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**PUNATSANGCHHU-I HYDROELECTRIC PROJECT AUTHORITY**  
**HOUSE ALLOTMENT COMMITTEE**  
**BJIMTHANGKHA, WANGDUE**

**BHUTAN**  
*Believe*

**Annex- 7**

**Inventory Checklist**

**Name of the Tenant:** .....

**Employee ID No:** .....

**Designation:** .....

**Division/ Circle/ Wing:** .....

**Quarter No:** .....

Sl. No	Items	Condition on Occupation	Condition on Vacation	Status/Remarks
<b>1</b>	<b>Civil Items</b>			
	1. Status of Bedrooms & Kitchen Wall & Ceiling painting			
	2. Status of Floor & Wall tiles			
	3. Status of Doors/Windows frames, shutters, and all accessories/Fixtures.			
	4. Status of sanitary and plumbing fittings/fixtures, including all accessories.			
	5. Status of Bedrooms & Kitchen, Wall & Ceiling painting.			
Sl. No	Items	Condition on Occupation	Condition on Vacation	Qty/Remarks
<b>2</b>	<b>Admin. Furniture</b>			
	1. Beds			
	2. Mattress			
	3. Sofa Sets (3 nos.)			
	4. Centre Table			
	5. Dressing Mirror			
	6. Dewan with a cushion			
	7. Side Table			
	8. Dining Table with chair			
	9. Cupboard & Shelf			

Sl. No	Items	Condition on Occupation	Condition on Vacation	Status/Remarks
<b>3</b>	<b>Electrical Items</b>			
	1. 16A Sockets			
	2. Fan			
	3. 6A Socket			
	4. Tube-Light			
	5. Geyser			
	6. 6A Switches			
	7. Exhaust Fan			
	8. Bulb			
	9. Holder			
	10. Ceiling rose PVC			
	11. Square box PVC			
	12. Tube Frame/ Fitting			

**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 upon by both the Tenant and the representative of the 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.

**For Quarter Occupation:**

By signing this form, the Tenant and representatives from Electrical, CIMD & Adm. Division have mutually agreed on the condition of the quarter and accepted with the inventory checklist mentioned above. **Affixing a Legal Stamp is mandatory.**

<b>Tenant</b> (Affix Legal Stamp)	<b>PHPA-I</b> (Rep. of Electrical, CIMD & Adm. Division)
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**For Quarter Vacation:**

By signing this form, the Tenant and their representative, each from the Electrical, CIMD & Adm. Division, have mutually agreed that the condition of the quarter was noted before vacation. If any alteration is found in the condition of the quarter, the Tenant is liable to pay for the repair works. **Affixing a Legal Stamp is mandatory.**

<b>Tenant</b> (Affix Legal Stamp)	<b>PHPA-I</b> (Rep. of Electrical, CIMD & Adm. Division)
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