



**NATIONAL INSTITUTE OF TECHNOLOGY
JAMSHEDPUR**

Office of the Registrar

O.O. No. NIT-Jsr/R/ 651/2013

Date - 22/05/2013

A Civil Works Committee is reconstituted as below suppressing all other earlier communications/notifications in this regard:

- | | |
|---|----------|
| 1. Dean (Planning and Development) | Chairman |
| 2. Associate Dean (Planning and Development) | Member |
| 3. Mr. Nigam Prakash, PI, Civil Works (Projects and Project Management) | Member |
| 4. Dr. B.K. Prasad, PI, Civil Works (Testing and Quality Control) | Member |
| 5. Director's Nominee: | |
| (a) Prof. A.M. Tigga, Dean (Administration and Faculty Welfare) | Member |
| (b) Dr. A.K. Choudhary, Head, Department of Civil Engineering. | Member |
| (c) Dr. Abdhesh Kumar Sinha, PI (Water Works) | Member |
| (d) Dr. Prahlad Prasad | Member |
| 6. Assistant Engineer | Member |

Work and Functions of the Committee will be as follows:

1. Assessing the utility of a civil project and fixing the specifications (including brands of components), if and when requested by Dean (P&D) / Director
2. Examining tender documents on day of opening, negotiating and finalizing the rates and recommending the award of work
3. Keeping an eye on progress of work in various projects and advising (on own initiative) Dean (P&D) / Director on any steps to be taken to ensure superior quality and timely completion of work.
4. Assisting Dean (P&D) / Director, when requested, in handling special situations such as major change in specifications during execution of a project, examining possible changes in contract, fixing rates for extra items levying penalty on contractor for poor work or slow progress etc.
5. Updating "Registered Contractors" list from time to time, covering addition of new names, deletion of poor performers and change of category.
6. Working out schedule of rates and rate contracts for maintenance and minor civil works.
7. To serve as purchase committee for procurement of stores for estate (civil) and award of contracts.

N. Bant
Registrar (I/c) 22-513.

Copy to:

1. Office of the Director, NIT Jamshedpur,
 3. All Deans, HODs, HOSs, HOCs,
 4. Persons concerned,
 5. PI (Website),
- for kind information and necessary action, if any.