

HANDING / TAKING OVER NOTE

Format-7

Name of Work - SMSA				
Name of Contractor -				
Block -				
District -				
Code No.				
Actual Date of Completion -				
Date of handed over/Taken over				
S. No.	Part.	Items	Nos	Remark
1	Civil Work	Additional class room		Building is well painted and in good condition & no crack appears in building. Plaster is in plumb & Flooring is of good quality and having proper level, slope & is polished. RCC slab with water proofing is having proper slope & no leakage in slab appears. PVC drain pipe fitted properly.
		Science Lab		
		Computer Room		
		Art & Craft Room		
		Library		
		Toilet Block		
		Drinking Water Facility		
		Boundary Wall/Major Repair		
2	Sanitary	W.C. (Squatting pan)		All items are in good condition & fitted Properly.
		Wash Basin/Sink		
		Bib cock		
		Angle Valve		
		Waste pipe & Waste coupling		
		Urinal		
		Main hole cover		
		Ball cock		
		Full way valve		
		Stop cock		
		PVC Tank 500 Ltr		
		Septic tank		
		Soakage well		
		Other item		
3	Electrical Fittings	Fan		All items are in good condition & working properly.
		Regulator		
		Tube light & Rod		
		MCB Box		
		Power Plug		
		Switch		
		Other item		
4	Door / Window	Steel glazed windows with glass panes & wire mesh.		Doors & Windows are properly painted & functioning smoothly.
		M.S. door with chowkhats with proper locking arrangement.		

it is certified that

- 1 Grinding, polishing & Fixing of kota stone flooring have been done as per specification.
- 2 Site clearance have been done around the construction site & if any temporary structure i.e. water tank, huts etc. constructed at site (for construction work) has been dismantled & levelled the ground.

NOTE :-

1. All Principals / Headmasters are advised to take care in future that water should not accumulate near building and also take care in rainy season that there should not be any blockage in rain water pipes at roof.

Counter Signature

Junior Engineer
Block -

Assistant Engineer
SMSA, SRIGANGANAGAR

Handed Over By

Taken Over By

Contractor

Principal / Headmaster