

**CONVENING ORDER FOR HANDING/TAKING OVER OF NEWLY CONSTRUCTED A1
TYPE SCHOOL BUILDINGS AND BOUNDARY WALL FOR KV SCHOOL KALIMPONG**

1. A Bd of Offrs composed as under will assemble at a place, date and time to be fixed by the Presiding Officer to carry out handing/taking over of newly constructed A1 type School Bldg and boundary wall for KV Kalimpong between GE 867 EWS and KV Kalimpong:-

- | | | | |
|-----|-------------------|----|---------------------------------|
| (a) | Presiding Officer | - | 01x Col/Lt Col from 27 MDSR |
| (b) | Members | 1. | - 01xLt Col/Maj from 527 ASC Bn |
| | | 2. | - AGE B/R Pedong |
| | | 3. | - AGE E/M Kalimpong |
| | | 4. | - Principal, KV Kalimpong |
| | | 5. | - 01x Rep of KV Kalimpong |

Terms of Reference:-

2. The BOO will ref to the following:-

- (a) IHQ of MoD(ArmyE-in-C Br letter No B1/87/E2 dt 05 Oct 1987.
- (b) PM Reports of the work initiated each work.

3. Contract Agreement No CESZ/KPG/11/2015-16 and CWE/136-WE/34 of 2023-24.

- (a) Scope of work as spell out in the Contract Agreement.
- (b) The BOO will identity shortcomings and drawback during Handing/Taking process as per provisions spell out in the contract agreement executed.

4. The BOO will confirm that:-

- (i) Handing / Taking is in accordance with IHQ of MoD (Army) E-in-C BR letter No. B1/87/E2 WPC dt 05 Oct 1987.
- (ii) List of defects revised by GE during Handing/Taking over with the contractor in accordance with provisions contained in letter No. B/1/87/E2 WPC dt 05 Oct 1987 have been checked and rectified.
- (iii) All obsns raised in the PMG have been rectified.
- (iv) All inventories are signed during the Handing/Taking over.

5. BPs should incl the following docus:-

- (i) Certificate from BOO that the wks have been completed as per the scope of work, AEs of approved BPs and the Contract Agreement.
- (ii) Cert that the quality of wks are as per required standard and the works are completed incl the services required for the bldg, being handed over.

6. In the even of any obsn, the Presiding Officer will liaise with GE 867 EWS Kalimpong or AGE B/R Pedong for rectifications under intimation to Station HQ Kalimpong.

7. Five copies of the BPs duly completed in all respects alongwith specific recommendations and certificates will be submitted to this HQ by 05th Apr 2025.

No. 132/1/KV/Stn/Q
Station Headquarters
Kalimpong (WB)
PIN-900209


(Sumit Kochhar)
Col
Offg Adm Comdt
for Stn Cdr

31 Mar 2025

Distr:-

1. 27 Mtn Div Sig Regt
2. 527 ASC Bn
3. GE 867 EWS
- ✓ 4. KV School, Kalimpong
5. AGE B/R Kalimpong
6. AGE E/M Kalimpong
7. Office Copy