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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 |
|  |
| 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 PlanIf 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 FundsExternal FundsEarned FundsAny 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 TreasuryName, 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 |