

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

VIS(2024-25)-PL402-352-476

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	Deepak	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	<input type="checkbox"/> Valuation Report, <input type="checkbox"/> Construction cost estimate, <input checked="" type="checkbox"/> Cost vetting certificate <input type="checkbox"/> Other CE Certificates, <input type="checkbox"/> TEV Report, <input type="checkbox"/> LIE						
3.	Type of customer	<input checked="" type="checkbox"/> Bank <input type="checkbox"/> PSU <input type="checkbox"/> NBFC <input type="checkbox"/> Corporate <input type="checkbox"/> Company <input type="checkbox"/> Private client <input type="checkbox"/> Direct client through Bank						
4.	Bank/ FI/ Organization Name & Address	SBI, SME Branch, Raniput, Haridwar						
5.	Case Allotment Officer/ Fees paying party Details	<table border="1"> <thead> <tr> <th>Name</th> <th>Contact Number</th> <th>Email Id</th> </tr> </thead> <tbody> <tr> <td>Rakesh Ranjan Ekant</td> <td>800359751</td> <td>rakesh.ranjani@sbi.co.in</td> </tr> </tbody> </table>	Name	Contact Number	Email Id	Rakesh Ranjan Ekant	800359751	rakesh.ranjani@sbi.co.in
Name	Contact Number	Email Id						
Rakesh Ranjan Ekant	800359751	rakesh.ranjani@sbi.co.in						
6.	Case Type	<input type="checkbox"/> Case for Fresh Account <input checked="" type="checkbox"/> Case for exiting account/ customer						
7.	Fees Details	<table border="1"> <thead> <tr> <th>Amount of Fees</th> <th>Advance Amount if any</th> <th>Fees will be paid by</th> </tr> </thead> <tbody> <tr> <td>20000/- GST</td> <td>—</td> <td><input checked="" type="checkbox"/> Bank <input type="checkbox"/> Customer</td> </tr> </tbody> </table>	Amount of Fees	Advance Amount if any	Fees will be paid by	20000/- GST	—	<input checked="" type="checkbox"/> Bank <input type="checkbox"/> Customer
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8.	Billing Details	<table border="1"> <thead> <tr> <th>Billed To Party Name</th> <th>GSTIN</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Billed To Party Name	GSTIN				
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