

केन्द्रीय प्रौद्योगिकी संस्थान कोकराझार  
CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

(A Centrally Funded Institute under Ministry of HRD, Govt. of India)  
BODOLAND TERRITORIAL AREAS DISTRICTS :: KOKRAJHAR :: ASSAM :: 783370  
Website: www.cit.ac.in

Mem. No. CIT/KOK/BWC / 240/2010/

/ Date 10.02.2014.

Minute of discussions held on 09.01.2014 between official of PWD BTAD Kokrajhar and CIT, Kokrajhar. Official present.

Representative from CIT

1. Professor Md. M. Jawed Director CIT
2. Mrs. C. Brahma, Registrar CIT
3. Mr. H. Choudhury, CPE CIT
4. Sri. A. Brahma JE CIT
5. Sri A. Kochary JE CIT

Representative from PWD BTAD

1. Mr. R. Kolita SE (R&B) PWD
2. Mr. A. Chokraborty EE PWD (Bldg)
3. Mr. B.J. Hom Roy EE PWD (Electrical)
4. Mr. J.K. Basumatary AEE PWD (Bldg.)
5. Mr. S. Dutta. AE PWD (Bldg)
6. Mr. A. kolita AE PWD. (Addl. CE's Office)
7. M.A. Ahmed JE PWD ( Bldg)
8. Mr. B. Dey H. A (Addl. CE's Office)

The meeting was presided over by Professor Md. M. Jawed Director CIT and after tread bare discussion the following minutes were created.

1. The progress of ongoing works which are much lagging behind the schedule were reviewed and the EE PWD (Bldg) was requested to take all possible steps to complete all ongoing works without further loss of time. The EE PWD (Bldg) informed that due to late decision of technical clarification and late issue of construction drawing by the consultant is the main factor of the slippage of schedule completion. The EE PWD (Bldg) was requested to let CIT know in black & white of such problem so that CIT can resolve such issue on time in the interest of the progress of the work. The EE PWD (Bldg) agreed to act accordingly.

The PWD was specially requested to complete the works of 16 No. class rooms including connecting passages to the class rooms of Academic building Part III in all respect so as to be ready for inauguration by the Honourable Minister MHRD GOI in the 3<sup>rd</sup> week of February 2014. The EE PWD building and EE Electrical assured that they would exert their utmost effort to complete the said work in specific time frame.

2. The modality of releasing payment against the executed work was discussed in detail after going through the audit para in regards of payment released to PWD. In view of this, PWD was requested to submit certified copy of the bill of the executed work for which demand for fund has been placed. PWD official agreed to the same.

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3. The PWD was requested to submit the utilization certificate in proper format (to be supplied by CIT) enclosing certified copy of the requisite bill for submission of the same to the concerned authority. The PWD agreed to it.
  4. The formalities as suggested by the consultant is regards of handing over and taking over of the completed building were discussed. The EE P.W.D (Bldg) had informed that the formalities as suggested by the consultant could not be attended as the works were completed long back. It was decided that the completed works should be handed over to CIT with all details in proper format enclosing certified copy of final bill along with the variation statement. The EE PWD (Bldg and Electrical) shall also submit the requisition of demand of the committed liabilities if any of the completed works.
  5. For effective supervision of work as well as for timely completion of work PWD was requested to depute a full time Assistant Engineer. The EE PWD (Bldg) informed that Sri S. Dutta AE PWD (Bldg) has been entrusted to supervise the CIT works and shall Co-ordinate with the concerned officials of the CIT in connection with the construction works weekly to solve out bottle neck, if any
  6. Extension of terms and condition for execution of construction work entrusted to PWD BTAD was discussed and it was decided that fresh terms and conditions with some additions and alterations shall be work out by the CIT, for acceptance of PWD. The EE PWD (Bldg. ) agreed to it.
  - 7.The EE PWD (Bldg) was requested to delete the sanitary provisions as per original estimate of Guest house, as special sanitary fittings beyond the scope of estimated provision were fitted in the Guest house. The approval of the cost of the special sanitary fittings fitted shall be sent for payment to the contractor of the guest house shortly.
  8. It was decided to have that review meeting between PWD, Architecture consultant and CIT official monthly hence forth.
- The meeting was ended with vote of thanks.

Yours faithfully,

(H.Choudhury)  
Chief Project Engineer,  
CIT, Kokrajhar

10/2/2014

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Signature of the attended Members of Building Works Committee meeting  
held on 09/01/2014 in the Director's Conference Hall of this Institute at 11-30 A.M.

1. J. M. Javed Jawad
2. Ashis Kumar Choudhury, E.E. P.W.D (Bldg) Kokrajhar. 09/01/14
3. B. J. Horn Roy, E.E, P.W.D (elect.) Kokrajhar 09/01/14
4. R. M. Kalita SE PWD (BTC) Kokrajhar 09/01/14
5. J. K. Basumatary AEE, PWD (Bldg) Kokrajhar 09/01/14
6. M. A. AHMED, J.E, PWD (B), Kok. - - - - - 09/01/14
7. Saikat Dutta A.E. PWD. Kok Bldg Division. 09/01/2014
8. Hrishikesh Choudhury CPECIT. 09/01/2014
9. Anjan Kumar AE of CEC Addl. CE PWD (BTC) 09/01/2014
10. Barun Roy. H/A Office of Addl. CE PWD (BTC) 09/01/14

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11. Chaitali Bealme.

Chaitali  
- 9/11/14

12. Adwita Mr. Brehme.

Adwita

13. Apurba Kachary

Apurba  
9/11/2014

14.

15.

16.

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