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PUNATSANGCHHU-I HYDROELECTRIC PROJECT AUTHORITY
HOUSE ALLOTMENT COMMITTEE

INVENTORY CHECKLIST (SPECIMEN)

Instructions: The Tenant(s) must complete this checklist upon occupation and vacation of PHPA-I quarters and the condition of the quarter must be mutually agreed by both the Tenant and the representative of House Allotment Committee (HAC). The Tenant and HAC will use this checklist during pre-vacation inspection and if any alterations are found in the conditions of the quarter, then the Tenant shall be liable to pay for the repair works. A copy of the form will be given to the Tenant and he/she must produce this form during vacation to avoid any misunderstandings and in case the Tenant fails to produce the form, the office copy will be used.

Name of the Tenant: Employee ID No:

Office:..... Quarter No.....

Item	Qty.	Condition on Occupation	Condition on Vacation
Floor & ceiling			
Walls			
Paint			
Door (Frame, shutter, tower, bolt)			
Window (frame, shutter & curtain rod)			
Cupboard and shelf			
Sanitary & plumbing items in the kitchen			
Plumbing/sanitary items, toilets			
Beds			
Mattress			
Sofa Sets (3)			
Centre Table			
Dressing mirror			
Dewan with cushion			
Side table			
Dining table with chair			

For Quarter Occupation: By signing this form, the Tenant and representatives each from Elec., CIMD and Adm. Division having mutually agree on the condition of quarter and accepted with the inventory check list mentioned above.

Tenant (Affix Legal Stamp)	PHPA-I Rep. of Elect. Div, CIMD and Adm. Div.
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For Quarter Vacation: By signing this form, the Tenant and representative each from Elect., CIMD & Adm. Division having mutually agree that the condition of quarter has been noted prior to vacation and if any alteration is found in the condition of the quarter, the Tenant is liable to pay for the repair work.

Tenant (Affix Legal Stamp)	PHPA-I Rep. of Elect. Div, CIMD and Adm. Div.
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