

Appendix 2: Handing Over Letter

Chairperson, GPWSC
Village Monai
Gram Panchayat Monai
Block and District Uruva, Allahabad

Dear Madam/ Sir,

Date:

Name of Scheme: Monai

Subject: Regarding Handing-Over of Scheme and related Documentation

Reference to the above, we would like to inform with great pleasure that we have completed the above-mentioned scheme (Name) **MONAI WATER SUPPLY SCHEME** on (Date). All the work has been completed as per the project design and guidelines prescribed, as you have been observing. The scheme is now commissioned and functioning to your satisfaction. We would like to take this opportunity to thank you upfront for your support extended during the project implementation. We would like to handover this functional scheme to you on this formal occasion. You along with the members of the committee and villagers have visited scheme assets and their functioning and found them satisfactory. We have provided you with the scheme documentation for your future reference as per the attached check list. Please acknowledge the taking over of the scheme by affixing your signature on this letter and on the attached check list. We would continue to support you whenever it is required by you.

Thanking you
Yours sincerely

Handed Over


Signature .
AE, UPJN
District- Allahabad

Taken Over

Chairperson, GPWSC
Village and Gram Panchayat- Dhanuha


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