

<p>S. M. Parchure B.E.(CIVIL), LLB, MIBM, DPH(I) MIE, MIWWA, MIAWPC, MIDSTA, MDCI MBAI, MIRC, MICA, MIS, MICC, AMISA, FIV Mob. :- 8390906711, 8390906724 Email :- smparchure24@gmail.com URL :- www.smparchure.com</p>		<p>Address:- Vishva Sadan, Vivekanandpuram Latur 413512 B1, Madhuban Sai City, Chakan Road, Talegaon Dabhade, Pune 410507 A 1003 Kohinoor Tower, Bal Govind Das Marg, Dadar Mumbai - 400 028 Paresh Rao (Kalyan, Mumbai):- 9220806115 Vinod Kadam (Pune):- 9922052060 H.G. Dixit (Latur):- 8390906715 / 16</p>
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SMPA Work Culture

(To whomsoever it may concern)

1. **SMPA** works on the pattern of a group of associates enjoying a pre-specified work culture mainly dedicated to valuation, PMC-project management consultancy & allied works
2. **The organization** comprises viz. SMPA a firm + HoD (Mr.S.M.Parchure) + SA-(Senior Associates) + EAE- (Establishment & Administrative expenses etc) The Associate to 30% of net receipts fetched through their stream of efforts incurred for consultancy or valuation work & PMC with its execution. The net receipts= gross receipts-minus applicable taxes.
3. **SMPA** to take care of expected gains, growth and goodwill
4. **HoD-SMP** to take care of Top management decisions, high profile contacts, enhancement in credentials, timely guidance, coordination in associates, financial-administrative-legal-along with 'EBA-e business activity' and all relevant aspects to progressive steps from time to time. All valuations are finally done by HoD in prescribed format
5. **SA** to impart guidance to JA, contact regional heads of all existing & prospective banks/clients, gear up progress in their region, probe high scale opportunities, harmonization amongst banks/clients+JA+HoD, if needed train fresh JA explaining them scope of works expected from them & remind or push up for regular contacts including probing all possible opportunities in their region so as to enhance overall progress of SMPA

Associate to note

Associates(Engineers) working as SMPA associates

Asso. shall be FREE-LANCE & not strictly bounded except terms of MoU

Asso. to not to get any fixed sum i.e. 30% of receipts + due reimbursable

Asso. to incur all own travel expenses

Target set for Asso to seek valuation opportunities at least 6/month

Important points to be noted

- 1st) Know about SMPA :- Please get known details about SMPA. You may get file of SMPA containing Resume of SMPA + Team of SA-Senior Associates + Credentials etc and SMPA info from SA
- 2nd) Know what to do :- Initially you may visit to various banks seeking opportunity for valuation works. Also visit to offices of large sized organizations viz. educational institutions, hospitals, builders, etc for seeking opportunity for PMC-Project management consultancy works.

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3rd) List of banks :-

- Allahabad bank
- Bank of Maharashtra
- Janata Sahkari Bank Ltd., Pune
- Latur urban Coop. Bank Ltd.
- Solapur Janata Sahkari Bank Ltd.
- Thane Janata Sahkari Bank Ltd.
- Vaidyanath Coop. Bank Ltd.
- And others in which SMPA is empaneled valuer
- Also seek empanelment in other suitable banks of acquaintance
- One may add few more bank names per choice to above list.

To approach nearest bank branches and particularly 1st which are closely known to Asso.

Then present to them details of SMPA and inquire with the loan officer of bank the procedure & addressed to whom SMPA should submit documents to get empanelment as valuer. Also politely inquire quantum of property valuations done by their branch p.m. or p.a. on average.

Please report to SMPA details of your visits per week and about positive + average or negative response if any.

Looking to your zeal and perseverance SMPA or your seniors may impart to you guidance needed for apt progress.

SMPA already enjoys empanelment with few banks to which SMPA may direct Asso. from to time to probe for possible swift opportunities.

4th) Valuation Fees :- Valuation fees are to be levied as under

As per Rule 8C of the Wealth Tax

(a) On the first Rs. 5,00,000 of the asset as valued	1/2 % of the value;
(b) On the next Rs. 10 lakhs of the asset as valued	1/5 % of the value;
(c) On the next Rs.40 lakhs of the asset as valued	1/10 %of the value;
(d) On the balance of the asset as valued	1/20 % of the value

Subject to minimum of Rs.500/- in any case.

Above fees are to be levied strictly as per norms + applicable taxes charged extra

In case of **valuation of about Rs. 35 lakhs** fees may be Rs.2500+2000+2000 i.e. 6,500/- + taxes extra.

5th) Work details involved :- To collect from bank important details as under

e.g., full name of owner whose valuation is to be done, full address, e mail, mobile number, names & details of joint owners of property if any, bank account number, name of bank, name of branch, IFSC code of branch,

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Then visit property furnished for valuation purpose and collect data as under details of property i.e. index II sheet, property registration documents, NA order, Aakhiv patrika, CTS record, 8A, building permission, copy of sanctioned plan, variations from sanctioned plan if any, Property card, Whether in Metropolitan city /Muni.Corpn./Municipality/Gram Panchayat /Rural, Development around property, possibility of flood, earthquake or threat to property if any,

4 boundaries of property, route map, nearest prominent mark, level of plot, land ceiling restrictions if any, land free hold or lease hold, shape of plot, geodetic info like latitude-longitude-height above MSL(mean sea level) year of plot/flat/building purchase, purchase value, year of construction, type of construction-load bearing/RCC/Steel structure or other type, walls, openings, flooring, coloring, and other building construction item details, road frontage, type of road available, water supply & drainage facility,

Whether plot is corner, front, back, or intermittent, whether in residential or commercial or agricultural or industrial zone, elite class/middle class or poor class area,

Rental details- names of tenants if any, period of lease, whether tenant to bear costs if any to what extent,

latest MSEDG bill copy, built up area, appurtenants & furniture, fixtures etc, foundation, super structure, water connection details,

Height-width-length of rooms etc, fittings, flooring/tiles, plaster, color, openings, special decorative architectural items if any,

Whether construction is in progress if any up to what extent, if completed date of completion, additions or renovations if any,

Lift if any, bore well pump if any and it's HP, parking,

Condition of property well maintained-ordinary or dilapidated,

Loan taken if any, quantum of loan applied/expected against collateral property,

Color photo of property to be valued from outside and inside, color photo of the property being valued to be sent to SMPA through mail or 'whats app' or otherwise, and miscellaneous works as may be directed from SMPA.

Area & location of property, description, advantages/disadvantages enjoyed by the property,

Please note that a specific prescribed format in .xls sheet shall be furnished to Asso. in which all above info may be filled in like 'Objective type of Questionnaire-Answers' and arrange to show the same to SMP on mail smparchure24@gmail.com

Actual valuation report shall be drawn by SMPA and of which entire responsibility vests in SMPA.

7th) PMC works- To inquire in offices of large sized organizations viz. educational institutions, hospitals, builders, etc for seeking opportunity for PMC-Project management consultancy works.

PMC may be of 3 types i) C to C-concept to completion @5% of costs, ii) Only supervision- @2% of costs, iii) Coop. Societies annual maintenance work service - @4% of costs.

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Please note that SMPA has factual experience to **save**

- i) more than 15% in C to C works,
- ii) more than 100Rs./sqft in supervision works,
- iii) more than 10% in annual maintenance works ensuring superb quality

This activity is to be practiced to maintain challenge in our task with dedicated result oriented execution to satisfy dreams of civil engineers & architects.

PMC of works worth Rs.10 Cr and beyond to be completed in 2 years i.e. Rs.5 Cr p.a. may fetch @30%of5%= pretty good sum to Asso. plus added satisfaction and a feather in his cap.

Asso. has to be alert to seek opportunities in this field and learn lot better techniques in actual execution under able guidance of SA and SMPA

Asso. to contact educational institutions, hospitals, banks, large sized commercial organizations, builders, societies etc for seeking scope and opportunity of PMC-project management consultancy

Asso. to collect details about name of project, estimated value of construction, built up area, type of construction, location, whether PMC is already given or not, and other details if any

Asso. to probe PMC works only for projects worth Rs. 10 Cr and more.

- 8th)** Other details:- Other details may be furnished from to time. Asso. has to focus on fast progress, with hard working sincere efforts under veteran guidance from SMP and may submit all specific minutest details to SMPA.

Asso. works involved in Valuation

- I. To probe for proper opportunity with patience whether YES or No
- II. To constantly contact customers/clients/SA/SMP
- III. To collect info from bank or clients
- IV. To fill in data in .xls prescribed format provided by SMPA
- V. To collect relevant papers & documents for above
- VI. To show to SA &/or submit above data and documents to SMP
- VII. To collect final valuation from SMPA
- VIII. To submit final valuation report to concerned bank authorities
- IX. To seek guidance from SA from time to time
- X. To comply with instructions from SMP from time to time
- XI. To collect local data info necessary if any and submit to SMP
- XII. To do all incidental, allied activity as may be directed from SMPA

Asso. works involved in PMC

- A. To probe for proper opportunity with patience whether YES or No
- B. To constantly contact PMC-customers/clients/SA/SMP
- C. To collect info from PMC clients
- D. To submit details through SA to SMPA
- E. To supervise execution progress
- F. To seek guidance from SA from time to time
- G. To comply with instructions from SMP from time to time
- H. To collect local data info necessary if any and submit to SMP
- I. To do all incidental, allied activity as may be directed from SMPA

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Asso. needs to strictly maintain confidentiality and spirit of fidelity.

Asso. not to involve in competitive works as per terms of MoU though Asso. shall be FREE-LANCE.

9th) Training and up-gradation shall be ensured in due course.

Best wishes!

6. Asso. training Asso. may undergo short training before commencing their works if needed and so felt by SMP.
7. EAE- (Establishment & Administrative expenses) All incidental expenses, advertisement, typing-Xeroxing-postage-paper expenses, and expenses on 'e business' or training & up-gradation programmes etc shall be borne by SMPA & whereas traveling expenses shall be borne by individual associates on their own
8. Imp. All associates shall pay their own taxes and relationship between associates and SMPA shall be subject to standard MoU between their linkages.

All in SMPA may feel free to communicate with HoD through mail whenever needed.

Copy of Standard MoU may be mailed when necessary.

Kindly note as under

SMPA has offices at Latur, Talegaon Dabhade(dist. Pune), & in Mumbai

SMPA enjoys few veterans senior associates/engineers associated with our group for enhanced service platform.

Still SMPA eventually & occasionally engages operational associates at Panvel, Thane, Dadar, Aurangabad, Pune & Mumbai's other suburban areas & at other centers in Maharashtra state etc as per needs.

Thanking you,



S.M.Parchure