



**BANGIYA GRAMIN VIKASH BANK, HEAD OFFICE  
BERHAMPORE, WEST BENGAL  
Credit Department**

**NOTIFICATION FOR EMPANELMENT OF VALUER**

Bangiya Gramin Vikash Bank, Head Office, Berhampore, Dist – Murshidabad, WB- 742101, a premier RRB operating in 12 districts of West Bengal invites application from the intending Firm / Association / individuals for empanelment of Valuer for the Bank for the period of three years w.e.f. 1<sup>st</sup> January 2021. The application should made in prescribed format along with all relevant documents should reach respective Region Office of the Bank on or before **19.11.2020** through e-mail/post.

Detail guidelines for empanelment of valuer is appended below:

**GUIDELINES FOR EMPANELMENT OF VALUERS & PANEL OF VALUERS 2020-21**

As per Rule 8(5) Security Interest (Enforcement) Rules 2002 (related to SARFAESI Act) before effecting sale of the immovable property under SARFAESI Act, the authorized officer shall obtain valuation of the property from an approved valuer.

In terms of Rule 2(d) of Security Interest (Enforcement) Rules 2002 with effect from 26.10.2007, the approved valuer means a person registered as a valuer under section 34AB of Wealth Tax Act 1957 and approved by the Board of Directors.

**1. Application: Format, Submission, Commencement of Exercise & Procedure :**

1.1 Applications in the prescribed format as per Appendix-I will be received by the Region Office, from valuers seeking empanelment round the year the record of which will be maintained in a list. Any applications received by the HO will also be forwarded to the concerned Region Office. All applications need to be accompanied by relevant documents to substantiate the educational qualifications, experience, etc. The documents and other relevant papers are to be retained at the Region level only and not to be forwarded to the Head Office.

1.2 Region Level Committee for Empanelment of Valuers (RLCEV) will scrutinize the fresh applications and prepare the list of the shortlisted valuers for empanelment on merits.

1.3 The **duration of empanelment shall be for a period of three years**. However, the quality of service provided / performance of the valuers **shall be reviewed annually** by the bank. An annual performance review shall be carried out by a committee comprising of senior officers of the bank. Accordingly, performance of the existing valuers is reviewed every year by the Region Level Annual Valuation Review Committee (RLAVRC). Accordingly, performance of the existing valuers is reviewed every year by the Region Level Annual Valuation Review Committee (RLAVRC) and only those valuers are recommended to continue in the approved panel whose performance is found satisfactory. Thereafter, the fresh additions along-with the deletions / amendments in the existing list of approved valuers, are sent by the Region Offices to the H.O. Credit Department once in a year, by end of December month, as per Appendix-V. Any recommendations received after 31<sup>st</sup> December each year may not be possible to be taken cognizance of at Head Office for ready reference and record. In case Region Office requires some amendments in the list, they must immediately take up with the H.O. Credit Department, giving valid reasons, but before 31<sup>st</sup> December each year.

**Note : Since, Bangiya Gramin Vikash Bank is going to introduce the policy first time in the Bank, the date of receipt of the Application for empanelment under the policy for FY 2020.21 be extended upto 31.12.2020 and the will be effective from 01.01.2021 and review of annual performance will due on 31.12.2021.**

1.4 Head Office Credit Department on receipt of the panel of fresh valuers duly recommended by the respective RLCEVs and deletions / amendments in the existing list of valuers already approved by the Board in the previous years, will place the **list of fresh valuers to the Board for final approval**.

On approval of the fresh panel of Valuers by the Board, H.O. Credit Department will circulate the complete Circle-wise list of fresh as well as continuing valuers with satisfactory performance, to the field.

1.5 Further, Region Offices should take due care that there is no adverse report against the listed valuers and their names are not appearing in the list of valuers for depanelment, circulated by RBI/IBA/Bank from time to time. Region Office must consider the important aspect that there are sufficient number of valuers as per geographical area; otherwise list be extended further.

1.6 Region Office, shall maintain a proper record by noting in a Register (Register of Valuation Work Outsourcing), of the applications received, acknowledged, approved / rejected with reasons thereof. While acknowledging the receipt of application to the Valuer it may be clarified that final decision will be in due course of time. Work shall be offered to valuers based on their performance and on proportionate basis. If a valuer does not take up the work for some reason, the same should be recorded and then allotted to another valuer.

**2. Committee Approach:**

Since all applications along-with the relevant documents for empanelment of fresh valuers are to be received at the Region Office, due diligence exercise for selection of valuers and recommending to the Head Office Credit Department be carried out through a Committee Approach. For this, a Committee be formed at the Region Office level for short-listing of the valuers, comprising of the following members of the Region Office, which will ensure adherence to the various guidelines mentioned in the H.O. Circular and fulfilling the criteria mentioned hereinafter.

**Region Level Committee for Empanelment of Valuers (RLCEV) :**

<b>S.No.</b>	<b>Officials</b>	<b>Particulars</b>
1.	Regional Manager	Chairman of the Committee
2.	In charge of R.O. Credit Dept.	Member of the Committee
3.	In charge of R.O. Recovery Dept	Convener of the Committee

### 3. Eligibility Criteria for empanelment of valuers:

Empanelled valuer must not be related to staff dealing with the approval of panels and / or directly handling the work of valuation etc. at the level of Region Office.

#### Educational Qualifications and Previous Work Experience:

It is necessary that a valuer possesses proper educational qualifications which make him competent to carry out the task of valuation of securities. In addition, relevant work experience is also important. As such, persons possessing the following Educational Qualifications and Work Experience shall be eligible for empanelment as valuers:

#### 3.1 Valuation of Land & Building / Real Estate:

There is no Act to regulate profession of valuation of real estate in our country. From 01.10.2020, for fresh empanelment, preferably, only academically qualified valuers possessing following qualifications in valuation of Land & Building / Real Estate may be empanelled. Post Graduate degree in valuation of real estate from a recognised university i.e. the universities established under State or Central Acts with 2 years' experience in valuation of real estate.

**The educational qualifications for empanelment as valuers of Land & Building / real estate till shall be as under:**

Sl. No.	Educational Qualifications	Work Experience	Remarks
1	Bachelor's degree in Civil Engineering / Architecture/ Town Planning or equivalent.	5 years' work experience in the field of valuation of real estate after completion of the degree or equivalent	The Applicants with these qualifications should preferably possess an additional qualification in the form of a certification examination on or before 31.12.2020 of duration of one semester or above in the subjects which are vital for valuation of real estate and not covered in course curriculum of civil engineering, architecture and town planning and which is conducted by recognized university established under state or central Acts. <b>Note: The applicants empanelled on the basis of criteria laid down under Sl.no.1 shall be eligible for empanelment even after 01.01.2021</b>
2	Diploma in Civil Engineering / Architecture.	8 years' work experience in the field of valuation of real estate after completion of the diploma	They should preferably complete the certification course in valuation of real estate as prescribed under Sr.no.1 above. <b>Note: The applicants empanelled on the basis of criteria laid down under Sl.no.2 shall be eligible for empanelment even after 01.01.2021</b>
3	Pass in examination in valuation of real estate recognised by the Govt. of India for recruitment to superior services or posts conducted by any institution	2 years' work experience in the field of valuation of real estate after completing the examination	
4	Master's degree in Valuation of real estate awarded by a recognized University in India i.e. University established under State or Central Acts	2 years' work experience in the field of valuation of real estate after completing the examination	
5	Chartered / Professional membership of the Royal Institution of Chartered Surveyors (RICS)/American Society of Appraisers (ASA)/Appraisal Institute (AI),USA/ other Internationally reputed institutional players who fulfill the criteria - obtained by passing an examination equivalent to examinations mentioned under sr.no. (3) & (4) above.		Since the process of procurement of membership with these organizations includes training as an integral component, no further experience requirement is being prescribed.

**Please note that where service of the valuers as per the panel are not available, service of the valuers empanelled with any Nationalized Bank may be availed of.**

### **3.2 Valuation of Plant and Machinery:**

Educational qualifications and experience for Empanelment as Valuers of plant & machinery: There is no Act to regulate profession of valuation of plant & machinery in our country. From 01.01.2021, preferably, only academically qualified valuers possessing following qualifications in valuation of plant & machinery shall be empanelled. Post Graduate degree in valuation of plant & machinery from a recognised university i.e. the universities established under State or Central Acts with 2 years' experience in valuation of plant & machinery. The educational qualifications for empanelment as valuers of plant & machinery till 31.12.2020 shall be as under:

**The educational qualifications for empanelment as valuers of Plant & Machinery till 31.12.2020 shall be as under:**

Sl. No.	Educational Qualification	Work Experience	Remarks
1	Bachelor's degree in mechanical, electrical, chemical, production, electronics, computer, industrial engineering and any other stream of Engineering as required by the Banks for conduct of valuation of Plant and Machinery and other equipments.	5 years' work experience in the field of valuation of plant & machinery after completion of the degree or equivalent	The Applicants with these qualifications should preferably possess an additional qualification in the form of a certification examination of duration of one semester or above on or before 31.12.2020 in the subjects which are vital for valuation of plant and machinery and not covered in course curriculum of mechanical, electrical, electronics, chemical, production, computer, industrial engineering, and any other stream of Engineering as required by the Banks for conduct of valuation of Plant and Machinery and other equipments and which is conducted by recognized university established under state or central Acts. Note: The applicants empanelled on the basis of criteria laid down under Sl. no.1 shall be eligible for empanelment even after 01.01.2021
2	Diploma in mechanical, electrical, production, chemical, electronics, computer, industrial engineering and any other stream of Engineering as required by the Banks for conduct of valuation of Plant and Machinery and other equipments	8 years' work experience in the field of valuation of plant and machinery after completion of the diploma	They should preferably complete certification course in valuation of plant and machinery prescribed under Sl. no.1 above. The applicants empanelled on the basis of criteria laid down under Sl.no.2 shall be eligible for empanelment even after 01.01.2021
3	Master's degree in Valuation of plant & machinery awarded by a recognized University in India i.e. University established under State or Central Acts	2 years' work experience in the field of valuation of plant & machinery after completing the examination	

**Please note that where service of the valuers as per the panel are not available, service of the valuers empanelled with any Nationalized Bank may be availed of.**

### **3.3 Valuers of Agricultural land :**

Educational qualifications and experience for Empanelment as Valuers of Agricultural Land: There is no Act to regulate profession of valuation of agricultural land. There are no courses available in our country to qualify as a valuer of agricultural land. Valuer of agricultural land ought to have knowledge of following principles of valuation:

- Cost, price, value and worth
- Various types of value
- Value elements – ingredients – characteristics
- Annuities – capitalization – rate of capitalization – redemption of capital
- Three approaches to value viz. Income, Market and cost
- Laws applicable to agricultural land

Till the courses are available the empanelment may be carried out as per criteria laid down under the Wealth Tax Rule 8A (3) and same is reproduced below:

Rule 8A (3) A Valuer of agricultural lands (Other than plantations referred to in sub-rule (4) shall have the following qualifications, namely :-

- i. He must be a graduate in agricultural science of a recognised university and must have worked as a farm valuer for a period of not less than five years; and
- ii. He must be a person formerly employed in a post under Government as Collector, Deputy Collector, Settlement Officer, Land Valuation Officer, Superintendent of Land Records, Agricultural Officer, Registrar under the Registration Act, 1908 (16 of 1908), or any other officer of equivalent rank performing similar functions and must have retired or resigned from such employment after having rendered service in any one or more of the posts aforesaid for an aggregate period of not less than five years.

**Please note that where service of the valuers as per the panel are not available, service of the valuers empanelled with any Nationalized Bank may be availed of.**

**3.4 Valuers of Agricultural Land (Plantations) under Wealth Tax Rule 8A(4) Educational qualifications and experience for Empanelment , valuer of coffee plantation, tea plantation, rubber plantation or, as the case may be, cardamom plantation shall have the following qualifications, namely :**

- (i) He must have, for a period of not less than five years, owned, or acted as manager of a coffee, tea, rubber or, as the case may be, cardamom plantation having an area under plantation of not less than four hectares in the case of a cardamom plantation or forty hectares in the case of any other plantation; or
- (ii) He must be a person formerly employed in a post under Government as a Collector, Deputy Collector, Settlement Officer, Land Valuation Officer, Superintendent of Land Records, Agricultural Officer, Registrar under the Registration Act, 1908 (16 of 1908), or any other officer of equivalent rank performing similar functions and must have retired or resigned from such employment after having rendered service in any one or more of the posts aforesaid for an aggregate period of not less than five years, out of which not less than three years must have been in areas, wherein coffee, tea, rubber or, as the case may be, cardamom is extensively grown.

**3.5 Valuers of Stock (inventory), Shares In the case of these assets criteria laid down under the Wealth Tax Rule 8A (7) to be adopted. Rule 8A (7) a Valuer of stocks, shares, debentures, securities, shares in partnership firms and of business assets, including goodwill but excluding those referred to in sub-rules (2) to (6) and (8) to (11), shall have the following qualifications, namely:**

- i. He must be a member of the Institute of Chartered Accountants of India or the Institute of Cost and Works Accountants of India [or the Institute of Company Secretary of India]; and
- ii. He must have been a practice as chartered accountant or a cost and works accountant or a company secretary for a period of not less than ten years and his gross receipts from such practice should not be less than fifty thousand rupees in any three of the five preceding years.

Evidence of previous experience needs to be provided to the Banks / FIs. In case of companies / partnership firms undertaking valuations, the qualification and experience shall apply to the lead valuers of the company / all partners of the partnership firm.

#### **4. Minimum Age Requirement Age is an important criteria while empanelling valuers:**

The minimum age for empanelment shall be 25 years and there is no maximum age limit for a valuer to remain on the panel.

#### **5. Membership of Professional Bodies, it is important that a valuer actively participates in professional activities in various professional bodies:**

It shall be necessary that every valuer empanelled by Bank in India be a member in good standing of any one of the valuer associations.

#### **6. Categories of Valuers :**

The objective of categorization of valuers is to ensure that whilst lesser value assignments are handled by relatively junior valuers, the senior valuers can handle higher order valuations. The empanelment of valuers therefore shall be in the following categories:

S. No.	Category of Valuers	Work Experience in Undertaking Valuation	Value of property for assignment of Valuation Work
1	A	More than 10 years	No limit
2	B	More than 5 years and less than 10 years	Upto Rs.50 crores
3	C	Upto 5 years*	Upto Rs.5 crore

\* In case of Diploma holders in Civil Engineering /Architecture eligible for empanelment to undertake valuations, work experience of 8 years in the field of valuation of real estate after completing the diploma is required and they can undertake valuation of property upto maximum value of Rs.5 cr.

**Valuers need to furnish proof of experience. Any one of the following may be accepted as proof of experience:**

- i. Letter of empanelment by any Bank / FI
- ii. Letter of empanelment by any Court of India
- iii. Registration Certificate under Wealth Tax Act, 1957
- iv. Letter of appointment as valuation consultant by Government of India / any State Government / any Municipality / any Municipal Corporation
- v. Letter of appointment as valuer employee by Government of India / any State Government / any Municipality / any Municipal Corporation
- vi. Letter of appointment as a valuer employee by any Limited Company engaged in the business of valuation
- vii. Letter of appointment as a valuation consultant by any Limited Company.
- viii. Letter of appointment as a valuer employee by any partnership / proprietorship / private limited Company engaged in the business of valuation for the last five years

The Experience of the Valuer shall be calculated from the date of his first empanelment with any Bank / Financial Institution / High Court or registration under Wealth Tax Act, 1957.

## **7. Registration with Government:**

Registration with the central / state governments is desirable but not compulsory.

**Very Important: However, it may be noted that for undertaking valuations under the SARFAESI Act, valuation has to be obtained from Registered Valuer under the Wealth Tax Act (Sections 34 AA to 34 AE). While assigning / outsourcing valuation work to valuers, it is necessary that branches take the provisions of the SARFAESI Act into account and comply accordingly.**

## **8. References:**

Carrying out a reference check is extremely important in order to verify the competence of a valuer. **Valuers need to submit at least 2 (two) reference letters** and banks need to verify the quality of services provided by the valuer in the previous instances before empanelling the valuers on their panel. The referees shall be either (i) bank managers where previously the valuer had done valuations or (ii) companies for whom the valuer had previously done valuations. The reference letter shall be on the letter head of the bank / Financial Company / any other company where valuations have been done and shall be duly signed by a senior level manager / officer.

## **9. Documentation:**

The empanelled valuer after approval from the Board shall execute following documents, for submission at the respective Region Offices:

- (i) Undertaking **as per Appendix-II**
- (ii) Agreement with the Bank **as per Appendix-III**
- (iii) Terms of engagement for empanelment of valuers **as per Appendix-IV**
- (iv) Letter of Indemnity **as per Appendix-VI**.

### **9.1 Other Formats:**

Branches/Offices to use the standard formats given in the —Policy and Standard Operating Procedure on Valuation of Assets, to be issued by H.O. Credit / Recovery Department :

- (i) Format of Valuation Report for All Immovable Properties **as per Appendix-VII**
- (ii) Format of Valuation Report for Agriculture Lands **as per Appendix-VIII**
- (iii) Performa For Valuation Report In Respect of Plant & Machinery **as per Appendix-IX**
- (iv) Performa for Counter Checking the Value of Property Assessed by Approved Valuer **as per Appendix-XII**.

## **10. Fee Structure (including SARFAESI):**

10.1 It is proposed to continue the existing fee structure as per Bank Circular no. BGVB/HO/PD/103/2015 dated 06.01.2015 for valuation of Properties & Plant & Machinery shall be as under:

<b>Quantum of Loan amount / Valuation of property whichever is less</b>	<b>Valuation Fees Payable (Maximum Rate)</b>
Upto Rs.10 lacs	Rs.3000/-
Over Rs.10 lacs to Rs.25 lacs	Rs.3500/-
Over Rs.25 lacs to Rs.50 lacs	Rs.4500/-
Over Rs.50 lacs to Rs.75 lacs	Rs.5000/-
Over Rs.75 lacs to Rs.1 cr	Rs.6000/-
Over Rs.1 cr	Rs.7000/-

**\*Note: For cases recourse under SARFAESI, the Valuation fees will be paid @ 50% i.e. half of the above rate chart.**

10.2 The fee payable to the valuer would be recovered from the borrower. However, in case of NPA accounts, the fee amount will be debited to Miscellaneous Expenses not specified elsewhere and recorded in Memoranda Register, to be recovered in accordance with Bank's guidelines on appropriation of recoveries.

#### **11. Performance Review of the Existing Empanelled Valuers :**

The duration of empanelment shall be for a period of three years. However, the quality of service provided/performance of the valuers shall be reviewed annually by the Bank. In order to carry out the performance review, a Committee called the Annual Valuation Review Committee be formed at the Region Office level, comprising of the following members of the Region Office, which will ensure adherence to the various guidelines issued from time to time:

#### **Region Level Annual Valuation Review Committee (RLAVRC) :**

<b>S.No.</b>	<b>Officials</b>	<b>Particulars</b>
1.	Regional Manager	Chairman of the Committee
2.	Incharge Credit Dept.	Member of the Committee
3.	Incharge Recovery Dept.	Convenor of the Committee

11.1 During review of panel of valuers and recommending names to the Head office, due care must be taken by the Region Offices that:

(i) There is no adverse report against the listed valuers and their names are not appearing in the list of valuers for depanelment, circulated by RBI/IBA/Bank from time to time. Head Office, Credit Dept. also circulates the list of Blacklisted valuers, as per the information received from the Fraud/Vigilance Divisions/IBA etc. which must be always referred to, before assigning any job to the valuers.

(ii) It must be ensured that there are sufficient number of valuers as per geographical area otherwise, list be extended further.

#### **12. Removal, Conflict Resolution and Re-empanelment :**

Although Offices are supposed to look after short-listing of valuers and annual review of their performance, **H.O. Level Committee be formed** for taking decision for removal, conflict resolution and re-empanelment, being a sensitive and complaint prone area. Such Committee will have the following members i.e. :

<b>Head Office Conflicts Resolution Committee (HOCRC)</b>		
General Manager in charge of Credit or Recovery	Chairman of committee	
Chief Manager in charge of Recovery	Member of committee	
Chief Manager in charge of Credit	Convenor of committee	
Chief Manager in charge of Inspection	Member of committee	

12.1 The “ **Head Office Conflicts Resolution Committee (HOCRC)**” headed by the G.M. as mentioned above, after initiating all the **following necessary steps, shall take the final decision for removal of the valuer, involved in adoption of unethical practices, based on the recommendations of the Region Level Annual Valuation Review Committee (RLAVRC) :**

i. **Issue of show cause notice:** The valuer shall be given due opportunity to explain why action should not be initiated against him or her.

ii. **Hearing:** The valuer shall be given an opportunity to make his/her point of view known and heard.

iii. **Deliberation by the committee:** The matter shall be deliberated by the concerned Conflict Resolution Committee at **HO** level.

#### **13. Depanelment / Blacklisting of Valuer / Re-empanelment :**

If the charges are found to be serious against the valuer he/she may be removed from the panel by the **Head Office Conflicts Resolution Committee** depending on the seriousness of case, the valuer can be re-empanelled after a gap of 5 years based on the recommendations of the **Region Level Annual Valuation Review Committee (RLAVRC)**.

Third parties such as builders, warehouse/cold storage owners, motor vehicle/tractor dealers, travel agents, etc. and professionals such as architects, valuers, chartered accountants, advocates, etc. are also to be held accountable if they have played a vital role in credit sanction/disbursement or facilitated the perpetration of frauds. Region Offices are advised to take necessary action against such errant TPE for de-paneling, informing to regulator/council/appropriate authorities along with referring their names to IBA for Caution List.

Credit Department shall also circulate the depanelment / blacklisting of Valuers on our list, if any adverse report is received directly from IBA/Other Banks/Vigilance Division/CBI/Police etc.

**Important :** It is reiterated that powers of depanelment are vested with the **Head Office Conflicts Resolution Committee(HOCRC)**.

#### **14. Approval of the Panel:**

In terms of Security Interest (Enforcement) Rules 2002 (related to SARFAESI Act) with effect from 26.10.2007, the definition of approved valuer was modified. The approved valuer has to be a person registered as a valuer under Section 34AB of Wealth Tax Act 1957 and approved by the Board of Directors. It is clarified that panel of valuers, has to be compulsorily approved by the Board consequent upon approval, Credit Department will place their names on Bank's Website.

#### **15. Variation in Valuations- How to handle:**

i. Where the value of immovable property to be mortgaged/ charged is more than Rs. 5 crore, branches shall get valuation of such IPs done from minimum two valuers of category A or B(mentioned above) on the Bank's approved panel. In case the difference in valuation is less than 15%, average value may be taken.

ii. In case the difference in two valuations is more than 15%, 3rd valuation may be got done from a senior valuer in category A and the average of the two valuation reports having difference of not more than 15% be taken.

**Important Note :** The above guidelines are applicable to all the existing NPA accounts also except in OTS/Sale to ARCs/Sale under SARFAESI Act cases, where the existing guidelines issued by Recovery department will continue to apply, mentioned in the OTS policy/Sale policy/Sale of properties under SARFAESI Act.

#### **16. Annual exercise of empanelment :**

Exercise of empanelment of valuers shall be annual feature and **will start in October – December Quarter every year and the advertisement will be made available at the Bank's website [www.bgvb.co.in](http://www.bgvb.co.in) under —Public Notice for one month.** Region Office will submit the final lists to HO Credit Dept. as per Appendix-IV by end of December. Any lists/recommendations received after 31<sup>st</sup> December may not be possible to be taken cognizance of by Head Office Recovery Division. In case RO requires some amendments in the list, they must immediately take up with the HO: Credit Dept, giving valid reasons, but before 31<sup>st</sup> December. To ensure uniformity, the Application Forms, Undertakings etc. will also be made available at the Bank's website only.

#### **17. Geographical jurisdiction of the Panel :**

Generally, respective Region Offices and their Branches will utilize the services of valuers from the panel meant for their Region by allocating the assignment to a specific valuer (to be decided by Branch Incumbent/ Region Head). However, for certain specific reasons to be recorded, Branch Incumbent may approach Region Office for utilizing the services of other valuers from the Panel meant for other Regions within their jurisdiction, for which the permission will be granted by RM. In exceptional cases, in case of special requirement, RMs may also permit to utilize services of the approved Valuers, even outside their jurisdiction also, on merits, based on the recommendations of the respective Branches.

#### **18. Periodicity of valuation of properties in NPA accounts :**

Over a period of time it has been noted that, in some NPA accounts periodical valuation of immoveable properties available as secured assets with the Bank, in the names of borrowers and/or guarantors is not got done, in terms of the "Policy on valuation of Properties" which is a matter of serious concern. It is imperative to note that such lapses have adverse bearing on Bank's performance parameters e.g profitability, CRAR etc.

(i) In absence of correct valuation of property, the provisioning in NPA accounts as per RBI norms, cannot be computed correctly.

(ii) NABARD teams and Statutory Auditors also do not entertain the old valuation reports, as result of which higher provision rates are advised by them.

(iii) In absence of latest valuation report, which should not be normally more than 1 year old, as per Bank's guidelines for fixation of Reserve Price for a sale process, non-realistic Reserve Price is fixed, which is the main reason for failure of sale process.

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**Application for empanelment of valuers with Banks**

Date: .....

To .....

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Dear Madam/Sir,

I am a valuer of immovable properties (land and buildings/ plant and machinery/current asset) and desire to apply to your organization for empanelment. My particulars are given below:

Name:.....

Sex:..... Date of Birth:.....Age:.....

Address:.....

.....

Tel.No(Landline):.....Mobile:.....

E-Mail:.....Fax:..... Educational/Professional Qualifications:

1. University/Institute/ Examining Body :

2. Qualification :

3. Date of Award :

Number of years of experience in the field of valuation:..... (Attach evidence in the form of reference letters/copies of valuation reports/any other evidence)

Name and address of previous employer (if applicable):

.....

.....

Details of previous empanelment, if any, with dates/duration:

.....

.....

Membership of Professional Valuer Association (name and membership number):

.....

.....

Registration with CBDT under Wealth Tax Act (Regn. No. and date):

.....

..... Permanent Account Number (PAN ) of  
Income Tax Department:.....

References: 1).....

2).....

■ If the firm is partnership concern – Name of the Partners and a Brief profile with their Qualification & experience

■ Registration number as allotted by ICAI/ other professional bodies

■ Goods &Service Tax (GST) Registration Number

■ Details of major assignment handled so far (Furnish Nature of Assignment, Nature of Assets, & Amount)

■ Whether any allied firms / partners are already empanelled for any other type of audits for the Bank / FI. If so, furnish details

■ Whether Applicant was delisted from any Bank's Panel on any earlier occasion. If so furnish details. The above information about me is true to the best of my knowledge and if found incorrect, I will be fully responsible for the consequences. Enclosed: Attested photocopies of all certificates/documents of proof.

Signature:..... Name:.....

**Format of undertaking to be submitted by the Valuer for Empanelment UNDERTAKING**

I,.....son/daughter of ..... do hereby solemnly affirm and state that:

- I am a citizen of India,
- I have not been removed / dismissed from service/ employment earlier,
- I have not been convicted of any offence and sentenced to a term of imprisonment,
- I have not been found guilty of misconduct in professional capacity,
- I am not an undischarged insolvent,
- I have not been convicted of an offence connected with any proceeding under the Income Tax Act 1961, Wealth Tax Act 1957 or Gift Tax Act 1958 and
- My PAN Card number / Goods & Services Tax (GST) number as applicable is \_\_\_\_\_
- I have read and understood the Handbook on Policy, Standards and Procedures for real Estate Valuation by Banks and HFI in India 2010 of the IBA and fulfil all the conditions of criteria for Empanelment as listed therein.
- I undertake to keep you informed of any events or happenings which would make me ineligible for empanelment as a valuer.
- I have not concealed or suppressed any material information, facts and record and I have made a complete and full disclosure.
- I have not been found guilty of misconduct in professional capacity. In case I am found guilty of misconduct/adoption of unethical practices/submission of under or over valued valuation reports, in professional capacity, in Bangiya Gramin Vikash Bank or in some other Bank/Institution and brought to the notice of Bangiya Gramin Vikash Bank, by IBA/Central Bureau of Investigation (CBI)/ Reserve Bank of India (RBI)/Any other Govt. Agency/Body, my empanelment will stand cancelled with Bangiya Gramin Vikash Bank, without referring to Grievances Redressal System of the Bank. BGVB will be free to report to the IBA, Institute of Valuers etc. about the misconduct/adoption of unethical practices and may take appropriate legal action for deficiency in services.

**Dated** : .....

**Signature**.....

**Name**.....

**Address**.....

## AGREEMENT WITH THE VALUERS ON THE APPROVED PANEL OF THE BANK

This Agreement made at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ between  
 \* \_\_\_\_\_ r/o \_\_\_\_\_ (hereinafter called the  
 'Valuer') of the One Part and Bangiya Gramin Vikash Bank a body corporate constituted under the Banking  
 Companies (Acquisition & Transfer of Undertakings) Act, 1970 having its head office at Chuanpur, Berhampore,  
 Murshidabad, West Bengal and amongst other a branch office at \_\_\_\_\_ (hereinafter called the  
 'bank' which term shall unless repugnant to context include its successors and assigns) of the Other Part. (\* **Describe  
 Name, Present address of Valuer**) Whereas on the request of the Valuer, bank has **appointed/empanelled** Valuer  
 to assess the valuation of property/plant & machinery/securities as may be requisitioned by the bank from time to  
 time. Whereas the valuer has agreed to render his services inter alia, on the terms and conditions mentioned  
 hereunder. **NOW THIS AGREEMENT WITNESSETH AS UNDER:**

1. The valuer agrees to value the property/plant & machinery/securities as per requisition made by bank from time to time and accept fees as prescribed/decided by bank.
2. That the valuer will not assess the property/plant & machinery/securities in which he/she is having direct or indirect interest in such assets being valued.
3. That the valuer shall maintain secrecy of the bank's clients and their properties.
4. That the valuer will personally inspect the property/plant & machinery/securities in connection with the valuation of the same.
5. Empanelment does not carry assured engagement of valuer. It is open to the bank to engage the services of the valuer.
6. That in case services of valuer are not found satisfactory and their valuation reports are unworthy of being acted upon, the bank may delist/de-panel his name from the approved panel of the bank.
7. The valuer agrees and hereby gives his consent to exchange information with other banks, financial institutions, NBFCs directly or through the medium of RBI, IBA or any other institution or association about particulars (name, address and other details of valuer including clause for delisting/ de-panelling on account of incorrect information or valuation submitted by the valuer.
8. If for any reason whatsoever the bank may not maintain any panel or discontinue the panel and in such event the valuer shall have no grievances against bank and the bank shall not be liable in any manner whatsoever.
9. That the bank reserves the right to take appropriate legal action including filing / lodging complaint to the professional body, if there is any misconduct on the part of the valuer or information/valuation submitted by valuer to the bank is incorrect or false. This shall be without prejudice to bank's right to delist/depanel the valuer from its panel.
10. That in case constitution of a panel valuer undergoes any change, the same shall be informed to the Bank immediately.
11. I have not been found guilty of misconduct in professional capacity. In case I am found guilty of misconduct/adoption of unethical practices/submission of under or over valued valuation reports, in professional capacity, in Bangiya Gramin Vikash Bank OR in some other Bank/Institution and brought to the notice of Bangiya Gramin Vikash Bank, by IBA/Central Bureau of Investigation (CBI)/ Reserve Bank of India (RBI)/Any other Govt. Agency/Body, my empanelment will stand cancelled with Bangiya Gramin Vikash Bank, without referring to Grievances Redressal System of the Bank. BGVB will be free to report to the IBA, Institute of Valuers etc. about the misconduct/adoption of unethical practices and may take appropriate legal action for deficiency in services.

In witness whereof, the parties hereto have set their hand on the day month and year here in above mentioned.

\_\_\_\_\_  
 Valuer.

For Bangiya Gramin Vikash Bank

\_\_\_\_\_  
 Authorized Signatory

**TERMS OF ENGAGEMENT FOR EMPANELMENT OF VALUERS**

Empanelled valuers shall be engaged by the Banks on the following terms:

- Commencement of work – the valuer shall commence the valuation work after a letter of appointment is issued to the valuer by the Bank.
- Duties of the valuer – the valuer shall perform his duties as described in the above guidelines.
- Assistance by Bank Officials – the valuer shall be provided support as described in the above guidelines.
- Confidentiality and Non-disclosure – the valuer shall maintain confidentiality of the work being undertaken and shall not disclose information to any other person other than the person who has issued the appointment letter to the valuer.
- The valuer shall ensure that the employees of his organisation also follow the policy of confidentiality and non-disclosure.
- The valuer shall complete the assignment within the stipulated time period as agreed to in the appointment letter. In case the valuer takes up the assignment but does not deliver the valuation report in a reasonable time even after three reminders, the Bank shall take necessary steps to recommend the case for adjudication by the conflict resolution committee and in the meanwhile, appoint another valuer to undertake the assignment.
- In case the valuer takes up the assignment but is not in a position to deliver due to any genuine reason, hardship or contingency, the valuer shall inform the Bank of the same and some extension of the time may be given to the valuer to complete the assignment.
- The valuer shall not contract the work to any other valuer but valuer shall carry out the work himself.
- All communications between the Bank and the valuer shall be in writing / e-mail.
- Any disagreement / dispute which cannot be resolved amicably between the Bank and the valuer shall be referred to the conflict resolution committee of the Bank. Such a referral can be made either by the Bank or the valuer.

\*\*\*\*\*

REGION \_\_\_\_\_

**PART-A- List of Fresh Valuers recommended for Inclusion in the Bank"s Panel**

S.No.	Name / Address / Contact No. of the Valuer	Names of other Banks / FIs if empanelled with them	Member of which Professional Body
1	(1)	(2)	(3)
2			
3			

**PART-B- List of Existing Valuers to be Deleted from the Bank"s existing panel**

S.No.	Name / Address / Contact No. of the Valuer	Reasons for depanelment/delisting

It is hereby certified that:

(i) While recommending deletions from the existing panel of valuers, procedure explained at Para 10 & 11 of the Policy has been meticulously followed (Only RO Committee has powers to do it based on the recommendations of the Branch Office).

(ii) Above mentioned details have been verified by us and the list of **fresh valuers** recommended, fulfill all the criteria pertaining to educational qualifications, experience, registration under Section 34 AB of the Wealth tax etc. laid by the Bank. The supporting documents along-with the Stamped Agreement are held on record and/or Stamped Agreement shall be obtained on approval before allocating any work to him.

**Region Level Committee for Empanelment of Valuers (RLCEV)**

**LETTER OF INDEMNITY BY ENGINEERS / VALUERS**

To,  
Name of the Bank, \_\_\_\_\_.

Dear Sirs,

In consideration of Name of the Bank (herein after called the "Bank" which expression shall include its successors and assigns) empanelling me / us on their panel of approved Engineers and Valuers for the purpose of assessing the market value of the properties proposed to be taken as securities for the credit limits granted or to be granted by the Bank to its various borrowers, I / We jointly and severally, extend this letter of indemnity.

Whereas by the letter of empanelment dated \_\_\_\_\_, the bank has empanelled me / us on their panel of approved Engineers & Valuers for the purpose of assessing the market value of the properties proposed to be taken as securities for the credit limits granted / to be granted by the Bank, I / We jointly and severally agree as follows:-

I/We declare that I/We have not been blacklisted/disqualified as per Section 34AB of Wealth Tax Act and would keep the Bank informed about disqualifications, if any.

I have not suppressed any material facts from the Bank.

I/We shall duly and faithfully perform and discharge all the duties in the works entrusted by the Bank and in relation to the purposes of empanelment, fairly without any favour and discrimination and I / we hereby undertake and agree to indemnify you, your successors and assigns at all times and from time to time from and against all loss, damage and all actions, suits, proceedings, expenses, costs, charges and demands arising out of any act, lapses, defaults, negligence, errors, mistakes committed by me/ us in performance of my / our professional obligations and I / we also hereby undertake and agree to pay to you on demand sums of money, costs, charges and expenses incurred in respect thereof and also to pay you interest on all such moneys at your ruling rate.

**I/We further agree that amount demanded by the Bank shall be conclusive against us.** I / We further specifically agree that this indemnity shall continue to remain in force and I /We shall continue to be liable there under for all losses, damages, costs, charges and expenses arising out of any act, lapses, defaults, negligence, errors, mistakes committed by me/ us in performance of my / our professional obligations and shall be binding on me / us and our legal and personal representatives, successors and assigns.

**Yours Faithfully,**

**Signature (Name and Official Seal of the Approved Valuer)**

**Place:**

**Date:**

**FORMAT OF VALUATION REPORT FOR ALL IMMOVABLE PROPERTIES**

S.No.	Particulars	Content
I.	Introduction	
1.	Name of Valuer	
2.	Date of Valuation	
3.	Purpose of Valuation	
4.	Name of Property Owner/s ( <b>Details of share of each owner in case of joint &amp; Co-ownership</b> )	
5.	Name of Bank/FI as applicable	
6.	Name of Developer of the Property ( in case of developer built properties )	
7.	<b>Whether occupied by the owner / tenant? If occupied by tenant, since how long?</b>	
II.	Physical Characteristics of the Asset	
1.	Location of the property in the city	
2.	Municipal Ward No.	
3.	Postal address of the property	
4.	<b>Latitude, Longitude and Coordinates of the site</b>	
5.	Area of the plot / land ( supported by a plan )	
6.	Layout plan of the area in which the property is located	
7.	<b>Development of surrounding areas</b>	
8.	Details of Roads abutting the property	
9.	<b>Whether covered under any State / Central Govt. enactments (e.g. Urban Land Ceiling Act) or notified under agency area / scheduled area / cantonment area</b>	
10.	<b>In case it is an agricultural land, any conversion to house site plots is contemplated</b>	
11.	Demarcation of the property under valuation on a neighbourhood layout map	
12.	Description of Adjoining properties	
13.	Survey no. if any	
14.	Details of the building / buildings and other improvements in terms of area, height, no. of floors, plinth area floor wise, year of construction, year of making alterations/additional constructions with details,	

	full details of specifications to be appended along with building plans and elevations	
15.	Plinth area, Carpet area and Saleable area to be mentioned separately and clarified	
16.	Any other aspect.	
III.	Town Planning Parameters	
1.	Master plan provisions related to the property in terms of land use	
2.	Planning area / zone	
3.	Development controls	
4.	Zoning regulations	
5.	FAR / FSI permitted and consumed	
6.	Ground coverage	
7.	Transferability of development rights if any, Building bye-law provisions as applicable to the property viz. setbacks, height restrictions, etc.	
8.	Comment on surrounding land uses and adjoining properties in terms of usage.	
9.	Comment on unauthorized constructions if any	
10.	Comment on demolition proceedings if any	
11.	Comment on compounding / regularization proceedings	
12.	Comment on whether OC has been issued or not	
13.	Any other aspect	
IV.	Legal Aspects	
1.	Ownership documents,	
2.	Names of Owner/s <b>(In case of Joint or Co-ownership, whether the shares are undivided or not?)</b>	
3.	<b>Comment on dispute / issues of landlord with tenant / statutory body/any other agencies, if any in regard to immovable property.</b>	
4.	<b>Comment on whether the IP is independently Accessible ?</b>	
5.	Title verification,	
6.	Details of leases if any,	
7.	Ordinary status of freehold or leasehold including restriction on transfer,	
8.	Agreements of easements if any,	
9.	Notification for acquisition if any,	
10.	Notification for road widening if any,	
11.	<b>Possibility of frequent flooding / sub-merging</b>	
12.	<b>Special remarks, if any, like threat of acquisition of land for public service purposes, road widening or applicability of CRZ provisions etc. (Distance from sea-coast / tidal level must be incorporated)</b>	



13.	Heritage restrictions if any, All legal documents, receipts related to electricity, water tax, property tax and any other building taxes to be verified and copies as applicable to be enclosed with the report.	
14.	Comment on transferability of the property ownership,	
15.	Comment on existing mortgages / charges / encumbrances on the property if any	
16.	Comment on whether the owners of the property have issued any guarantee (personal / corporate) as the case may be	
17.	Building plan sanction, illegal constructions if any done without plan sanction / violations.	
18.	Any other aspect	
V	Economic aspects	
1.	Details of ground rent payable,	
2.	Details of monthly rents being received if any,	
3.	Taxes and other outgoings,	
4.	Property insurance,	
5.	Monthly maintenance charges,	
6.	Security charges, etc	
7.	Any other aspect	
VI	Socio-cultural aspects	
1.	Description of the location of property in terms of the social structure of the area, population, social stratification, regional origin, age groups, economic levels, location of slums / squatter settlements nearby, etc.	
VII	Functional and Utilitarian Aspects	
	<p>Description of the functionality and utility of the assets in terms of :</p> <ol style="list-style-type: none"> <li>1. Space allocation,</li> <li>2. Storage spaces,</li> <li>3. Utility of spaces provided within the building,</li> <li>4. Any other aspect</li> </ol>	
VIII	Infrastructure Availability	
	<p>a)Description of aqua infrastructure availability in terms of</p> <ol style="list-style-type: none"> <li>1. Water supply</li> <li>2. Sewerage / sanitation</li> <li>3. Storm water drainage</li> </ol>	

	b) Description of other physical infrastructure facilities viz.  1. Solid waste management 2. Electricity 3. Roads & Public transportation connectivity 4. Availability of other public utilities nearby c) Social infrastructure in terms of 1. Schools 2. Medical facilities 3. Recreation facilities in terms of parks and open spaces.	
IX	Marketability	
	Analysis of the market for the property in terms of  1. Locational attributes  2. Scarcity  3. Demand and supply of the kind of subject property.  4. Comparable sale prices in the locality.	
X	Engineering and Technology Aspects	
1.	Type of construction,	
2.	Materials and technology used,	
3.	Specifications,	
4.	Maintenance issues	
5.	Age of the building	
6.	Total life of the building,	
7.	Extent of deterioration,	
8.	Structural safety	
9.	Protection against natural disasters viz. earthquakes,	
10.	Visible damage in the building if any,	
11.	Common facilities viz. lift, water pump, lights, security systems, etc.,	
12.	System of air-conditioning,	
13.	Provision for fire fighting, Copies of plans and elevations of the building to be included.	
XI	Environmental Factors	
1.	Use of environment friendly building materials, Green building techniques if any,	
2.	Provision for rain water harvesting,	
3.	Use of solar heating and lighting systems, etc. Presence of environmental pollution in the vicinity of the property in terms of industries, heavy traffic, etc.	
XII	Architectural and aesthetic quality	

1.	Descriptive account on whether the building is modern, old fashioned, etc., plain looking or with decorative elements, heritage value if applicable, presence of landscape elements, etc.	
XIII	Valuation	
1.	<p>Here, the procedure adopted for arriving at the valuation has to be highlighted.</p> <p>The valuer should consider all the three generic approaches of property valuation and state explicitly the reasons for adoption of / rejection of a particular approach and the basis on which the final valuation judgement is arrived at.</p> <p>A detailed analysis and descriptive account of the approaches, assumptions made, basis adopted, supporting data ( in terms of comparable sales ), reconciliation of various factors, departures, final valuation arrived at has to be presented here.</p>	

**As a result of my appraisal and analysis, it is my considered opinion that the present market value of the above property in prevailing condition with aforesaid specifications is Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only). (Prevailing market rate along with details / reference of atleast two latest deals / transactions with respect to adjacent properties in the areas. The reference should be of properties / plots of similar size / area and same use as the land being valued). The other details are as under:**

- i. **Date of purchase of immovable property:**
- ii. **Purchase Price of immovable property:**
- iii. **Book value of immovable property:**
- iv. **Realizable Value of immovable property:**
- v. **Distress Sale Value of immovable property:**
- vi. **Guideline Value, if applicable, in the area where Immovable property is situated.**

**Signature**  
(Name and Official seal of the Approved Valuer)

**Place:**

**Date:**

**Encl:**

1. **Declaration from the valuer – Appendix -X**
2. **Model code of conduct for valuer - Appendix -XI**
3. **Photograph of owner with the property in the background**
4. **Screen shot (in hard copy) of Global Positioning System (GPS)/Various Applications (Apps)/Internet sites (eg Google earth)/etc**
5. **Layout plan of the area in which the property is located**
6. **Building plan**
7. **Floor plan**
8. **Any other relevant documents/extracts**

**(Name & Address of the Valuer)**

NAME OF THE BANK

BRANCH:

## VALUATION REPORT (IN RESPECT OF AGRICULTURAL LANDS)

(To be filled in by the Approved Valuer)

I.	<b>GENERAL</b>			
1.	Purpose for which the valuation is made			
2.	a)	Date of inspection	:	
	b)	Date on which the valuation is made	:	
3.	List of documents produced for perusal			
	i)		:	
	ii)		:	
4.	Name of the owner(s) and his / their address (es) with Phone no. (details of share of each owner in case of joint ownership)		:	
5.	Brief description of the property		:	
6.	Location of property			
	a)	Plot No. / Survey No.	:	
	b)	Door No.	:	
	c)	T. S. No. / Village	:	
	d)	Ward / Taluka	:	
	e)	Mandal / District	:	
7.	Postal address of the property			
8.	Coming under Corporation limit / Village Panchayat / Municipality		:	
9.	Whether covered under any State / Central Govt. enactments (e.g. Urban Land Ceiling Act) or notified under agency area / scheduled area / cantonment area		:	
10.	Is any conversion to house site plots contemplated?		:	
11.	Boundaries of the property		:	
	North		:	
	South		:	
	East		:	
	West		:	
12.	Dimensions of the site		:	
			A	B
			As per the Deed	Actuals
	North		:	
	South		:	

	East	:	
	West	:	
13	Extent of the site	:	
13.a	Latitude, Longitude and Coordinates of the site		
14	Extent of the site considered for valuation (least of 12 A & 12 B)	:	
15	Whether occupied by the owner / lessee? If cultivated by lessee, since how long and type of tenancy agreement?	:	
16	Income received (per year)	:	Rs.
<b>II.</b>	<b>CHARACTERISTICS OF THE SITE</b>	:	
1.	Whether the land under consideration is suitable for cultivation	:	
2.	Irrigation facilities – canal / well / bore / rain-fed	:	
3.	Possibility of frequent flooding / sub-merging	:	
4.	Level of land with topographical conditions.	:	
5.	Shape of land	:	
6.	Is it a Land – locked land?	:	
7.	Whether any cottages / buildings exist in the Land?	:	
8.	Whether fencing and gates are arranged?	:	
9.	General conditions of the land	:	
10.	Quality of soil of the land	:	
11.	Whether the land is situated on a Main / National Highway Road? If not, distance from the Main / Highway Road.	:	
12.	Types of crops grown	:	
13.	Water supply & electricity facilities.	:	
14.	Advantage of the site	:	
	1.	:	
	2.	:	
15.	Disadvantages of the land	:	
	1.	:	
	2.	:	
16.	Special remarks, if any, like threat of acquisition of land for public service purposes, road widening or applicability of CRZ provisions etc. (Distance from sea-coast / tidal level must be incorporated)	:	
17.	<b>Comment on dispute / issues of landlord with tenant / statutory body / any other agencies, if any in regard to immovable property</b>		
18.	<b>Comment on whether the IP is independently accessible?</b>		

### III. VALUATION OF AGRICULTURAL LAND

1.	Size of land	:	
	North & South	:	
	East & West	:	
2.	Total extent of the land	:	
3.	Prevailing market rate (per acre) (Along with details /reference of atleast two latest deals/transactions with respect to adjacent properties in the areas)	:	Rs.
4.	Guideline rate obtained from the Registrar"s Office / Mandal Revenue office (an evidence thereof to be enclosed)	:	
5.	Assessed / adopted rate of valuation	:	Rs.
6.	Estimated value of land	:	Rs.
(Valuation: Here, the approved valuer should discuss in detail his approach to valuation of property and indicate how the value has been arrived at, supported by necessary calculations. Also, such aspects as i) Salability ii) likely rental values in future and iii) any likely income it may generate may be discussed).			

As a result of my appraisal and analysis, it is my considered opinion that the present market value of the above property in prevailing condition with aforesaid specifications is Rs.\_\_\_\_\_(Rupees\_\_\_\_\_only). (Prevailing market rate along with details /reference of at least two latest deals/transactions with respect to adjacent properties in the areas. The reference should be of properties/plots of similar size/area and same use as the land being valued).The other details are as under:

- i) Date of purchase of immovable property:
- ii) Purchase Price of immovable property:
- iii) Book value of immovable property:
- iv) Realizable Value of immovable property:
- v) Distress Sale Value of immovable property:
- vi) Guideline Value, if applicable, in the area where immovable property is situated.

Signature  
(Name and Official Seal of the Approved Valuer)

Place:

Date:

Encl:

- 1. Declaration from the valuer – Appendix X
- 2. Model code of conduct for valuer – Appendix XI
- 3. Photograph of owner with the property in the background
- 4. Screen shot (in hard copy) of Global Positioning System (GPS)/Various Applications (Apps)/Internet sites (eg Google earth)/etc

**PROFORMA FOR VALUATION REPORT IN RESPECT OF PLANT & MACHINERY**Name of Registered Valuer:Registration No.:

(With State Commissioner of Income Tax)

1. Date of making valuation :
2. Purpose for which valuation is made :
3. a) Name of the owner(s) of the plant & machinery :
- a) If the asset is under joint ownership/co-ownership, share of each owner.
4. Description of the plant & machinery (Separate for each major P&M)
  - Name of the manufacturing company :
  - Year of making/fabrication :
  - Model no./**Sr.No./identification mark of machine** :
  - Date of purchase :
  - Name of the Vendor/Supplier :
  - Original price :
  - Country of origin :
  - Import duties at the time of purchase :
  - Import duties on the date of valuation :
  - Exchange rate at the time of purchase :
  - Exchange rate as on the date of valuation :
  - Price to the owner where he is not the first owner.
  - Cost of similar new plant & machinery :
  - Detailed list of machinery specifying major sections, their components and makes etc.
  - Rated capacity/speed of machinery by the original manufacturer.
  - What generation of technology is involved in the machinery inspected? :
  - Whether inspection carried out to see the : machinery in operation?
  - Whether dry run of the machinery or any : other tests were carried out to ascertain its condition?
  - Date since when the machinery is not in :
  - Operation/steps taken to keep the machinery in good condition (to protect it from corrosion) :
  - General condition of the machinery. :
  - Details of refurbishing/reconditioning : required to be carried out to make the machinery operational:
  - Estimated cost of refurbishing/reconditioning :
  - Estimated residual life of the refurbishing :
  - Estimated life of new machinery :
  - Book value of the machinery :
  - Depreciation rate

5. Value of the machinery :

The valuer should give in detail his approach to valuation of the plant & machinery and indicate how the value has been arrived at such as historical cost basis valuation method, market price of similar new machinery or any other method applied (with full details of methodology employed). Valuation should be supported by necessary calculations including giving effect to technological attrition.

Realisable Value at distress sale of the plant & & machinery:

**NOTE :** All questions to be answered by the Registered Valuer, if any, particular question does not apply to the property under valuation. He may indicate so. If the space provided is not sufficient, details may be attached on a separate sheet.

Place:

Signature

Date:

(Name and Official seal of the Approved Valuer/Engineer)

Encl:

1. Declaration from the valuer – Appendix X
2. Model code of conduct for valuer – Appendix XI
3. Photograph of owner/representative with machines



### DECLARATION FROM VALUERS

I hereby declare that-

- a. The information furnished in my valuation report dated ----- is true and correct to the best of my knowledge and belief and I have made an impartial and true valuation of the property.
- b. I have no direct or indirect interest in the property valued;
- c. I have personally inspected the property on ----- The work is not sub-contracted to any other valuer and carried out by myself.
- d. I have not been convicted of any offence and sentenced to a term of Imprisonment;
- e. I have not been found guilty of misconduct in my professional capacity.
- f. I have read the Handbook on Policy, Standards and procedure for Real Estate Valuation, 2011 of the IBA and this report is in conformity to the “Standards” enshrined for valuation in the Part-B of the above handbook to the best of my ability.
- g. I have read the International Valuation Standards (IVS) and the report submitted to the Bank for the respective asset class is in conformity to the “Standards” as enshrined for valuation in the IVS in “General Standards” and “Asset Standards” as applicable.
- h. I abide by the Model Code of Conduct for empanelment of valuer in the Bank. (**APPENDIX – XI**) signed copy of same to be taken and kept along with this declaration)
- i. I am registered under Section 34 AB of the Wealth Tax Act, 1957.
- j. I am the proprietor / partner / authorized official of the firm / company, who is competent to sign this valuation report.
- k. Further, I hereby provide the following information.

Sl No.	Particulars	Valuer comment
1	background information of the asset being valued;	
2	purpose of valuation and appointing authority	
3	identity of the valuer and any other experts involved in the valuation;	
4	disclosure of valuer interest or conflict, if any;	
5	date of appointment, valuation date and date of report;	
6	inspections and/or investigations undertaken;	
7	nature and sources of the information used or relied upon;	
8	procedures adopted in carrying out the valuation and valuation standards followed;	

9	restrictions on use of the report, if any;	
10	major factors that were taken into account during the valuation;	
11	major factors that were taken into account during the valuation;	
12	Caveats, limitations and disclaimers to the extent they explain or elucidate the limitations faced by valuer, which shall not be for the purpose of limiting his responsibility for the valuation report.	

**Place:**

**Date:**

**Signature**

**(Name of the Approved Valuer and Seal of the Firm / Company)**

**MODEL CODE OF CONDUCT FOR VALUERS**

**{Adopted in line with Companies (Registered Valuers and Valuation Rules, 2017)}**

All valuers empanelled with bank shall strictly adhere to the following code of conduct:

**Integrity and Fairness**

- 1 A valuer shall, in the conduct of his / its business, follow high standards of integrity and fairness in all his/its dealings with his/its clients and other valuers.
- 2 A valuer shall maintain integrity by being honest, straightforward, and forthright in all professional relationships.
- 3 A valuer shall endeavour to ensure that he / it provides true and adequate information and shall not misrepresent any facts or situations.
- 4 A valuer shall refrain from being involved in any action that would bring disrepute to the profession.
- 5 A valuer shall keep public interest foremost while delivering his services.

**Professional Competence and Due Care**

6. A valuer shall render at all times high standards of service, exercise due diligence, ensure proper care and exercise independent professional judgment.
7. A valuer shall carry out professional services in accordance with the relevant technical and professional standards that may be specified from time to time.
8. A valuer shall continuously maintain professional knowledge and skill to provide competent professional service based on up-to-date developments in practice, prevailing regulations/guidelines and techniques.
9. In the preparation of a valuation report, the valuer shall not disclaim liability for his / its expertise or deny his / its duty of care, except to the extent that the assumptions are based on statements of fact provided by the company or its auditors or consultants or information available in public domain and not generated by the valuer.
10. A valuer shall not carry out any instruction of the client insofar as they are incompatible with the requirements of integrity, objectivity and independence.
11. A valuer shall clearly state to his client the services that he would be competent to provide and the services for which he would be relying on other valuers or professionals or for which the client can have a separate arrangement with other valuers.

**Independence and Disclosure of Interest**

12. A valuer shall act with objectivity in his /its professional dealings by ensuring that his / its decisions are made without the presence of any bias, conflict of interest, coercion, or undue influence of any party, whether directly connected to the valuation assignment or not.
13. A valuer shall not take up an assignment if he / it or any of his / its relatives or associates is not independent in terms of association to the company.
14. A valuer shall maintain complete independence in his / its professional relationships and shall conduct the valuation independent of external influences.
15. A valuer shall wherever necessary disclose to the clients, possible sources of conflicts of duties and interests, while providing unbiased services.
16. A valuer shall not deal in securities of any subject company after any time when he / it first becomes aware of the possibility of his / its association with the valuation, and in accordance with the Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 or till the time the valuation report becomes public, whichever is earlier.
17. A valuer shall not indulge in “mandate snatching” or offering “convenience valuations” in order to cater to a company or client’s needs.

18. As an independent valuer, the valuer shall not charge success fee (Success fees may be defined as a compensation / incentive paid to any third party for successful closure of transaction. In this case, approval of credit proposals).
19. In any fairness opinion or independent expert opinion submitted by a valuer, if there has been a prior engagement in an unconnected transaction, the valuer shall declare the association with the company during the last five years.

### **Confidentiality**

20. A valuer shall not use or divulge to other clients or any other party any confidential information about the subject company, which has come to his / its knowledge without proper and specific authority or unless there is a legal or professional right or duty to disclose.

### **Information Management**

21. A valuer shall ensure that he / it maintains written contemporaneous records for any decision taken, the reasons for taking the decision, and the information and evidence in support of such decision. This shall be maintained so as to sufficiently enable a reasonable person to take a view on the appropriateness of his / its decisions and actions.
22. A valuer shall appear, co-operate and be available for inspections and investigations carried out by the authority, any person authorised by the authority, the registered valuers organisation with which he / it is registered or any other statutory regulatory body.
23. A valuer shall provide all information and records as may be required by the authority, the Tribunal, Appellate Tribunal, the registered valuers organisation with which he / it is registered, or any other statutory regulatory body.
24. A valuer while respecting the confidentiality of information acquired during the course of performing professional services, shall maintain proper working papers for a period of three years or such longer period as required in its contract for a specific valuation, for production before a regulatory authority or for a peer review. In the event of a pending case before the Tribunal or Appellate Tribunal, the record shall be maintained till the disposal of the case.

### **Gifts and hospitality:**

25. A valuer or his / its relative shall not accept gifts or hospitality which undermines or affects his independence as a valuer.  
*Explanation.*— For the purposes of this code the term „relative“ shall have the same meaning as defined in clause (77) of Section 2 of the Companies Act, 2013 (18 of 2013).
26. A valuer shall not offer gifts or hospitality or a financial or any other advantage to a public servant or any other person with a view to obtain or retain work for himself/ itself, or to obtain or retain an advantage in the conduct of profession for himself/ itself.

### **Remuneration and Costs.**

27. A valuer shall provide services for remuneration which is charged in a transparent manner, is a reasonable reflection of the work necessarily and properly undertaken, and is not inconsistent with the applicable rules.
28. A valuer shall not accept any fees or charges other than those which are disclosed in a written contract with the person to whom he would be rendering service.

### **Occupation, employability and restrictions.**

29. A valuer shall refrain from accepting too many assignments, if he / it is unlikely to be able to devote adequate time to each of his / its assignments.
30. A valuer shall not conduct business which in the opinion of the authority or the registered valuer organisation discredits the profession.

**Place:**

**Date:**

**Signature**

**(Name of the Approved Valuer and Seal of the Firm / Company)**

**PROFORMA FOR COUNTER CHECKING THE VALUE OF PROPERTY ASSESSED BY APPROVED VALUER**

1. Date of counter checking the valuation :
2. Name of the owner(s) of the property :
3. If the property is under joint ownership /  
Co-ownership, share of each such  
  
: Owner. Are the shares undivided?
4. Brief description of the property i.e. location,  
street, ward No., Flat/Plot No., dimensions :  
- Is the property situated in residential /  
Commercial / mixed area / Industrial area :  
- Whether the construction plan is approved  
by Municipal Authority / Corporation, etc. :
5. Is it freehold or leasehold land? :
6. a) Is the building owner – occupied/tenanted/both:  
b) If partly owner-occupied, specify portion and  
extent of area under owner – occupation :  
c) Rental value of the property  
d) Whether the IP is independently accessible :
7. Is any dispute of landlord with tenant and/or  
any statutory body in regard to property? :
8. Specify the method(s) adopted by the valuer for :  
assessing the value of the property  
(i.e. personally inspecting the property, scrutinizing the  
valuation certificate issued by local authority  
for taxation purposes, making enquiries  
through brokers, neighbours, net yield  
method, Circle Rate method, assessing  
value through internet, comparison with the  
valuation available with the Bank at the  
same/nearby centres etc.)  
Value of Land (Area x Rate) + Construction Cost
9. Realisable value of the property as  
per valuation report of the approved valuer :
10. Whether the value as assessed by the approved :  
Yes / No Valuer is reasonable & acceptable
11. If not, the Realisable value as Assessed by the  
Branch Head

**Date:****Place:**


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**Signature & Name of Branch Head**