



MAULANA AZAD MEDICAL COLLEGE
and Associated Lok Nayak, Govind Ballabh Pant Hospital &
Guru Nanak Eye Centre, 2, B.S.Z. Marg, New Delhi-02
(Estate Cell) 011-23239271 Extn.215.

No.F.2(9)/BMC/EC/MC/2023/

8328

Dated: 20/4/2023

Office Order

I am directed to convey the approval of the Competent Authority regarding various issues related to PWD and allotment of MAMC accommodation as mentioned below.

01. The entire request for repair and maintenance work related to PWD, should be submitted along with the justification of work on prescribed forms if the work is related to Department, the request should be forwarded by the concerned HOD along with justification.
02. The PWD must submit detailed work plan & estimate in consultation with HoD/Allottee (on prescribed form), who must sign on all pages accepting the same.
03. A tentative period of time (period of floating tender along with completion of work) decided by the User Department/Allottee and PWD should be indicated.
04. A nodal officer should be deputed by the user department as a coordinator to ensure the progress of their departmental work with PWD and submit the progress report for the same in the Estate Cell for further necessary action in this regard.
05. A work completion certificate shall be submitted by the PWD with the signature of User Department/Allottee, certifying that the said work was satisfactory against the work order as per their requirements.
06. No major changes in work plan shall be allowed in preliminary estimate once submitted and approved by Building maintenance Committee.
07. BMC (Building Maintenance Committee) will review the progress report of all the sanctioned work once in three months.
08. New major renovation work will be executed only after 05 years since previous renovation work done except minor work which will be assessed with PWD officials with the Monitoring Team.
09. In view of severe curtailment of PWD budget for MAMC for 2023-24, due austerity will be observed for renovation of allotted houses in the campus. Only Fifteen Lac rupees (12 + 3 lacs respectively for Civil & Electrical work) will be sanctioned per allottee for basic Repair and Maintenance to make premises reasonably aesthetic & habitable. Rest of the desired work may be considered for future, after the allottee has taken possession, depending on budgetary allocations.
10. No structural changes shall be allowed in the allottee premises/Department premises even on personal expense. If any kind of unauthorized construction/renovation has been done by the allottee legal/disciplinary action may be initiated against them and their residential allotment will be cancelled.
11. Subletting is a legal offence. If anybody is found involved in such kind of activity, legal/disciplinary action may be initiated against them. All the allottees are hereby directed to submit their undertaking within 15 days from the date of receipt of this letter from Estate Branch.

This issue with the prior approval of Worthy Dean, MAMC


(Kamal Gautam)
Administrative Officer (Estate)

Copy for information and necessary action to:-

1. The Assistant Engineer (Civil) HMCD(Central), PWD, MAMC campus, New Delhi.
2. The Assistant Engineer (Electrical) HMCD(Central), PWD, Lok Nayak Hospital Area, New Delhi.
- ✓ 3. All the HOD and Branch Incharge are requested to circulate this office order to their staff.


(Kamal Gautam)
Administrative Officer (Estate)