

FORMAT FOR RELEASE OF 10% DEPOSIT AMOUNT AGAINST THE EXECUTED WORK

To

Block development officer _____,

District Rajouri.

Subject: Release of 10% deposit after completion of defect liability period

Respected Sir/Madam

With due respect I want to state that I have completed the work (All details are below mentioned) as per specifications and defect liability period for the below mentioned work is also completed ie. 6Months.

1. Name of work
2. Panchayat
3. Allotment cost & Bill Cost
4. Scheme
5. Deposit amount

I have completed my job in all respects So kindly you are requested to release my remaining 10% at your office I will be very thankful to you for this kind favor.

With Regards

Contactore

(For Office use only)

REPORT- We have visited the above mentioned work and no defects were seen / all the defects are repaired by the contactore so you are requested to release the remaining 10% in favor of contractor.

Secretary Panchayat
(Concerned)

Junior Engineer/ Assistant Executive Engineer
(Concerned)