

### **Monitoring Policy**

- For the purpose of the publication of the list of members, the Board may require members to supply such information as it considers relevant.
- The Board may also require members to supply such additional information as may be required for statistical purposes.
- Every member shall have a professional address in India in his own charge or in charge of another member.
- The postal address or the professional address shall be intimated to the Board at the time of making the application for membership and any change in the professional address or the postal address shall be communicated to the Board within 30 days of the change.
- The Board may remove the name of a member from the Register who has contravened the provisions of this regulation after giving him an opportunity of being heard.
- The member shall submit the records of assignments as and when required by the Board.
- A member may be asked to submit information about ongoing and concluded engagements as a registered valuer, in the manner and format specified by the Committee, at least twice a year stating inter alia, the date of assignment, date of completion and reference number of valuation assignment and valuation report.
- Where a holder of a certificate granted by the Board has lost it, the Board may, on an application made in this behalf, duly supported by an affidavit of the applicant to the effect that he was in possession of such a certificate and had lost it, issue a duplicate, on receipt of such fee not exceeding fifty rupees as may be determined by the Board and different fees may be fixed for different forms of certificates
- Where any certificate granted by the Board is damaged, the Board may, on an application made in this behalf, issue a duplicate on receipt of the fee prescribed above and on return of the damaged certificate.
- The members should inform the Board about the other businesses or occupation in which the member is engaged.
- The members should adhere the provisions of the Act, rules, regulations and guidelines issued there under, these bye- laws, the Code of Conduct and directions given by the Governing Board.

1. The Monitoring Policy provides for the following -

**a. The frequency of monitoring**

The frequency of monitoring is every six months.

The Monitoring Committee shall review the information and records submitted by the members six months.

**b. The manner and format of submission or collection of information and records of the members, including by way of inspection;**

A member will submit information about ongoing and concluded engagements as a registered valuer through registered post, e-mails or by self at least twice in a year stating inter alia, the date of assignment, date of completion and reference number of valuation assignment and valuation report.

**c. The obligations of member to comply with the Monitoring Policy;**

The Professional members will have the following obligations:

- i. Every Professional member has to comply with the provisions of the code and rules and regulations made there under in true letter and spirit, at all the times, during which he continues to act as Registered valuer.
- ii. Every professional member required to maintain record of its ongoing and concluded assignments on regular basis.
- iii. Every professional member has to mandatorily submit to **Divya Jyoti Foundation**, the documents, reports etc. as laid down in the monitoring policy and abide by the bye-laws prescribed.
- iv. The members have to adhere to monitoring policy unless a reasonable cause for such non compliance is justified.

**d. The use, analysis and storage of information and records;**

The data provided by the members will be used to statistically analyze the efficiency of members and for training purposes or other purposes as decided by the board or directed by the Authority.

**e. Evaluation of performance of member; and**

The performance of members will be evaluated through points scored in training classes, monthly reporting, professional ethics and reviews of the clients.

**f. Any other matter as specified by the government**

Member to adhere to any request made by the governing board.

2. The monitoring policy shall-

The organisation will have due regard for the privacy of members provide for confidentiality of information received, except when disclosure of information is required by the authority or by law and be non-discriminatory.

**2. Reporting to Authority**

The Organization will submit a report to the authority in the manner specified by the authority with information collected during monitoring, including information pertaining to:-

- the details of the appointments made under the Act/these Rules,
- the transactions conducted with stakeholders during the period of his appointment;
- the transactions conducted with third parties during the period of his appointment; and
- the outcome of each appointment.