



DEBTS RECOVERY TRIBUNAL No.3

5TH FLOOR, SPENCER TOWERS, 770-A. ANNA SALAI, CHENNAI 600 002

DRC No. 175/2014

Copy to:

The Manager, Catholic Syrian Bank Ltd, Tiruvallur Branch - with instruction to comply with the following directions. Violation and non compliance of any of the directions will result in cancellation of Auction.

1. Certificate Holding Bank must ensure:-
 - (a) Compliance of CVC e-tendering safety measures by the e-auctioning service provider.
 - (b) Strict adherence/compliance of directions of Recovery Officer, DRT-III by the service provider.
 - (c) Assignment and intimation of the 'user id' and 'password' to bidders well in time.
 - (d) To arrange for assignment of Admin 'user id' and 'password' to Recovery Officer, DRT-III to facilitate opening and closure of e-auction.
 - (e) Deactivation of user id/password assigned to a bidder whose bid has been rejected by Recovery Officer, DRT-III by the service provider immediately on instructions from Recovery Officer, DRT-III, Chennai.
 - (f) That the report of auction proceedings after close of auction contains directions/instruction of Recovery Officer, DRT III issued during the auction;
 - (g) To facilitate generation of auction report alongwith instructions of Recovery Officer if any conveyed online during the bidding, at the close of the auction online by Recovery Officer, DRT-III himself.
 - (h) To block e-auctioning portal for submission of bids immediately after the closing date and time for submission of bids i.e. **04.12.2015** to avoid late submission of bids. Bank to file memo before undersigned on receipt of 10% EMD amount.
2. To display sale notice, auction bid form and detailed terms and conditions of sale, enclosed herewith, service provider's website. No addition/omission/ alterations of terms and conditions should be made. Applicant Bank is directed to verify the correctness with regard to upset price, schedule of property etc before publishing the sale notice in the Newspaper.
3. **Sale notice** shall be **published** in the language of the district in which the property is situated **in a vernacular daily** before **03.11.2015**. Publication can be made in any other newspapers also if considered necessary for wider publicity.
4. **A copy of the Sale Notice** be **served** on the defendants **and** also **pasted** in a conspicuous place in the property **on or before 03.11.2015**. A proceeding shall be drawn for pasting of sale notice in the property in presence of two independent witnesses. Proof of service of sale notice and proceedings for pasting the sale notice be submitted to Recovery Officer, DRT-III, Chennai.
5. Hand bills of auction sale shall be printed and circulated in the area in which the property is situated. 10 copies of hand bills be submitted to Recovery Officer, DRT-III, Chennai.
6. An officer well versed with the identity/location of the property be deputed to the property on the day of inspection to facilitate inspection by the intending bidders.
7. Copy of the title deed and other related documents of the property be made available for perusal by intending bidders/buyers.
8. An affidavit confirming the compliance of above instructions to be filed on **28.11.2015**



S. Jesudas
28/11/15
(S. JESUDAS)

RECOVERY OFFICER