



Basic Education and Employable Skill Training

Handing over Taking over Ceremony Report



Submitted to: UNDP

Submitted by: BEST

Introduction:

A Micro-Capital Grant Agreement has been signed between BEST and UNDP on December 4, 2015 to provide support to PDMA-PaRRSA for its Provincial Emergency Operations Center (PEOC). According to the signed agreement BEST is assigned to recruit 5 personnel and procure 8 laptops for the PDMA-PaRRSA PEOC and to finally handover the laptops to PDMA-PaRRSA.

The following report describes the formal handing over and taking over ceremony of the 8 laptops along with bags held on at 3:30 pm, Monday, December 14, 2015 in BEST Heald office according to the project agreement.

Handing and taking over Ceremony:

After successful procurement of the laptops along with bags, a handing over ceremony was arranged by BEST to formally hand over the laptops to the PDMA-PaRRSA representative for further use.

For this purpose PDMA office Peshawar was formally requested to make it convenient to send its representative to participate in the ceremony at BEST head office, Peshawar by 3:30 pm on December 14, 2015.

PDMA representative:

Mr. Waseem Kundi, Program Manager, PDMA-PaRRSA, Peshawar participated in the ceremony.

BEST representatives:

BEST team headed by Managing Director Hamish Khan and

- Mr. Muhammad Azam
- Major® Zilla Farooq
- Qasim Khilji, IT officer

participated in the ceremony.

Salient Features of the ceremony:

- The ceremony commenced with the recitation of Holy Quran by a participant
- MD BEST welcomed the participants and highlighted the importance of the project and the important role being played by PDMA in the assistance of Earth quake affectees. He also expressed his sincere thanks to UNDP for its staff support and provision of 8 laptops for PEOC.

- PDMA-PaRRSa representative Mr Waseem Kundi appreciated the role of UNDP and BEST for their support and assured that such like endeavors will enable the PEOC staff to perform in an effective and efficient manner. He hoped that this cooperation will continue for the future as well.
- After this Mr Qasim Khilji, IT officer showed a laptop to the participants and demonstrated all its features.
- Later the Handing over and taking over certificate was signed by both the parties and the laptops with bags were handed over to Mr. Waseem Kundi.

See Annex 1 for the Laptops Specifications and Handing over taking over document

The ceremony was concluded with tea for the honorable guest and participants.

SNAPS

