

HA-11 Format for House Hand-Over & Take-Over by Residents

Ref No: SPAB/ESO/2025/

Date: _____

With reference to the House No. _____ Building Named as: _____

I hereby declared that,

1. I have **TAKE-OVER** the possession / Keys of the above said house by the Estate Office of the SPA Bhopal and I have shifted in the house on date: _____ Time: _____

2. I have **HANDED-OVER** the possession / Keys of the above said house by the Estate Office of the SPA Bhopal and I have vacated the house on date: _____ Time: _____

Signature of House handover/takeover By

Name: _____

Designation: _____

Signature of House Handed over By

Name: Mr. Pawan Singh Rathore

Designation: Estate cum Security Officer

(ESO COPY)

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(CANDIDATE COPY)