



Karnataka State Police Housing Corporation Limited

#59, Richmond Road, Bangalore - 560025. ☎ +91 80 25584102. Website:
<http://www.ksphc.org>

FORMAT FOR HANDING OVER OF COMPLETED / PARTIALLY COMPLETED / PROJECTS TO CLIENTS

22.1 Name of project:

22.2 Project ID:

22.3 Name of client organization:

22.4 Is the project complete or is this partial handing over? Mention complete details:

22.5 Date of scheduled project end:

22.6 Date of actual project end:

22.7 Duration of delay, if any, in handing over of project:

22.8 Reasons for delay, if any, in project execution:

22.9 Deviations from original drawings / specifications, if any:

22.10 Have such deviations, if any, been accepted by the client? If so, provide reference:

22.11 Has an "As Built" drawing prepared and approved? Is a copy retained in your office, and a copy handed over to the client? If so, provide reference:

22.12 Are there any uncompleted tasks at the time of handing over, and if so, is the client aware of such issues? Please provide complete details:

22.13 Are there any quality issues / complaints that are pending to be addressed? If yes, provide complete details with time schedule for completion of such tasks:

22.14 Is the client aware of the period of warranty and such issues, as also contact details of the person (including the email ID) to be contacted in the Corporation in case of complaints? Has he been apprised of our Complaint Handling System available on our Website?



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22.15 Is the client satisfied with the quality of service provided by the Corporation? If no, please mention areas and issues where our services could be improved:

22.16 How does the client rate the quality of our overall services? Please indicate by checking ✓ the appropriate box:

Excellent	Good	Satisfactory	Needs to be improved	Remarks:

22.17 Name and complete contact details of the client:

22.18 Name, designation and complete details of the person signing this form on behalf of the client:

22.19 Details of facilities being handed over:

Details	Remarks
Office / type of facility and numbers being handed over	
Living quarters and type and numbers being handed over	
Others (Please mention details)	
Rain water harvesting implementation details	
Water supply details	
Sewage disposal details	
Power supply details	
Energy saving devices	
Other details and instructions	

Signature of client:

Signature of the Officers of KSPHC:



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Signature	Names and designation

NOTE: This format should be completed in duplicate by the EE (Division) / AEE (Subdivision) and the Project Manager in consultation with the client's representative. A copy of this should be handed over to the client for his reference.