



गुजरात केन्द्रीय विश्वविद्यालय
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)

CENTRAL UNIVERSITY OF GUJARAT

(Established by an Act of Parliament of India, No 25 of 2009)

F.No.9-141/2019-Admn./253

30/04/2019

Office Order No. 04/2019-20

Sub: Appointment of Estate Officer.

Ref: 1. CUG Circular No. 54/2018-19 dated 13/02/2019.

2. Approval of Hon'ble Vice Chancellor dated 24/04/2019.

Preamble:-

Day by day the Maintenance work of the University is increased significantly and the staff workings are the same. Maintenance is a continuous process and required to be attended immediately as and when arises. Presently the area of maintenance work is Sector - 29, Sector-30, University Hostels, University Guest House etc. Therefore, appointment of Estate Officer is required. In view of this, applications were invited from interested faculty members for the post of Estate Officer vide Circular No. 54/2018-19 dated 13/02/2019.

Hence the Order:-

By the directions of the Hon'ble Vice-Chancellor, Central University of Gujarat, Dr. Jayendrakumar Amin, Associate Professor, School of Education is hereby appointed as Estate Officer with effect from 01/05/2019 for a period of two years or till further orders whichever is earlier.

Duties and responsibilities of the Estate Officer are as under:-

1. Maintenance of all works related to:-
 - (a) University Campus & Buildings: Sector-29 & Sector-30.
 - (b) University Guesthouse: Shree Rang Oasis, Gift City Road, Gandhinagar – Maintenance, Staff management & all other activities of Guesthouse.
 - (c) Hostels: Sector-20, Sector-24, Sector-30. Infocity & Pethapur.
 - (d) Canteen: Sector-29 & Sector-30.
 - (e) University Communication System: Telephone, Intercom, EPB Ax, etc.
 - (f) Horticulture: Gardening, Lawn etc.
 - (g) Office Equipments & Furniture: Partition walls, Doors, Ceiling & related furniture (General Repairing as per the directions of Registrar).
2. Arrangement of proper water supply and Maintenance of water supply connections in the transit Campus, Guesthouse, Hostels & Canteen.
3. Electricity along with its Maintenance.
4. Processing of Electricity bills & Resource bills.
5. Purchasing Electric Equipments like Fan, Tubelights, Bulb, switch board etc. and ensuring the safety in electrical installations, Purchasing Plumbing and Carpentry items and maintaining the Store and Stock Register as per GFR-2017.



सेक्टर-29, गांधीनगर-382030, फोन नं - 07923977407, फेक्स-07923260076
Sector-29, Gandhinagar, Phone No. 07923977407, Fax-07923260076
Email: registrar@cug.ac.in, website: www.cug.ac.in





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6. Ensure the proper Cleaning in the University premises along with Sanitation.
7. Maintenance of Air-conditioners and related systems.
8. Procurement and Maintenance of Water Supply for drinking and other purpose, Water Cooler and ROs. etc.
9. Any other work assigned by the University Authorities/Officers.

Junior Engineer, Electrician, Plumber, Carpenter, House Keeping Staff and other employees / workers in Maintenance Section are to report to the Estate Officer.

Amount of Rs. 25,000/- is also sanctioned by the competent authority as contingency for maintenance related work.

The Estate Officer will operate the fund within the budget allocated for Maintenance after following due procedures of GFR – 2017 and orders of Competent Authority from time to time.

Present Maintenance Incharge is directed to handover files, documents and records of Maintenance Section to Estate Officer within 5 days of the reporting of the Estate Officer to duty.

Alok Gubta
Registrar (Offg.)

To,
Dr. Jayendrakumar Amin
Associate Professor
School of Education
Central University of Gujarat
Gandhinagar

Copy to:

1. All Deans
2. All Chairpersons / Coordinators (By E-mail)
3. Director, sector-30 Campus
4. Finance Officer (Offg.)
5. Controller of Examinations (Offg.)
6. DR (Acad.)
7. DR (Admn.)
8. IAO (F&A)
9. ICT Chairperson: for uploading on the University Website
10. Shri Mukesh Parmar, Incharge Maintenance Section
11. VC Secretariat
12. Maintenance Section
13. Personal File
14. Office Order File



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