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| UNIVERSITY LAND BUILDING AND MAINTENANCE COMMITTEE (LBMC) | | | | | | |
| This form must be filled by all who request New Construction Project or Rehabilitation Project | | | | | | |
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| Code (Assigned by the capital works division) : ……………………………………… | | | | | | |
|  | | | | | | |
| 1 | Project Type (To be filled by the applicant) | *Capital* |  | *Rehabilitation* | |  |
| 2 | Name of the Project (To be filled by the applicant) |  | | | | |
| 3 | Scope of work in Brief (To be filled by the applicant) |  | | | | |
| 4 | Brief Justification (To be filled by the applicant) |  | | | | |
| 5 | Cost Estimate / BOQ (To be filled by works engineer) |  | | | | |
| 5.1 | Cost Estimate prepared by the works engineer attached |  | | | | |
| 5.2 | Unrated BOQ with Rated Summary prepared by works engineer attached | *Yes* |  | *No* |  | |
| 5.3 | Cost Estimate / BOQ certified by Works Engineer | *Yes* |  | *No* |  | |
| 6 | Whether included (i) Corporate Plan  (ii) Action Plan  (iii) Procurement Plan  If No, please justify | *Yes* |  | *No* |  | |
| *Yes* |  | *No* |  | |
| *Yes* |  | *No* |  | |
|  | | | | |
| 7 | Proposed Date of Commencement |  | | | | |
| 8 | Project Duration |  | | | | |
| 9 | Funds |  | | | | |

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| 9.1 | Source of Funds (To be filled by the AB/SAB/DB) | Treasury Funds  External Funds  Earned Funds  Any other.  (Please. Specify)..…………………………  …………………………………………………. |

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| 9.2 | Funds disbursement Plan (To be filled by AB/SAB/DB) |  | | | |
| 9.3 | Availability of Funds, if applicable (AB/SAB/DB) | Available / Not available/Sought from the Treasury  Name, Designation and Signature | | | |
| 10 | Name and Signature of the Applicant |  | | | |
| 11 | Recommendation of the Dean / Head of the Division |  | | | |
| 12 | Forwarded to the Bursar, if required (To be done by capital works division) |  | | | |
| 13 | Bursar’s Comments and Observations (Return to the capital works division after filling) | Comments/Observations, if any;  *Name and Signature* | | | |
| 14 | Submission to LBMC | *Date* |  | *Meeting No* |  |
| 15 | Approved by the LBMC | *Yes* |  | *No* |  |
| 16 | Remarks, if any (capital works division) |  | | | |
| 17 | Decision informed to the Applicant (Capital works division) | *Yes* |  | *No* |  |
| 18 | Decision informed to the Bursar (capital works division) | *Yes* |  | *No* |  |
| 19 | Method of Procurement (capital works division) | Yes |  | No |  |
| 20 | Proposal Sent to the UGC, if applicable (Capital works division) | Yes |  | No |  |
|  |  | …………………………………………………………. | | | |
|  |  | Deputy Registrar / Capital Works | | | |