



OFFICE OF DIRECTOR GENERAL SECONDARY EDUCATION  
HARYANA PANCHKULA

Order No. 10/1-2024 Admn (4)

Dated, Panchkula the 02/02/2026

A copy of letter No. 5212/WI dated 09.01.2026 received from The Engineer-In-Chief(Bldgs) Hr. PW(B&R), Department, Chandigarh regarding **Standard Operating Procedure (SoP) for handing over possession of Buildings to the Client Department** is forwarded to the following for information & further necessary action:-

1. Director SCERT Haryana, Gurgram.
2. All District Education Officer's in the State.
3. All Principal DIET's/BITE/GETTI's in the State.
4. All Officers/Superintendents Secondary (HQ).
5. Superintendent Works Branch (Sec.).
6. Superintendent Admn. (Ele.)
7. PA/DGSE.
8. PA/Additional Director Admn.
9. PA/ Joint Director Admn.
10. PA/Joint Director Admn (MSS).
11. All Assistants Admn. Branch (S).
12. ✓ IT Cell (HQ) for website.

89/11/8-26  
SUPERINTENDENT ADMN.  
for DIRECTOR GENERAL SECONDARY EDUCATION  
HARYANA PANCHKULA

10/01/2026

214 Ad(4)

21/01/2026

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**Public Works Department (B&R) Haryana**  
Engineer-in-Chief (Buildings)  
Nirman Sadan (PWD B&R Office Complex)  
Sector- 33-A, Chandigarh-160020  
Email: eicbldgs@gmail.com

To

1. The Additional Chief Secretary to Government, Haryana Revenue & Disaster Management Department.
2. The Registrar General, Hon'ble Punjab and Haryana High Court, Chandigarh.
3. The Director General, Animal Husbandry & Dairying Department, Haryana. Pashudhan Bhawan, Bays No. 9-12 Sector-2, Panchkula.
4. The Director General, Directorate of Medical Education and Research, Haryana. Plot No. 09, Sector-22, Panchkula.
5. The Excise and Taxation Commissioner, Haryana Vanijya Bhawan, Sector-5, Panchkula.
6. The Director General, Health Services, Haryana Sector-6, Panchkula.
7. The Director General, Higher Education Department, Haryana Shikha Sadan, Sector-5, Panchkula.
8. The Director, Skill Development and Industrial Training Department, Haryana. Kaushal Bhawan, Plot No. 2, Sector-2, Panchkula.
9. The Labour Commissioner, Labour Department, Haryana. 30 Bays Building, Sector-17, Chandigarh.
10. The Director, Secondary Education Department. Shikha Sadan, Sector-5, Panchkula.
11. The Director General, AYUSH, Haryana. Near Youth Hostel, Sector-3, Panchkula.
12. The Director, Youth and Sports Department, Haryana. Khel Bhawan, Tau Devi Lal Sports Complex, Sector-3, Panchkula.
13. The Director, Technical Education Department, Haryana. Bays 7-12, Sector-4, Panchkula.
14. The Director General, State Transport Department, Haryana. 30 Bays Building, 2nd Floor, Sector-17, Chandigarh.
15. The Director General, Urban Local Bodies, Haryana. Bays 11-14, Sector-4, Panchkula.



16. The Director,  
Directorate, Information and Public Relation Language Department  
SCO 200,201, Sector-17C, Chandigarh.
17. The Director,  
Department of Agriculture & Farmers Welfare, Haryana  
Krishi Bhawan, Sector-21, Panchkula.
18. The Director General  
Art & Culture Affairs Department Haryana  
SCO 29, 1Ind Floor, Sector 7-C, Madhya Marg, Chandigarh.
19. The Advisor,  
Civil Aviation Department  
3rd Floor, 30 Bays Building,  
Sector 17, Chandigarh.
20. The Director,  
Fire Service, Haryana.  
Bays No. 55-58, Sector-2, Panchkula.

Memo No. 5212 /WI Dated 09/01/2026

**Subject: Standard Operating Procedure (SoP) for handing over possession of Buildings to the Client Department.**

It has been observed that various numerous difficulties are being faced by PWD field officers in respect of handing over the possession of newly constructed buildings to the Client Departments. Due to reasons the building remain idle for little or some time for years. So, there is a dire need to check this and Standard Operating Procedure is to be formulated and convey to all the field offices as well as Client Departments so that bottlenecks being faced by PWD (B&R) and by Client Departments could be minimized. The Executive Engineer shall see that the contractor completes the work in compliance with contractual terms and conditions, and hands over the work as well as the site in a fit state of occupation and use.

In respect of deposit works of buildings, the Executive Engineer shall inform the client periodically about the progress of the work. However, when the work such as that of a building is nearing completion, he shall accordingly inform the nodal officer of the client department (as well as the Head of that department) so that the said department gets ready to take it over. He shall also cause inspection of the nodal officer with regard to satisfactory completion of the work beforehand and attend to any shortcomings which may be so pointed out. If the client department does not take over a building within one month of its completion, the fact shall be reported to Engineer-in-Chief and the Head of the client department demi officially. It should be clearly brought out that the additional cost as a result of not taking over will have to be borne by the client department. In case the client department starts using a building without taking it over formally, Engineer-in Charge shall report the matter to the Engineer-in-Chief and the Head of the client department demi-officially, and the building shall be assumed to have been taken over after one month of use.

Following procedure can be adopted by Executive Engineer-in -Charge:-

1. Joint visit of concerned field officers (Civil & Electrical) of PWD B&R and representative of Client Department will be done within 15 days after the completion of the building as per intimation by EE concerned to client department.

2. Shortcomings if any in the work executed as per the approved DNIT /scope of work will be informed by Client Department to concerned office of PWD (B&R) for its compliance within 15 days after joint inspection of work.
3. Executive Engineer (Electrical) concerned will also ensure to have joint visit of the work along with EE (Civil) before completion date of building to ascertain the fulfillment of required functionality of the building.
4. After compliance / rectification of the defects if any, as pointed out by client in the item, executed as per DNIT/ agreement, a joint visit of Executive Engineer (Civil), Executive Engineer (Electrical) and Nodal officer / representative of Client Department will be done in next 7 days. Thereafter, the building will be handed over / taken over. The documents of warranties / guarantees of the items installed in the building will be handed over to the client department.
5. The requisite Handing/ taking over documents will be kept in record by client department & concerned Executive Engineer office. Copy of the same will also be sent to Head of Department of client department & Head Office PWD B&R for intimation. However, if the defects, still observed then the building shall be handed over/ taken over by the Executing Department/ Client Department with the provisional N.O.C. and further compliance will be done within next 15 days by PWD with due recovery from the pending dues of contractual agency as per provision of the contract. Suitable penalty can also be imposed to the contractual agency as per provisions of Contract Agreement.

The Standard Operating Procedure (SoP) as enumerated above for handing over / taking over possession of buildings to the Client Department should be strictly adhered in future to avoid any inconvenience and to minimize the discrepancies in newly constructed buildings, please.

Executive Engineer (B-I)  
for Engineer-In-Chief (Bldgs) Hr.  
PW (B&R), Deptt. Chandigarh.

Endst. No. /WI Dated

A copy is forwarded to the following for information and taking further necessary action.

1. PS to Additional Chief Secretary, Government of Haryana, Public Works (B&R) Department, Haryana, Chandigarh.
2. PA to Engineer-in-Chief (Buildings), Public Works (B&R) Department, Haryana Chandigarh.
3. PA to Chief Engineer (Buildings), Public Works (B&R) Department, Haryana Chandigarh.
4. All the Superintending Engineers (Civil + Electrical) Haryana Public Works (B&R) Department.
5. All the Executive Engineers, (Civil + Electrical) Haryana Public Works (B&R) Department.

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Executive Engineer (B-I)  
for Engineer-In-Chief (Bldgs) Hr.  
PW (B&R).Dept. Chandigarh.