**Annexure -IV**

**COMPLETION REPORT**

1. Name of Work : :

2. Amount of AA & ES and Date :

3. Date of Commencement :

4. Date of Completion :

5. Date of expiry of defect liability period :

1. Certified that the above work has been completed in all respects as per the sanctioned scope and specifications laid down.
2. The handing/taking over note is enclosed.
3. Sub-standard/defective work as and when pointed out by KV/KVS authorities shall be rectified by us during the defect liability period.

Station: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGNATURE OF EX.EN/GARRISON ENGINEER/**

**PROJECT MANAGER WITH DATE AND SEAL**

**COUNTERSIGNED BY**

**PRINCIPAL OF K.V.**

**WITH SEAL AND DATE**

**APPENDIX-II**

**FINAL EXPENDITURE STATEMENT**

**(FOR SETTLEMENT OF ACCOUNT)**

1. Name of Vidyalaya :

2. Name of Works :

3. Amount of AA & ES :

4. KVS Sanctioned No. and Date :

5. Total amount deposited by KVS :

6. Final expenditure incurred :

7. Completion Cost :

8. Date of final bill :

9. Savings (+)/Excess (-) :

10. If savings, details of DD/Cheque No. :

vide which unspent balance sent to KVS

11 In case of Excess :

a) Within 10% of AA&ES–attach proper justification :

for increase in cost(item wise) as per estimate details

of deviations, if any, escalation paid in terms of

contract etc. (A detailed statement of case be enclosed).

b) Beyond 10% of AA&ES – attach proper revised :

estimate based on completion cost (preliminary

revised estimate will not be entertained) duly

recommended by CEs Zone

**Certified that :**

a) The work(s) have been completed satisfactorily as per the sanctioned scope and specifications laid down.

b) Final expenditure is as per completion cost (final bill settled & audited).

c) All defects pointed out by Monitoring/Inspection Committee have been rectified or shall be rectified during remaining period of defect liability.

**SIGNATURE OF EX.EN./GARRISON ENGINEER/**

**PROJECT MANAGER WITH DATE AND SEAL**

**DIVISIONAL/UNIT ACCOUNTANT**

**COUNTERSINGED BY**

**PRINCIPAL OF K.V.**

**WITH DATE AND SEAL**

**APPENDIX-III**

**NO DEFECT CERTIFICATE**

• NAME OF WORK : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• DEFECT LIABILITY PERIOD : FROM\_\_\_\_\_\_\_\_\_\_\_\_\_ TO \_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is to certify that the construction agency has rectified all the defects as pointed out from time to time before handing/taking over of the work on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Note: in case certain defects not rectified/attended enclose list).

2.0 The defects which were pointed out during the defect liability, after taking possession of the work have been rectified. (Note: in case certain defects not attended/rectified enclose list).

3.0 A sum of Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is retained in the Vidyalaya, as per KVS letter No.6-24/2000-KVS/Wk-I dated 26.03.2001 (In case accounts settled and defect liability period not yet over).

4.0 A sum of Rs.\_\_\_\_\_\_\_\_\_\_\_\_ will be retained in the Vidyalaya for ensuring rectification of defects during the defect liability period. (In case final account are yet to be settled by KVS(Hqrs.).

**SIGNATURE OF PRINCIPAL**

**OF K.V. WITH SEAL**

DATED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX-IV**

**C E R T I F I C A T E**

It is certified that:-

a) All works as per the scope of estimate taken up and completed successfully and no work is left out.\*

b) The variation in the completion cost (if any) in relation to the sanctioned amount of AA&ES exclusively pertains to this project only (if applicable).

c) The expenditure incurred against this work is up to the date of completion/handing over only.

**SIGNATURE OF EX.EN./**

**GARRISON ENGINEER/**

**PROJECT MANAGER WITH SEAL**

DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*IF SOME WORKS LEFT OUT ATTACHED DETAILS OF SUCH WORK WITH ESTIMATED PROVISIONS AND ALSO INDICATE ON SEPARATE SHEET REASONS FOR NOT TAKING UP THESE WORKS.

**REASON FOR VARIATION IN COST**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Component** | **Estimate Provision** | **Revised Estimate** | **Actual Expenditure** |
|  |  |  |  |

**REASONS FOR VARIATIONS**

**DETAILS OF RECEIPT OF DEMAND DRAFT**

|  |  |  |
| --- | --- | --- |
| **Date of Receipt** | **Details of Demand Draft** | **Amount Received in Rupees** |
|  |  |  |

**SIGNATURE OF EX.EN./**

**GARRISON ENGINEER/**

**PROJECT MANAGER**

**WITH SEAL AND DATE**

**DETAILS OF PROJECT ACTIVITIES OF K.V. IN TIME SCALE**

|  |  |  |
| --- | --- | --- |
| **S. NO.** | **ACTIVITY DETAILS** | **REMARKS** |
| 1 | AA & ES issued by KVS |  |
| 2 | First Installment of Rs.\_\_\_\_\_\_\_\_\_\_ released. |  |
| 3 | Preparation of tender document |  |
| 4 | NIT |  |
| 5 | Tender Received back |  |
| 6 | Work order given |  |
| 7 | Date of start of work |  |
| 8 | Work completed and Building handed over to KV. |  |

**SIGNATURE OF EX.EN./**

**GARRISON ENGINEER/**

**PROJECT MANAGER**

**WITH SEAL AND DATE**

**SUMMARY OF COST**

NAME OF WORK : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF KV : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF CONSTRUCTION AGENCY : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Item of work** | **Estimated cost**  | **Completion cost** |
| 1. | Site Clearance, if any |  |  |
| 2. | School building |  |  |
| a) | Cost of Building including internal services (WS, Sanitary installation and Elec. Installation) |  |  |
| b) | Total covered area building on all floors\_\_\_\_\_\_\_\_ Sq. mtrs. |  |  |
| c) | Hence cost of building portion Rs.\_\_\_\_\_\_\_\_\_ per sq. mtrs. |  |  |
| 3. | External Services: |  |  |
| a) | Internal Roads/Paths  |  |  |
| b) | Ext. Water Supply  |  |  |
| c) | Ext. Electric Supply  |  |  |
| d) | Sewage disposal including Septic Tank & Saok Pit.  |  |  |
| e) | Area drainage (surface drain) |  |  |
| 4. | Demarcation Wall |  |  |
| 5. | Hard Strengthing |  |  |
| 6. | Assembly Stage |  |  |
| 7. | Water Turf |  |  |
| 8. | Canteen |  |  |
| 9. | Cycle Stand |  |  |
| 10. | Play Ground |  |  |
|  | Additional Contingencies |  |  |
|  | Additional Departmental Charges |  |  |
|  | **Grand Total**  |  |  |

**SIGNATURE OF HEAD OF OFFICE**

 **WITH SEAL**

**STRUCTURAL SAFETY CERTIFICATE**

NAME OF WORK : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF COMPLETION : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF CONSTRUCTION AGENCY : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certified that the construction \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at Kendriya Vidyalaya, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been carried out with proper earth quake provisions as per the structural design approved by IIT/Govt. Engineering College \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the building, which has been constructed, is STRUCTURALLY SAFE.

**(SIGNATURE)**

 **HEAD OF THE DEPARTMENT**

 **WITH SEAL**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MONITORING SYSTEM**

**(ONGOING PROJECTS)**

• WORKS COMMITTEE HEADED BY ADDL SECRETARY, HRD WHERE IN REPRESENTATIVE OF D.G. CPWD, D.G. MES AND RAILWAY BOARD ARE PRESENT.

• COMMISSIONER’S REGULAR REVIEW MEETINGS WITH THE HEAD OF CONSTRUCTION AGENCIES.

• REGULAR CORRESONDANCE WITH THE CHIEF ENGINEER’S OF CPWD, MES AND STATE PWD.

• VISIT OF COMMISSIONER/JOINT COMMISSIONER/ENGINEERS OF KVS.

• REGULAR AND DIRECT MONITORING AT KVS (HQRS.) LEVEL THROUGH MONTHLY PROGRESS REPORT SENT BY EX.EN./G.E. AT SITE.

• INSPECTION BY REGIONAL OFFICES.

• AT VIDYALAYA LEVEL BY VIDYALAYA MONITORING COMMITTEE UNDER V.M.C.