

PUBLIC NOTICE

PUNJAB NATIONAL BANK invites applications for empanelment of valuers for the period **2017-2018**, subject to fulfillment of the criteria related to educational qualifications and experience, mentioned in the **Appendix-III (Eligibility Criteria) & terms of engagement given in Appendix-IV.**

*All those valuers who are **already empanelled with the Bank for last less than 5 years**, will continue to be empanelled, subject to their **satisfactory performance and need not apply again**. They may contact the concerned Circle Offices to know their status of empanelment.*

Applications be submitted as per the Appendix-1 and Appendix-II attached, along-with the copies of the qualification and experience proofs to the respective **Circle Offices only (no copy to be sent to the Head Office)**. List of Circle Offices of the bank is available in **Appendix-V.**

Applications will be received from 01.10.2016 to 31.10.2016 for empanelment. No application will be entertained for the current empanelment process, after 31.10.2016.

In case any Valuer has been found guilty of misconduct in professional capacity in some other Bank/Institution and his name has been circulated/reported by the Indian Banks Association (IBA)/Central Bureau of Investigation (CBI)/ reserve Bank Of India (RBI)/Any other Govt. Agency/Body, his/her application will not be considered for empanelment.

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Application for Empanelment of Valuer with Bank

To

**The Circle Head
Circle Office
Punjab National Bank**

Date: _____

Dear Madam/Sir,

I am a Valuer of immovable properties (land and building)/Plant & Machinery and desire to apply to your organization for empanelment. My particulars are given below:

Name: _____ Sex _____

Date of Birth: _____ Age _____

Address: _____

Tel. Nos. (Landline) _____ Mobile _____

Email: _____ Fax _____

Educational / Professional Qualifications

S.No.	University/Institute/Examining Body	Qualification	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 employers (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 (Regd. No. and date): _____

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

References: 1) _____
 2) _____
 3) _____

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 Fresh Valuers 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. In case I am found guilty of misconduct in professional capacity in some other Bank/Institution and brought to the notice of Punjab National Bank, by Indian Banks Association (IBA)/Central Bureau of Investigation (CBI)/ Reserve Bank of India (RBI)/Any other Govt. Agency/Body, my empanelment will stand cancelled with Punjab National Bank, without referring to Grievances Redressal System of the Bank.***
- 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 / Service Tax 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 fulfill 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.

Dated :

Signature.....

Name.....

Address.....

Eligibility Criteria for empanelment of Valuers in the Bank**1. For Immovable Properties**

The qualifications for empanelment as valuer for immovable property shall be as under:

CORPORATE LOAN	RETAIL LOAN
<p>(i) The valuer should be professionally qualified to value assets. Preference should be given to a firm with accounting /engineering professionals depending upon the requirement.</p> <p>(ii) Valuer should be registered with the Institute of Valuers, as also under Section 34 AB of the Wealth Tax.</p> <p>(iii) The registration of the firm of the valuer shall be at at-least 5 years old at the time of consideration of application by the Bank.</p> <p>(iv) The valuer should have atleast 5 years experience in the valuation of assets for public sector banks. The firm working as the valuer with Debt Recovery Tribunals and High Court should be preferred.</p> <p>(v) The valuer should have completed at least 10 assignments successfully with public sector banks.</p> <p>(vi) The firm of the valuer and the valuers /associate valuer(s) each should have PANs.</p> <p>(vii) The valuer should have thorough knowledge of the Industry concerned and also the type of assets to be valued.</p> <p>(viii) The valuer against whom complaints have been registered with the CBI, Serious Fraud Investigation Cell and court(s), and/or blacklisted by any bank, is not</p>	<p>(i) The minimum age of the valuer should be 25 years; there is no maximum age limit.</p> <p>(ii) Valuer should be registered with the Institute of Valuers, as also under Section 34 AB of the Wealth Tax.</p> <p>(iii) The empanelled valuer should preferably be member of any one of the professional valuer bodies viz. Institution of valuers, institution of surveyors, institution of Govt. approved valuers, practicing valuers association of India, the Indian Institution of valuers, centre for valuation studies, research and training royal institution of chartered surveyors, India chapter, American society of appraisers, USA(ASA), appraisal institute USA.</p> <p>(iv) The valuer should have a graduation degree in civil engineering/ architecture/town planning (or equivalent) with work experience of 5 years in the field of valuation after completing the degree.</p> <p>(v) The firm of the valuer and the valuers /associate valuer(s) each should have PANs.</p> <p>(vi) The valuer against whom complaints have been registered with the CBI, Serious Fraud Investigation Cell and court(s), and/or blacklisted by any bank, is not eligible.</p> <p>(vii) The valuer should have completed the 6 month long prescribed course in valuation within a period of 5 years from the date of empanelment.</p>

eligible.	<p>(viii) In case the valuer has a diploma in the aforementioned disciplines, he should have work experience of 8 years in the field of valuation after completing the diploma.</p> <p>(ix) In case the valuer has passed the valuation examination, he needs to have 2 years of relevant work experience.</p> <p>(x) In case the valuer is a chartered/professional member of the Royal Institution of Chartered Surveyors or American s Institute, no work experience is required. Training is an integral component of the process to become a member of these organizations.</p>
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Registration

Registration with the central/state governments is desirable but not compulsory. However, for undertaking valuation under the SARFAESI Act, valuer should be registered under Section 34AB of Wealth Tax Act, 1957.

2. For Plant & Machinery

The qualifications for empanelment as valuer for plant & machinery shall be as under:

- i) He/She should be graduate engineer in mechanical, electrical, electronics, computer, information technology; or possess post graduate degree in valuation of plant & machinery from a recognized university; or possess a qualification recognized by the Central Government for recruitment to superior services or posts under the Central Government in the field of mechanical or electrical or an equivalent qualification from a recognized institution; and
- ii) The valuer must have been in practice as a consulting engineer or valuer of plant & machinery for a period of not less than 10 years and must have acquired experience in the valuation of machinery and plant and his gross receipts from such practice should not be less than two lacs fifty thousand rupees in any of the three of the five preceding years:

Provided that in the case of a person possessing a post-graduate degree in valuation of machinery and plant from a recognized university, the provisions of this sub-rule shall have effect as if,

- a) For the words ten years, the words two years had been substituted.
- b) For the words two lacs fifty thousand rupees in any three of five preceding years, the words two lacs fifty thousand rupees in any one of the two preceding years had been substituted; and
- (iii) The valuer should be a member of a professional body besides holding registration with State Chief Commissioner of Income tax.

The existing panel of valuers for land and building and plant & machinery shall continue till the time revised panel is finalised in terms of the aforesaid guidelines.

IMPORTANT REQUIREMENT

In case any Valuer has been found guilty of misconduct in professional capacity in some other Bank/Institution and his name has been circulated/reported by the Indian Banks Association (IBA)/CENTRAL Bureau of Investigation (CBI)/Reserve Bank of India (RBI)/ Any Other Govt. Agency/Body, his/her application will not be considered.

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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 Handbook.
- Assistance by Bank officials – the valuer shall be provided support as described in the above Handbook.
- 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 organization also follow the policy of the 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.

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Appendix-V

CIRCLE OFFICES' ADDRESS		
S.No.	CIRCLE	ADDRESS
1.	Agra	1-2, Raghunath Nagar, MG Road, Agra, U P -282002
2.	Ahmedabad	6th Floor,Gujarat Bhavan, Opp M J Library, Ellissbridge, Ahmedabad,Gujarat-380006
3.	Alwar	1st & 2nd Floor, Harshil Tower, Naru Marg, Aerodrome Road, Alwar, Rajasthan.
4.	Allahabad	1 st Floor Sangam Palace, Civil Lines, Allahabad.
5.	Amritsar	2nd Floor,Opp.St. Francis Schoo:, MC LEOD Road, Amritsar,Punjab- 143001
6.	Andhra (Vijaywada)	9-35 Kavuri Towers, Ist Floor, Kamayyathopu Centre, Kanuru, Vijaywada-520007.
7.	Ara	2nd Floor,Hotel Regal Complex,East Ramana Maidan Rd,Ara , Bihar-802301
8.	Bangalore	26-27 , M G Road, Raheja Towers,Banglore, Karnataka-560001
9.	Bareilly	PNB House Plihit Bypass Road,Bareilly,U P -243006
10.	Bharatpur	PNB House, Super Bazar, Bharatpur, Rajasthan-302001
11.	Bhatinda	SCO 29 to 31,Model Town,Ph-1,Opposite TV Tower, Bhatinda, Punjab-151001
12.	Bhopal	PNB House,1,Arera Hills,Bhopal, M P -462011
13.	Bhubaneshwar	Deen Dayal Bhawan,4th Floor,Janpath, Ashok Nagar,Bhubaneswar,Orissa-751009
14.	Bihar Sharif	Ramchandrapur,Biharsharif,Distt Nalanda,Bihar -803101
15.	Bilaspur	Gaurav Path, Ring Road No. 2, Mungeli Road, Bilaspur.
16.	Bokaro	B S City Sector-4, P.O B S City Sector-2, Bokaro-827001.
17.	Bulandshahr	PNB House, Yamunapuram,Bulandshahr, U P -203001
18.	Burdwan	103,G T Road,Fancy Market,2nd floor,Burdwan, W B -713101
19.	Chandigarh	PNB House,SCO.31-42,Bank Square,Sec-17B Chandigarh, PIN-160017
20.	Chennai	Royola Towers,3rd Floor,New No-158, Anna Salai,Chennai-600002
21.	Darbhanga	Commercial House, Laheria Sarai, Darbhanga, Bihar-846001
22.	Dehradun	PNB House,1-Paltan Bazar,Dehradun, Uttarakhand-248001
23.	North Delhi	Rajendra Bhawan, Rajendra Place, New Delhi-110008
24.	South Delhi	Rajendra Bhawan, Rajendra Place, New Delhi-110008
25.	Central Delhi	Rajendra Bhawan, Rajendra Place, New Delhi-110008
26.	Dharamshala	Near GPO, Dharamshala,HP-176215
27.	Ernakulam	PNB House,2nd Floor, 40/1461,Market Road, Ernakulam,Kochi, Kerala-682011
28.	Faizabad	Acharya NarendraDeo Nagar, Deokali Road, Distt- Faizabad, U P - 224001
29.	Gaya	400, A P Colony, Gaya, Bihar-823001
30.	Gorakhpur	Alhadpur, Opp. Tulsi Inter College,Gorakhpur, U P -273001
31.	Guwahati	Nilgiri Mansion, Bhangagarh, G S Rd,Guwahati-781005
32.	Gwalior	Vatsal Mansion, City Centre, Gwalior-474011.
33.	Hamirpur	New Road Hamirpur (HP) -177001
34.	Haridwar	Sector-IV,BHEL Complex,Haridwar,Uttarakhand-249401
35.	Hissar	ITI Chowk,Dabra Road, Hissar,Haryana-125005
36.	Hoshiarpur	Improvement Trust Building, Chandigarh Road,Hoshiarpur, Punjab
37.	Hyderabad	6-1-73,Sayeed Plaza,Saifabad,Hyderabad-500004
38.	Indore	20,Sneh Nagar,Indore, M P
39.	Jabalpur	1227,Napier Town, Jabalpur, M P -482001
40.	Jaipur	2, Nehru Place, Tonk Road,Jaipur, Rajasthan -302015

41.	Jalandhar	Civil Lines, Jalandhar, Punjab-144001
42.	Jammu	Rail Head Complex , Jammu
43.	Jhansi	Near Sudha Nursing Home, Kanpur Road, Jhansi, U P -284128
44.	Jodhpur	802,Angira Darpan,1st Floor,Chopasni Road,Jodhpur, Rajasthan-342003
45.	Kanpur	59/29 Birhana Road, Kanpur, U P-208001
46.	Kapurthala	PNB House, Satyanarayan Bazar, Kapurthala,Punjab-144601
47.	Karnal	Meera Ghati Sadbhawana Chowk, GT Road,Karnal, Haryana-132001
48.	Kashipur	Bazpur Road,Kashipur Distt Udham Singh Nagar, Uttarakhand-244716
49.	Kolkata	A G Tower,3rd Floor,125/1, Park Street, Kolkata-700017
50.	Kozhikode	Shathabdi Bhavan, Mini Bypass Road, PO Govindapuram, Kozhikode-673016,Kerala
51.	Kurukshetra	Sandeep Chatha Complex,Pipli Road, Kurukshetra, Haryana-136118
52.	Lucknow	4,Vibhuti Khand,Opp PICUP Building, Gomti Nagar,Lucknow, U P -226010
53.	Ludhiana	Site No.-5, Ferozepur Road, Ludhiana,Punjab-141012
54.	Mandi	M G Road,Mandi Distt.- Mandi (H.P.) PIN-175001
55.	Meerut	LIC Building,Prabhat Nagar, Saket, Meerut, U P -250001
56.	Midnapore	Vidyasagar Road,Battala Chowk, Midnapur, W B--721101
57.	Moradabad	Ram Ganga Vihar, Ph-II, Kanth Road,Moradabad, U P -244001
58.	Mumbai Suburbs	Plot No C-9, G Block, Bandra Kurla Complex, Bandra(East), Mumbai-400 051
59.	Mumbai City	Maker Tower, F Wing, 7 th Floor, Cuffe Parade, Mumbai-400005.
60.	Muzaffarnagar	68,Kambalwala Bagh,New Mandi Muzaffarnagar, U P 251001
61.	Muzaffarpur	Aghoria Bazar, Mazaffarpur, Bihar-842002
62.	Nagpur	PNB House, Kingsway, Nagpur, M P -440001
63.	Noida	C-13, 3rd floor, Sector-1, Noida-201301
64.	Patna	Chanakya Tower,R- Block.Patna-800001
65.	Patiala	Karam Complex, Sirhind Road,Patiala, Punjab-147001
66.	Pune	Aurora Towers, Mezzanine Floor,9 Moledina Road,Pune Camp, Pune-411001
67.	Raipur	Madina Manzil,Kutchery Chowk,Raipur, Chhattisgarh
68.	Ranchi	Bagroy Market,Main Road, Ranchi-834001
69.	Rohtak	Ram Gopal Colony,Sonepat Road, Rohtak, Haryana-124001
70.	Sambhalpur	Manorama Building, Danipalli, Bhimbhoi Nagar, PO : Bhudhraj, Sambhalpur-768005
71.	Shimla	Regent House, Near Lift,The Mall, Shimla, H P - 171001
72.	Surat	2nd floor, Mahalaxmi Bhawan, Udhana Teen Rasta, Surat-395014
73.	Sriganganagar	PNB House, Jawahar Nagar,Meera Marg,Sriganganagar, Raj-335001
74.	Trichy	PNB House, BHEL Kailasapuram, Tanjoor Road,Trichy-620014, Tamil Nadu
75.	Udaipur	Bhartiya Jeevan Nigam Bhawan, Near Sub City Centre, near Reti Centre, Udaipur-313001.
76.	Varanasi	S-20/56 D, Kenndy road,The Mall, Cantonment, Varanasi, U P -221002

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