, ☐ Average, ☐ Low, ☐ Poor	
5.	At what True rate Owner bought this Property?	Year of purchase	
		Purchase Price	

USE THIS SPACE FOR PROVIDING ANY ADDITIONAL DETAILS/ INFORMATION

DRAW SITE KEY PLAN & SKETCH PLAN

PROPERTY MARKET COMPARABLE RATE INFORMATION DETAILS

(Available for Sale or Transaction already happened in past)

S.No	Particulars	Subject Property	Comparable 1	Comparable 2	Comparable 3
1.	Name *(source of information)*	NA	Maharaj Brooker	Aggrawal Brooker	
2.	Contact No.	NA	9925119437	8735829984	
3.	Type of source of information *(Seller/ Property dealer/ nearby people)*	NA	Brooker	Brooker	
4.	Rates/ Price informed	NA	Rs. 8400/- Per sq.mt.	Rs. 7500-8000/- Per sq.mt.	
5.	Rates Type *(Sale/ Buy)*	NA			
6.	Shape of the Property *(Square, Rectangular, Irregular)*				
7.	Area/ Size of the Property				
8.	Legal Status *(clear, negative, weak)*/ No. of owners				
9.	Location/ surrounding/ neighborhood comparison with the subject property *(Similar, Lower, Better, Highly Better than the subject Property)*	Base Case			
10.	Distance from the subject Property	0			
11.	Level of Land *(Below/ On/ Above road level)*				
12.	Frontage to depth ratio *(Normal, Less, Large)*				
13.	Approach road width				
14.	Present Use				
15.	Property Demarcation *(Yes, No, Partly, Temporarily)*				
16.	Other factors *(Corner, 2 side open, North-East facing, Park facing, Legal/ Financial encumbrance, etc.)*				
17.	Any other details/ Discussion held	NA			
18.	Present expected Sale Value of the overall property?				

UNDERTAKING BY THE CUSTOMER

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

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

Name	
Relationship with owner	
Signature	
Mobile No.	
Date	

UNDERTAKING BY THE SURVEYOR

I confirm that I have carried out the Survey of the property properly as per the fair professional best practices and Valuation & Survey policy guidelines issued by R.K Associates. I have not taken any cash or kind from the customer nor have I come into any kind of influence of the customer / bank for arbitrary providing the Property Valuation as per one's need. I further state that I have not given any assurances to the customer nor given any wrong or false information or statement. In case at any point of time it is found that I have done any kind of fraudulent activity in this case and misled the company then I understand its legal consequences and appropriate penal action which company can take against me. Also in regard to it any monetary or reputation loss will be recovered from me by the company.

For File No.	
Surveyor Name	
Signature	
Date	

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	Dhairya Rathi (7490990797) C/o Anushrav Bhatt
Signature	D.M.Rathi.
Date	24/02/2024

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

REINFORCING YOUR BUSINESS
RK ASSOCIATES
VALUERS & TECHNO ENGINEERING CONSULTANTS (P) LTD.

CASE COLLECTION FORM

(Version 5.0)

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

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

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

File Returned to HOD Engg. unprepared due to reason	☐ Survey not done properly, ☐ Survey Form not properly filled, ☐ Market survey for rates is not properly done, ☐ Identification is not clearly done, ☐ Measurement is not properly done, ☐ Photographs not clearly taken, ☐ 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	☐ Minor 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.

GENERAL DETAILS

1.	Proposal/ Work Order or Ref. No.				
2.	Type of Service	☐ Valuation Report, ☐ Construction cost estimate, ☐ Cost vetting certificate ☐ Other CE Certificates, ☐ TEV Report, ☐ LIE			
3.	Type of customer	☐ Bank	☐ PSU	☐ NBFC	☐ Corporate
		☐ Company	☐ Private client	☐ Direct client through Bank	
4.	Bank/ FI/ Organization Name & Address				
5.	Case Allotment Officer/ Fees paying party Details	**Name**	**Contact Number**	**Email Id**	
6.	Case Type	☐ Case for Fresh Account	☐ Case for exiting account/ customer		
7.	Fees Details	**Amount of Fees**	**Advance Amount if any**	**Fees will be paid by**	
				☐ Bank	☐ Customer
8.	Billing Details	**Billed To Party Name**		**GSTIN**	

CASE DETAILS				
1.	Type of Property			
2.	Purpose of Valuation/ Assignment	☐ Value assessment of the asset for creating new 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 ☐ Any other:		
3.	Owner/ Applicant Details	**Name**	**Contact Number**	**Email Id**
4.	Account Name			
5.	Property Address			
6.	Who will coordinate on site for the site survey	**Name**	**Contact Number**	
7.	Preferred time of survey	**Date**	**Time**	
8.	Documents Received *(Any one ownership document and approved site plan/ map is must)*	1. **Ownership Documents:** ☐ Sale Deed, ☐ Power of Attorney, ☐ Registered Will, ☐ Relinquishment Deed, ☐ Transfer Deed, ☐ Conveyance Deed, ☐ Allotment Letter, ☐ Possession Letter 2. **Map:** ☐ Cizra Map, ☐ Approved Map, ☐ Site Plan 3. **Utility Bills:** ☐ Electricity Bill & payment receipt, ☐ Water Bill & payment receipt, ☐ House Tax demand & payment receipt 4. **Any Other document:** ☐ CLU, ☐ TIR Report, ☐ Agreement to Sale, ☐ Old Valuation Report 5. **No documents provided:** ☐		
9.	Documents received from			
10.	Special Instructions if any:			
11.	*I agree to pay the amount mentioned above for the preparation of Valuation Report. I agree that I'll not put pressure on Valuer firm to distort any facts and would not try to influence any member or official of the firm in the ill spirit or vested interest and to benefit any individual or organization by any means illegitimately.* ***Customer Signature:***			

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

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?	☐	
2.	Is purpose of the assignment understood clearly by the receiver?	☐	
3.	Has receiver checked if this is a new case or existing case of the Bank?	☐	
4.	Has receiver fixed the fees with the manager/ client and sent quotation properly or have taken approval of the work over email?	☐	
5.	Has receiver taken proper Work Order/ Email/ CESA form formality?	☐	
6.	In case of private case or for fresh case 50% advance is received?	☐	
7.	Is document checklist email sent to the customer?	☐	
8.	Has the received documents is having 'documents provided by stamp'?	☐	

IMPORTANT INSTRUCTIONS TO SURVEYOR

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

SURVEY GRADING MATRIX	
GRADE	**PARAMETERS/ CRITERIA**
A	In case all the points below are done properly, timely with full care and diligence: 1. Survey started with proper work order and knowing the source of payment. 2. Survey done with proper documents. 3. Done complete homework and studied the documents properly with highlighting the main points before moving for the survey. 4. Chosen correct survey form as per the property type. 5. All fields of Survey form are properly filled. 6. All site special observations and negative and positive factors are clearly mentioned. 7. Self & client signatures taken on survey form. 8. Property rates information properly taken, mentioned and verified. 9. Site rough sketch plan made. 10. Proper photographs taken. 11. Selfie with property taken. 12. Selfie and owner photograph with property taken.
B	In case of 3 minor mistakes in any of the above points except Point 1, 2, 3, 4, 6, 8, 10, 11, 12 but all the points are covered.
C	In case of more than 3 minor mistakes and any 1 major mistake in any of the above points and if any points are completely missing except Point 1, 2, 3, 4, 6, 8, 10, 11, 12.
D	In case of 1 major mistake or missing of any 1 point out of 1, 2, 3, 4, 6, 8, 10, 11, 12.
E	In case of more than 1 major mistakes or missing of more than 1 point out of 1, 2, 3, 4, 6, 8, 10, 11, 12.

Note (Survey Grading Matrix):

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

Note (Overall Grading Matrix):

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

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?	☐
2.	Have you properly studied & **highlighted Owner/ Area/ Boundaries** in the property documents with bold florescent before moving for the survey?	☐
3.	Did you check prominent landmark nearby the subject property and mentioned in the survey form?	☐
4.	**Did you identified the Property clearly** by matching the boundaries and area mentioned in the property papers?	☐
5.	**Did you take Cizra Map/ Master/ Zonal/ Site Plan or Patwari help to identify the vacant land/ Plot?**	
6.	**Did you check if property is merged with any other property or it is an independent property?**	☐
7.	Did you do sample physical or google measurements of the property in case of property more than 2500 sq.mtr?	☐
8.	Did you check municipal limits/ jurisdiction/ ward?	☐
9.	Did you take Google Map location and shared it to Maps whatsapp group?	☐
10.	Did you check Main road name & width and its distance from the subject property?	☐
11.	Did you check approach Lane width on which property is located?	☐
12.	Have you taken property full scale photograph with gate?	☐
13.	Have you taken owner/ representative photograph with the property?	☐
14.	Have you taken your selfie with the property along with owner/ representative?	☐
15.	Have you taken photograph of the property along with abutting road and towards left and right of the property?	☐
16.	Have you taken multiple photographs of the property from inside-out?	☐
17.	**Did you check nearby development and whereabouts and commented on survey form?**	☐
18.	**Did you check any defects or negativity in the property in terms of location, legality, disputes, marketability, salability, etc. and commented on survey form in detail?**	☐
19.	**Have you filled all the columns of survey form including survey summary sheet properly?**	☐
20.	**Did you draw site key plan (location map)?**	☐
21.	**Did you draw rough site sketch plan?**	☐
22.	Have you taken self-attested documents from owner/ representative and stamped "documents provided by stamp"?	☐
23.	**Did you check any defects or negativity in the property in terms of location, legality, disputes, marketability, salability, etc. and commented on survey form in detail?**	☐
24.	**Have you confirmed any recent past transactions during market enquiries and enquired property rates locally very rigorously?**	☐
25.	**Did you take signatures of the owner/ representative on undertaking and survey summary sheet?**	☐
26.	**Did you signed the undertaking?**	☐

For File No.	
Surveyor Name	
Signature	
Date	

VACANT LAND SURVEY FORM

(Version 5.0)

Date of implementation: 09.02.2017 | Date of Revision: 04.01.2018 | Latest Revision: 31.10.2020

File No. RKA/DNCR/...../.....	Date: 23/02/2024	Time: 3:25 pm

GENERAL DETAILS			
1.	Name of the Surveyor	Dhairya Rathi C/o Anushrav Bhatt	
2.	Property shown by	☐ Owner, ☑ Representative, ☐ No one was available	
		Name	**Contact No.**
		Varun Gupta	8980556464
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 the property, ☐ NPA property so couldn't be surveyed completely	
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/ owner representative, ☐ Enquired from nearby people, ☐ Identification of the property could not be done, ☐ Survey was not done	
6.	Type of Land	☐ Vacant Residential Plot, ☑ Commercial Plot, ☐ Vacant Industrial Plot, ☐ Agricultural Land, ☐ Institutional Land, ☐ Land for Group Housing Society, ☐ Land for Hotel/ Resort, ☐ Land for Farm House	
7.	Property Measurement	☐ Self-measured, ☐ Sample measurement only, ☑ No measurement	
8.	Reason for no measurement	☐ NPA property so didn't go near the property, ☐ Land not demarcated, ☑ Very Large uneven land, practically not possible to measure the entire area ☐ Any other Reason:	
9.	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	
10.	Type of Loan	☐ Housing Loan, ☐ Housing Take Over Loan, ☐ Home Improvement Loan, ☐ Loan against Property, ☐ Construction Loan, ☐ Educational Loan, ☐ Car Loan, ☐Project Loan, ☐ Term Loan, ☐ CC Limit enhancement, ☐ Cash Credit Limit, ☐ Industrial Loan, ☐ NA	
11.	Loan Amount		

OWNERSHIP DETAILS		
1.	Legal Owner Name/s	Gauriputra Estate Holders Pvt Ltd.
2.	Property Purchaser Name	
3.	Property Address under	95/2 Final Plot, Navapura, Sanathal

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

LOCATION DETAILS

1.	Adjoining Properties *(Match it with papers with the help of compass or Sun direction and also confirm it with nearby people)*	**North**	**South**	**East**	**West**
		Adjoining F.P	Cadila Water Plant	Steel Plant	Railway Line
2.	Property Facing	☑ East Facing, ☐ North Facing, ☐ West Facing, ☐ South Facing, ☐ North-East Facing, ☐ South-West Facing, ☐ South-East Facing, ☐ North-West Facing			
3.	Landmark	Rajkot - Ahmedabad Highway			
4.	Ward Name/ No.				
5.	Zone Name				
6.	Main Road Name & Width and distance of the property from it	**Name**	**Width**	**Distance from property**	
		Rajkot - Ahm	30 m	800-900 m	
7.	Approach Road Name & Width				
8.	Location consideration of the Society	☐ Within Main city, ☐ Within Good Urban developed Area, ☐ Within developing area, ☐ Highly posh locality, ☐ Very Good, ☐ Good, ☐ Ordinary, ☐ In interiors, ☐ Remote area, ☐ Backward, ☑ Average, ☐ Poor			
9.	Location of the Flat	☐ Park Facing, ☐ Pool Facing, ☐ Road Facing, ☐ Entrance North-East Facing, ☐ Sunlight facing			
10.	Characteristics of the Locality	☐ Urban developed, ☐ Urban developing, ☐ Semi Urban, ☐ Rural, ☐ Backward, ☑ Industrial, ☐ Institutional			
11.	Category of Society/ Locality	☐ High End, ☐ Normal, ☐ Affordable Group Housing, ☐ EWS, ☐ HIG, ☐ MIG, ☐ LIG			
12.	Utilities/ Facilities in the locality	☐ Lifts, ☐ Garden, ☐ Landscaping, ☐ Swimming Pool, ☐ Gym, ☐ Club House, ☐ Walk Trails, ☐ Kids play zone, ☐ 100% Power Backup			
13.	Proximity to civic amenities	School	Hospital	Market	Metro	Railway Station	Airport
14.	Any new development in surrounding area	Yes, Plant & Factories					
15.	Jurisdiction limits	☐ Nagar Nigam, ☐ Nagar Panchayat, ☐ Gram Panchayat, ☐ Nagar Palika Parishad, ☐ Area not within any municipal limits					
16.	Jurisdiction Development	☐ DDA, ☐ GDA, ☐ NOIDA, ☐ GNIDA, ☐ YEIDA, ☐ HUDA,					

	Authority Name	☐KMDA, ☐ MDDA, ☐ Any other Development Authority: ☐ Area not within any development authority limits
17.	Municipal Corporation Name	☐ NDMC, ☐ SDMC, ☐ EDMC, ☐ Ghaziabad Municipal Corporation, ☐ Gurgaon Municipal Corporation, ☐ Faridabad Municipal Corporation, ☐ Kolkata Municipal Corporation, ☐ Dehradun Municipal Corporation, ☐ Area not within any municipal limits, ☑ Any other Municipal Corporation/ Municipality:

PHYSICAL DETAILS				
1.	Land Area As per Part Plan & F-Form	As per Title deed	As per Map	As per site survey
		30735		
2.	Any conversion to the land use			
3.	Land Type	☐ Solid, ☐ Rocky, ☐ Marsh Land, ☐ Reclaimed Land, ☐ Water logged, ☐ Land locked		
4.	Shape of the Land	☐ Square, ☐ Rectangular, ☐ Trapezium, ☐ Triangular, ☐ Trapezoid, ☑ Irregular, ☐ Couldn't confirm since not bounded, ☐ NA		
5.	Level of Land	☐ On road level, ☑ Below road level, ☐ Above road level, ☐ NA		
6.	Frontage to depth ratio	☐ Normal frontage, ☐ Less frontage, ☐ Large frontage, ☐ NA		
7.	Are Boundaries matched	☑ Yes, ☐ No		
8.	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		
9.	Is property clearly demarcated with permanent boundaries?	☐ Yes, ☒ No, ☐ Only with Temporary boundaries		
10.	Is the property merged or colluded with any other property			
11.	Property currently possessed by	☐ Owner, ☑ Vacant open land, ☐ Lessee, ☐ Under Construction, ☐ Couldn't be Surveyed, ☐ Property was locked, ☐ Bank sealed, ☐ Court sealed		
12.	Garden/ Landscaping	☐ Yes, ☐ No, ☐ Beautiful, ☐ Ordinary		
13.	Boundary Wall *(Only for individual property)*	Height:	Width:	Finish:
14.	Guard Room	☐ Yes, ☐ No, ☐ Area:		
15.	Water arrangements	☐ Jet pump, ☐ Submersible, ☐ Jal board supply		
16.	Power connection	☐ No power line available within 5 Kms radius, ☐ State owned power distribution company line available		
17.	Current activity carried out on the Land	☑ Vacant, ☐ Farming, ☐ Animal husbandry		
18.	Special comments if any			

DRAW SITE KEY PLAN & SKETCH PLAN

MARKETABILITY/ SELABILITY/ UTLITY DETAILS

1.	Any issues in marketability of the property?	☐ Yes, ☐ No	
		Reason in case of No: ☐ Location, ☐ Surrounding, ☐ Legal aspects, ☐ Demand, ☐ Shape, ☐ Any Other:	
2.	How is Demand & Supply condition in the Market of such properties?	Demand	☐ Very Good, ☐ Good, ☐ Average, ☐ Low, ☐ Poor
		Supply	☐ Very Good, ☐ Good, ☐ Average, ☐ Low, ☐ Poor
3.	Is property easily sellable & marketable?	☐ Yes, ☐ No	
		Comments:	
4.	How is the current utility of the property?	☐ Excellent, ☐ Very Good, ☐ Good, ☐ Average, ☐ Low, ☐ Poor	
5.	At what True rate Owner bought this Property?	Year of purchase	
		Purchase Price	

USE THIS SPACE FOR PROVIDING ANY ADDITIONAL DETAILS/ INFORMATION

PROPERTY MARKET COMPARABLE RATE INFORMATION DETAILS

(Available for Sale or Transaction already happened in past)

S.No	Particulars	Subject Property	Comparable 1	Comparable 2	Comparable 3
1.	Name *(source of information)*	NA	Maharaj	Agarwal Brooker	
2.	Contact No.	NA	9925119437	8735829984	
3.	Type of source of information *(Seller/ Property dealer/ nearby people)*	NA	Brooker	Brooker	
4.	Rates/ Price informed	NA	Rs. 8,400/- per sq. mt.	Rs. 7500-8000/- per sq. mt.	
5.	Rates Type *(Sale/ Buy)*	NA			
6.	Shape of the Property *(Square, Rectangular, Irregular)*				
7.	Area/ Size of the Property				
8.	Legal Status *(clear, negative, weak)*/ No. of owners				
9.	Location/ surrounding/ neighborhood comparison with the subject property *(Similar, Lower, Better, Highly Better than the subject Property)*	Base Case			
10.	Distance from the subject Property	0			
11.	Level of Land *(Below/ On/ Above road level)*				
12.	Frontage to depth ratio *(Normal, Less, Large)*				
13.	Approach road width				
14.	Present Use				
15.	Property Demarcation *(Yes, No, Partly, Temporarily)*				
16.	Other factors *(Corner, 2 side open, North-East facing, Park facing, Legal/ Financial encumbrance, etc.)*				
17.	Any other details/ Discussion held	NA			
18.	Present expected Sale Value of the overall property?				

UNDERTAKING BY THE CUSTOMER

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

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

Name	
Relationship with owner	
Signature	
Mobile No.	
Date	

UNDERTAKING BY THE SURVEYOR

I confirm that I have carried out the Survey of the property properly as per the fair professional best practices and Valuation & Survey policy guidelines issued by R.K Associates. I have not taken any cash or kind from the customer nor have I come into any kind of influence of the customer / bank for arbitrary providing the Property Valuation as per one's need. I further state that I have not given any assurances to the customer nor given any wrong or false information or statement. In case at any point of time it is found that I have done any kind of fraudulent activity in this case and misled the company then I understand its legal consequences and appropriate penal action which company can take against me. Also in regard to it any monetary or reputation loss will be recovered from me by the company.

For File No.	
Surveyor Name	
Signature	
Date	

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	Dhairya Rathi (7490990797) C/o Anushraw Bhatt
Signature	D. M. Rathi
Date	24/02/2024

1) CITY GOLD MALL ,NR. SHYAMAL CROSS ROAD, SATELLITE, AHMEDABAD.
T.P NO: 3, F.P NO: 226, SURVEY NO: 310(NEW)

SR. NO.	FLOOR	RATE (Per sq. ft.)	Referance & Contact No
1	Ground Floor	30000/-	Kunvarji Realty 7984481077 Apurva Shah 9909602776 Dev Desai 9998898423 Somish Realty 9429613131
2	1st Floor	26000/-	
3	2nd Floor	22000/-	
4	3rd Floor	18000/-	

2) CITY GOLD CENTER, VEJALPUR, AHMEDABAD.
T.P NO: 1, F.P NO: 107, SURVEY NO: 580 Paiki

SR. NO.	FLOOR	RATE (Per sq. ft.)	Referance & Contact No
1	Ground, 1ST, 2ND Floor	22,000/-	Nishtha Patel 9925036385 Sachin Jain 9898595367 Dharmendrasinh 9723232227 Kunvarji Realty 7984481077
2	3rd, 4th, Floor	16,000/-	
3	5th , 6th Floor	10,500/-	
4	7th, 8th , 9th Floor	7,400/-	

Rent : For Ground Floor: Rs. 100 to 120/- per sq. ft.
For 1st & 2nd Floor: Rs. 70 to 65/- per sq. ft.
For 3rd Floor & Above: Rs. 50 to 45/- per sq. ft.

Note: Rent is Depending upon Building Condition, Amenities & Parking Facilities.