



Sher-e-Kashmir University of Agricultural Sciences and Technology of Jammu

Memorandum

As approved by the Hon'ble Vice-Chancellor, the Standing Works Committee, of SKUAST-J with the following composition is hereby re-constituted for smooth functioning of the University for the financial year **2019-20** till further orders:

1	Director Extension SKUAST-J	Chairman
2	Director (Planning & Monitoring), SKUAST-J	Member
3	Comptroller, SKUAST-J	Member
4	Dean, FoA, SKUAST-J	Member
5	Dean, F.V.Sc & A. H, SKUAST-J	Member
6	Dean, F.B.Sc. . SKUAST-J	Member
7	Dean, Students Welfare, SKUAST-J	Member
8	Estates Officer, SKUAST-J	Member Secretary

The minimum of Four members including Chairman, Comptroller and Member Secretary are essential for the quorum.

Terms of Reference of the Committee

1. Shall be in over all charge of the works in the University including their technical and financial aspects.
2. Any other members as may be considered to be necessary may be co-opted by the Chairman.
3. Shall ordinarily meet once in two months. In case where the Chairman of the Committee considers it necessary the meeting may be held at any time.
4. The Member Secretary will be responsible for convening the meeting, circulating the agenda notes to members and putting up the items before the committee. He will also take necessary action in sending the recommendations of the committee to the Competent Authority.
5. The member secretary will invite request for intended works to be taken in hand including Repair & Maintenance works with photographs, during the financial year, from all the Heads of Faculties/ Divisions and formulate an action plan/ estimates of all the works for the period.
6. Scrutinize estimates for various works, advise necessary modifications and recommend the estimates for administrative approval of the Competent Authority.
7. Examine and advise all proposals for preparation of designs and for obtaining expert advice.
8. Examine and recommend from time to time the delegation of such powers, **both technical and financial**, as it may deem necessary, for the efficient execution of the works.



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9. Examine and where necessary, lay down specification and schedule of rates for various classes of work with a view to enable sound and efficient execution of the works
10. Recommend all estimates and contracts, the cost of which exceeds the powers of the Estates Officers to accord sanction.
11. Recommend all proposals for award of work or supplies on contract.
12. Recommend the programme of constructions of the different works or phases thereof, in coordinated manner keeping in view the funds available, the economics of the works and the desirability of obtaining quick results; and
13. Receive monthly progress reports both as to works and expenditure in a prescribed form from the Estates to review the progress of the works or phases thereof and lay down steps to be taken to expedite the work
14. The actual work of construction shall be carried out under the direction of the committee by Estates Officer.

The Standing Works Committee shall conduct its business as per the University Order No. 05 Accts. Of 2005 dated: 25.02.2005 and also other University Orders issued from time to time in its regard.

**Sd/-
Registrar**

No:-AUJ/Est/G-209/19-20/463-84
Dated: 26 .04.2019

Copy for information to:

- All Officers of the University _____
- Associate Director Extension & I/C KVKs
- All Committee Members _____
- I/c Data Centre for uploading the Memorandum on the University Website.
- SVC for kind information of Hon'ble Vice-Chancellor


26-4-19
.Asstt. Registrar (Est/NT.)

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