

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Estd. Under Punjab Technical University Act, 1996
(Punjab Act No. 1 of 1997)

Ref. No. : IKGPTU/Reg/N/4552

Dated :15/12/2016

NOTIFICATION

Sub: **Distribution of works between Maintenance & Estate department of IKGPTU.**

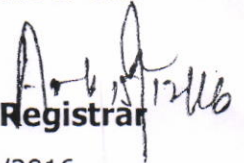
Vice Chancellor has approved the following distribution of works between Maintenance & Estate department.

Maintenance:

- i) Repair/maintenance of buildings (internal and external), roads, horticultural & landscape works.
- ii) Minor additions/ alterations in the buildings.
- iii) Procurement of store items required for maintenance works.

Estate:

- i) Operation, running and maintenance of power house, fire protection system, STP, Air-Conditioning, Lifts, pump house etc.
- ii) Operation, running and maintenance of DG sets including procurement of diesel/ consumable, maintenance of all records such as log books, diesel consumption etc.
- iii) Getting clearances for air, water etc. from PPCB, as required.
- iv) Records of building related documents such as drawings, inventory etc.
- v) Liaison with PSPCL for smooth running of electric connection.
- vi) Procurement and installation of Furnishing items (consumable and non-consumable) such as mats, sign boards, numbering of rooms etc.
- vii) Guest House allotment and keeping their records.
- viii) Quarter/ offices allotment to officers, faculty and staff and keeping their records.
- ix) Record/ Recovery of Electricity Bills, Water/ Sewage Charges from external establishments like HDFC, Canteen, Post office etc.
- x) To work out and advise Accounts department for recovery of electricity bills of staff residences.


Registrar

Endst. No. IKGPTU/REG/N/4553-4558

Dated: 15/12/2016

1. Secretary to Vice Chancellor: For kind information to Vice Chancellor
2. XEN, IKGPTU
3. Joint Registrar (P&D)
4. Estate Officer, IKGPTU
5. DR (Computer): For uploading on website
6. File copy


Registrar

Computer Section, IKGPTU

Receipt No. 2062

Dated: 15/12/16