

KSPH&IDCL	Format for Handing over of buildings to user department	F: 09 - 4 Rev.No 01 Page 1 of 2
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1	Name of Work	:
2	Estimated cost	:
3	Agency	:
4	Date of commencement	:
5	Date of completion	:
6	Area of each unit GF	:
	FF	:
7	No. of floors	:
8	Type of building	:
9	Fixtures – Civil	:
a	Details of doors provided	
b	Details of windows provided	
c	Towel Rod	:
d	Brass Bib cocks	:
e	PVC Over head tanks	
f.	Electrical fittings with one borewell & pump	:
g.	Under ground sump tank with pump house	:
10	Fixtures – Electrical	
a	Tube lights	:
b	Bulbs	:
c	Ceiling fan	:

e	Bulk head (with bulb)	:
f	ELCB	:
g	MCB	:
h	DP Switch	:
i	Submersible pump with set (2Hp)	:
j	Energy meter with set	:
k	Sodium vapour lamp	:
l	Street light	:

Handed over by

Taken over by

Asst Executive Engineer
 No. _____ Sub Division, KSPH&IDCL