

**BLOCK OFFICE, NUAPADA**  
**CHARGE PAPER FOR HANDING OVER OF BUILDING**

1. Name of work : Imp.of Road with cc/Gr-ii Metaling from pagarpapni to Laganiapada
2. Number of Building : \_\_\_\_\_
3. Nature of Building : \_\_\_\_\_
  - (a) Number of Stories : \_\_\_\_\_
  - (b) Cubic of Contents : \_\_\_\_\_
  - (c) Area : \_\_\_\_\_
  - (d) Situation of Building : \_\_\_\_\_
4. If the building has been completed according to Plan and Estimate and completion of plan and stimate furnished. : \_\_\_\_\_
5. Date of commencement : 09-05-2025
6. Date of completion : 07-08-2025
7. Date of handing over the Building : \_\_\_\_\_
8. Designation of the Officer handing over the charge of Building : Junior Engineer
9. Designation of the Officer taking over the charge of Building : \_\_\_\_\_
10. Name of the Executant : MAHESWAR DAS
11. Details of Door, Window, Fittings : \_\_\_\_\_
12. Pre-requirement of building N.A.C. taxes if any paid to any A/R estimate have been prepared capital cost of the building : \_\_\_\_\_

13. Interior wall finish : \_\_\_\_\_
14. Exterior wall finish : \_\_\_\_\_
15. Painting to Doors and Windows : \_\_\_\_\_
16. The Head of Account from which the expenditure has  
been made : \_\_\_\_\_
17. Remarks if any : \_\_\_\_\_

**HANDED OVER**

Junior Engineer  
Nuapada Block

**TAKEN OVER**

Name  
Designation

Name

Memo no. \_\_\_\_\_ /dt \_\_\_\_\_

Copy forward to Sarapanch \_\_\_\_\_ G.P.

Head Master \_\_\_\_\_ School

Nuapada \_\_\_\_\_ for information & necessary action

Block Development Officer  
Nuapada