

BLOCK OFFICE, KOIDA
CHARGE PAPER FOR HANDING OVER OF BUILDING

1. Name of work : Construction of Boundary Wall at Chhidakudar Play Ground
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 estimate furnished. : _____
5. Date of commencement : 05-02-2026
6. Date of completion : 09-03-2026
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 : AMRIT MINZ
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
Koida Block

TAKEN OVER

Name
Designation

Name

Memo no. _____ /dt _____

Copy forward to Sarapanch _____ G.P.

Head Master _____ School

Koida _____ for information & necessary action

Block Development Officer
Koida