

Office of the  
Project Officer,  
ITDA for Plain Areas,  
TS, Hyderabad.

Rc..No.20/ITDA(PA)/2019

Dated:01.02.2021.

U.O. NOTE

Sub:- ITDA Plain Areas Hyderabad – Repairs to TW Educational Institutions by TW Engineering wing – Certain Works sanctioned by CTW and are being executed by TW Engineering wing of ITDA Hyd – Instructions issued to the EE ITDA PA HYD to obtain "Satisfactory Work Completion" Report from the concerned DTDO before processing for payment as per rules in force – Reg.

Ref:- Request received from the Plain Area DTDOs during the review meeting.

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During the recently conducted review meeting, the Plain Area DTDOs have requested to inform the EE ITDA PA HYD to mandatorily obtain the "Satisfactory Work Completion" Report from the concerned DTDO before processing for payment to the Agencies / VTDA as per rules in force.

Most of the DTDOs are frequently complaining that the repair works sanctioned in TW Educational Institutions not being completed in full shape in time and the details of works sanctioned and executed are also not being updated by the TW Engineering Officials to the DTDOs.

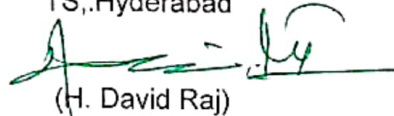
Hence it is decided to keep all the repair works sanction orders in the ITDA Hyderabad website, so that the DTDOs are aware of the repair / civil works sanctioned in their districts.

It is also informed to obtain "Satisfactory Work Completion" Report from the concerned DTDO before processing for payment to the Agencies / VTDA as per rules in force.

Any deviation noticed in the matter, will be viewed seriously.

Encl: "Satisfactory Work Completion" Report

Digitally Signed/-  
Dr. E. Naveen Nicolas,  
Project Officer,  
ITDA for Plain Areas,  
TS, Hyderabad



(H. David Raj)  
Asst. Project Officer (Genl.)  
ITDA (PA), TS, Hyd.

To  
The EE, ITDA, Plain Areas, Hyderabad.  
The DTDOs of ITDA for Plain Area Districts.

Copy to the C.E. (TW) / SE (TW), O/o. CTW, TS, Hyderabad.  
Copy to the Additional Director (TW), O/o. CTW, TS, Hyderabad.  
Copy to the Joint Director (Edn.) & Deputy Director (Edn.), O/o. CTW, TS, Hyderabad.  
Copy Submitted to CTW, TS, Hyderabad.

## “Satisfactory Work Completion” Report

Name of the Executing Agency	::	
I). <u>Work Details :</u>	::	
a). Name of the Institution (Full details )	::	
b). Details of the Work	::	
c). Estimated amount	::	
II). <u>Item of work(s) completed and recommended for payment:</u>		

worth of Rs.

worth of Rs.

worth of Rs.

worth of Rs.

**TOTAL Rs.**

### CERTIFICATION

I/We certify that we have personally inspected all the item of works executed above and declare that work has been executed and completed successfully. Item wise quality of the work has been personally verified by us. The latest photo of the work(s) is/are also enclosed.

**HWO**

**Head Master**

**DTDO**