

GOVERNMENT OF TRIPURA
OFFICE OF THE SUB-DIVISION OFFICER
.....**SUB -DIVISION**
.....**AGARTALA**

Subject: - Occupation/Vacation of Government Residence.

- | | | |
|--|-----------------------|-----------------|
| 1. Name of Allote (in Capital Letter) | :- | |
| 2. Office in Which attached with designation | :- | |
| 3. Allotment order No | :- | |
| 4. i) Type- I/II/III/IV/V/VI | ii) House No:- | iii) Locality:- |
| 5. Date of Occupation/Vacation | :- | |
| 6. i) Main House:- | ii) Servant Quarter:- | iii) Garage:- |

This residence having the articles as noted over leaf:-
Details of shortage of articles, if any:-

Signature of Allote

Signature of Section Officer -in-charge

Dated...../...../.....

Dated...../...../.....

COUNTER SIGNATURE BY

S.D.O
.....Sub-Division, P.W.D.
....., Agartala

MEMO.NO.....

DATED...../...../.....

Copy to:-

1. The Superintending Engineer, PWD (R&B), 2nd Circle, Agartala for information.
2. The Executive Engineer, PWD (R&B), Agartala Division NO-I/III/Capital Complex Division, Agartala for information.
3. The Estate Officer, PWD Agartala Tripura for information.
4. Occupant.
5. The SDO I.E Sub-Division No.....
- 6.

S.D.O
.....Sub-Division, P.W.D.
....., Agartala.

Section:-

(For the use in the Estate Officer)

Rent Register Ref:-

Remarks, if any:-

Signature of concern Clerk

Estate Officer, P.W.D. Agartala.

**GOVERNMENT OF TRIPURA
PUBLIC WORKS DEPARTMENT
.....SUB-DIVISION
.....AGARTALA**

**The following articles Handover/ Takeover by the
Department and the Occupant.**

LIST OF ARTICLES

- | | | |
|----|-----------------------|----|
| 1. | Ceiling Fan | :- |
| 2. | Tube Light Fittings | :- |
| 3. | Exhaust Fan | :- |
| 4. | Gate Light | :- |
| 5. | Geyser | :- |
| 6. | Ceiling Fan Regulator | :- |
| 7. | | |

Handing over by Occupant

Taking over by

Counter Signed by

Signature of Occupant

Signature of J.E

S.D.O
I.E Sub-Division No....., P.W.D.
....., Agartala

- | | | |
|----|-------------------------------------|--------------------------|
| 1. | Glass Shelves | :- |
| 2. | Wall fitted Mirror | :- |
| 3. | Towel Rail | :- |
| 4. | Water Taps | a) Brass
b) Polythene |
| 5. | Bathroom Shower | :- |
| 6. | Stop Cock | :- |
| 7. | Over head Water storage reservoir | :- |
| 8. | Water supply and sanitary fittings. | :- |
| | i) Commode with seat cover | :- |
| | ii) Weapon with foot rest | :- |
| | iii) High level cistern | :- |
| | iv) Low level cistern | :- |
| | v) Porcelain Sink | :- |
| | vi) Wash Basin | :- |

Handing over by

Taking over by

Counter Signed by

Signature of Occupant

Signature of J.E

S.D.O
..... Sub-Division, P.W.D.
....., Agartala