Shahid – VIS (2024-25)-PL266-228-299 Flat no Earth - Swarnpath

Sushash – VIS (2024-25) - PL277-239-313

File No. VIS-(20__-20__)-PL-

SURVEY FORM FOR GROUP HOUSING PROJECTS

CASE COLLECTION FORM
(Version 10.0)
Date of implementation: 9.02.2011 | Last Revision: 30.01.2020 | Latest Revision: 04.03.2022

Items	Assigned To	Assigned to Date	To be completed by date	Submitted On date	Grade	HOD Engg. Signature
File Received By	Shahid	NA	NA			
Survey	Nischay	7-8-24	7-8-24			
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.	Via Mail			
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	SBI, HLST, New delhi / SBI, HLST Gurugram			
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	Plotted land (Near cauth – swamn path)		
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: Tie-up		
3.	Owner/ Applicant Details	**Name**	**Contact Number**	Email Id
		M/s Gemini agro farms Pvt. ltd.	–	–
4.	Account Name	4		
5.	Property Address	Village Rathdhana, sec-33, sonipat, haryana.		
6.	Who will coordinate on site for the site survey	**Name**	**Contact Number**	
		Mr. Shambhu	9839017804	
7.	Preferred time of survey	**Date** 7-8-24	**Time** 12:00	
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:** ☐ Rera certificate.		
9.	Documents received from	Bankers		
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 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	Dischay
Signature	
Date	7-8-24

GENERAL DETAILS

1.	PROJECT NAME:	HERO EARTH SWARNPATH
2.	PROJECT PROMOTER/S: *(Company Name/ Director/s Name)*	M/s Gemini Agro farm Pvt. Ltd.
3.	PROJECT BUILDER:	
4.	PROJECT ARCHITECT:	
5.	TOTAL ESTIMATED PROJECT COST:	—
6.	LAND COST: *(PMR Value)*	—
7.	ESTIMATED BUILDING CONSTRUCTION COST: *(Total/ Per sq. ft.)*	NA
8.	COMPLETED CONSTRUCTION COST: *(Total/ Per sq.ft)*	NA
9.	TOTAL NO. OF TOWERS/ BLOCKS:	Total plot - 99
10.	NAME OF TOWERS (as per map)	I. II. "
11.	NAME OF TOWERS (as per survey)	"
12.	STRUCTURE CONSULTANTS	NA
13.	TOTAL NO. OF FLOORS PER TOWER:	NA, Plotted land
14.	TOTAL NO. OF FLATS: *(Total/ Per Tower)*	NA
15.	TYPE OF UN ITS /TOWERS	NA
16.	SUPER AREA/ COVERED AREA OF UNITS:	NA
17.	AMENETIES PRESENT IN THE PROJECT: *(Club/ Gymnasium/ Swimming Pool/ Recreational centre / Others)*	Refer to layout plan
18.	HVAC SYSTEM	Proposed.
19.	FLOORING TYPE (in flats)	NA
20.	TOTAL LAND AREA:	5.95 Acre
21.	TOTAL GROUND COVERAGE AREA:	Refer to layout plan
22.	FAR/ TOTAL COVERED AREA:	"

23.	PROPOSED GREEN AREA:	1852.141 m²	
24.	PARKING AREA DETAILS *(Total Area/ Parking for No. of Cars)*	NA	
	Basement Parking:	—	
	Stilt Parking:	—	
	Open Parking:	—	
25.	PROPOSED COMPLETION DATE OF THE PROJECT:	2027	
26.	PROGRESS OF THE PROJECT: *(Total No. of Towers constructed/ Total FAR constructed)*	Not yet started.	
27.	DEVELOPER/ BUILDER PAST PROJECTS:	Cemihi Agro farm	
28.	LANDMARK:	Itself & Palm Green plotted land.	
29.	APPROACH ROAD WIDTH:	25 ft Internal Road.	
30.	PROJECT LAUNCH RATE:	NA	
31.	PROPERTY CONSULTANTS NAME & RATE	1. Jai Durga 8950184737	2. DD property 8702715824
32.	CURRENT BASIC SALE PRICE:	70,000 to 80,000 / sq yard	
33.	LAND RATE (agricultural)/group housing land/FSI rate	10 Lakhs/acre for agricultural	
34.	BOUNDARIES OF THE PROPERTY:		
	NORTH:	Vacant land	
	SOUTH:	"	
	EAST:	"	
	WEST:	Entry	

ATTACH & VERIFY ON SITE:

1. PROJECT APPROVAL DOCUMENTS (Applicable only For Gurgaon)

   (a) Letter of Intent for grant of license from DTCP (HR Govt.) – LC-III
   (b) Form LC-IV License No. for setting up Group Housing Society
   (c) Approval of Building Plans Letter from DTCP (HR Govt.) – BR-III
   (d) Sanctioned Map/ Building Plans from HUDA
   (e) NOC from Airport Authority of India (If Applicable)
   (f) NOC from Pollution Control Board
   (g) NOC from SEIAA for Environmental clearances
   (h) NOC from Fire department
   (i) NOC from Ministry of Environment & Forest (As per notification S.O 1533 (E) Dated 14.09.2006)
   (j) NOC from Forest Officer for Aravali Hills conservation area conformity
   (k) Structural stability certificate
2. SITE PLAN – Should have FAR/ Area Summary Details
3. LOCATION MAP
4. FLOOR PLANS
5. FLATS STOCK LIST – Category wise detail with selling area of each category | Tower/ Block wise detail | Count of flats for each category
6. SPECIFICATIONS
7. PHOTOGRAPHS

NOTE: Please complete all the details reference to the sanctioned Maps and Approvals.

DRAW SITE KEY PLAN & SKETCH PLAN

BLANK PAGE FOR PROVIDING ANY ADDITIONAL DETAILS/ INFORMATION

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	Shambhu
Relationship with owner	Shambhu / Employee
Signature	
Mobile No.	9639017804
Date	7-8-24

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	Vikay
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	
Signature	
Date	