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NBCC
A Navratna CPSE

DAY WORK PERMISSION FORM

For Repair/ Maintenance/ Fit Outs

Date: -

You are requested to adhere the following points: -

1. Work Permission form to be filled in before starting the work.
2. Copy of Intimation letter/Email to NBCC to start work.
3. Authorization letter from Owner/Buyer to Internal Agency/Vendor.
4. Floor Handover Documents to be Attached.
5. Signing Authorized person details to be provided by Buyer/Agency/Vendor.
6. Supervisor (Name & No.) Mandatory for Day & Night work.
7. All Staff ID Card Mandatory.
8. Material IN/OUT Time on weekdays after 8:00 pm to 8:00 am.
9. Material IN/OUT Time in weekends/Holidays Day & Night.
10. For Sunday labour work permission, pls fulfill requirement on Saturday.
11. Don't dump Debris/Material outside from your premises, if found any activity like this necessary action to be taken.
12. Use protection sheet on common floor area while shifting material.
13. Ensure no labor movement in the campus other than work area.
14. Ensure there is no noise pollution in working hours.
15. Ensure no hindrance to NBCC patrons and other tenants.
16. No water tapping allowed from FHCs.
17. Labor must wear proper safety kit.
18. Existing Fixtures will be handing over to NBCC, if Dismantle by Buyer.
19. Additional Washroom work verified by NBCC.

The Following are the details of the personal that will be performing during the daytime.

BLOCK_____ FLOOR_____

If PMC, NAME_____

OCCUPANT NAME_____

CONTRACTOR COMPANTY NAME_____

AUTHORIZED INCHARGE NAME_____ MOBILE NO._____

PROJECT DURATION FROM_____ TO_____

(Occupants/Contractor Authorized Sign with Stamp)

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NBCC
A Navratna CPSE

NIGHT WORK PERMISSION

For Repair/ Maintenance/ Fit Outs

Date: -

UNDERTAKING FROM FITOUT EXECUTION DURING NIGHTTIME

I hereby undertake the following instructions to proceed with the Fit-out execution work during nighttime on the floor.

1. If any labor is found sleeping, trying to create any nuisance inside the premises then the NBCC security has got all the right to move him out of premises.
2. Safety and security of the premises is to be always insured and laxity would be the responsibility of the license.
3. I Card with photo and undertaking should be available with designated supervisor who shall be the one-point contact with the security.

The following are the details of the personnel that will be performing during the nighttime.

BLOCK_____ FLOOR_____

IF PMC, NAME_____

OCCUPANT NAME_____

CONTRACTOR COMPANTY NAME_____

CONTRACTOR INCHARGE NAME_____ MOBILE NO._____

DATE FROM_____TO_____

(Occupants & Contractor Authorized Sign with Stamp)