

## **JCCB Policy for Empanelment of Revenue Consultants in Bank**

### **1. Introduction:**

Jogindra Central Co-operative Bank Ltd. Solan recognizes the importance of accurate property identification in the loan approval process. To ensure the authenticity of properties being mortgaged for loans, the bank intends to engage retired revenue officials as Revenue Consultants. The consultants will be responsible for ***spot verification and identification of properties on a fee basis.***

### **2. Objective:**

The primary objective of engaging Revenue Consultants is ***to ensure the correct identification of properties against which loans are being granted, thereby mitigating the risk of fraud and financial losses for the bank.*** This comprehensive scheme aims to ensure the accuracy and authenticity of property identification in the loan approval process, thereby safeguarding the interests of Bank.

### **3. Eligibility Criteria:**

- a. The incumbent should be a retired revenue official from the Himachal Pradesh Government not below the rank of Kanungo.
- b. Should be a resident of Himachal Pradesh; preference would be given to permanent residents of Solan District.
- c. He/She should not be more than 62 years of age at the time of date of application.

### **4. Tenure:**

Revenue consultants will be engaged for an initial period of three years, extendable for an additional 2 years subject to satisfactory performance. But in no case the engagement shall go beyond 65 years of the age.

### **5. Work Profile:**

- a. He/She will assist the Branch Manager in spot-verification at pre-sanction and post-sanction level in loan cases except KCC so as to ensure proper identification of property i.e. land & Building.
- b. He/She will get it confirmed from the revenue department that the entry of property, mortgaged with bank in lieu of loan except KCC, has been made in the revenue records.
- c. Ensure that the asset/primary security/house is created on the same Khasra number mortgaged in favour of the bank.
- d. He/She will assist in assessing the value of agricultural land based on circle rate/market rate.
- e. Any other revenue-related work assigned from time to time.

**6. Fee Structure:**

- a. Rs. 1000/- per case for verification of property (land & building) in loan cases except KCC ***i.e. constructed property has been built or is being under construction on the same Khasra number as mentioned.***
- b. Rs. 500/-per case for confirmation of entry of property in revenue records ***in respect of cases where immovable assets either have been created or taken as security against bank loan.***

**7. Disqualifying Factors:**

- a. He/She should not have been dismissed or removed from his services in revenue Department.
- b. He /She should not have been convicted, sentenced or penalized for any offence.
- c. He /She should not have been blacklisted by any institution for carrying revenue related work.
- d. He /She should not be an un-discharged insolvent.

**8. Penalty Clause:-**

With an intention to protect from any loss/damage that Bank may sustain due to erroneous identification/verification of the assets by the Revenue Consultants, a MoU shall be obtained on prescribed Performa.

Revenue consultant, if engaged, has to furnish indemnity bond to bank on prescribed format.

In case of any loss to Bank due to negligent and wrong identification of property, the Bank have the right to recover the loss from the Revenue Consultants.

**9. Review:-**

The quality of service provided/performance of Revenue Consultant would be reviewed annually by the Loan Section of the bank on annual basis and Performance Report of the same for preceding year to be submitted to the Managing Director in the month of April of the current Financial year.

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**Application for empanelment as a Revenue Consultant with Bank**

To,

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Date: .....

Dear Madam/Sir,

I am a Retired .....and is desirous to apply for empanelment as a Revenue Consultant of immoveable properties (land /building /agricultural lands) in your bank.

My particulars are given below:

Name:- .....

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

Address:.....  
.....

Tel No:.....Mobile:.....

E-Mail:.....Fax:.....

Sl. No	Educational/Professional Qualifications	Marks/Points	Year of Passing

Number of years of experience in the field of Revenue Field: .....

*(Attach evidence in the form of reference letters/copies of Revenue Consultant reports/any other evidence)*

Name and address of previous employer (if applicable):

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

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

References:

- 1).....
- 2).....
- 3).....

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, KYC documents and Three Latest passport size photographs.

Signature: .....

Name: .....

Address: .....