

UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR

NOTIFICATION

No. 55 /Estt-I/PF

Dated 25/1 /2024

In pursuance of Section-11 (5)(a) of the Govt. of Khyber Pakhtunkhwa Universities Act-2012 (amended upto date), the Vice Chancellor is pleased to direct the following Officer/Officials of the UET Peshawar to work in the dedicated Estate Office at UET Peshawar, with immediate effect on standard terms of reference (ToRs).

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| 1. Mr. Momin Shah
Assistant Director, Admission,
UET Peshawar. | Estate Officer |
| 2. Mr. Atiq-ur-Rahim,
Sub, Engineer, DOW,
UET Peshawar. | Sub, Engineer |
| 3. Mr. Waqar Ali
Patwari, Legal Cell,
UET Peshawar. | Patwari |

Terms of Reference:-

- Looking after all types of properties, held in the name of the University and maintaining the documented record of the same.
- Making sure that the properties are well maintained and are being used appropriately as per law.
- Organizing and monitoring buildings and engineering works, if required.
- Ensuring periodical maintenance of University's properties through Directorate of Works, UET, Peshawar.
- Acquisition of property for the University as and when needed.
- To facilitate allotment of all types of official accommodations and maintaining documented record of waiting list for occupancy of these official accommodations.
- Managing formal handing/taking over of the University's accommodations and buildings.
- Supervising all the matters related to House Requisition and House Subsidy.
- Working as Secretary/Member for all committees related to properties/assets of the University including House Allotment Committee.

- Facilitating Legal Cell of the University in filing suits against encroachments and coordinating with the Legal Cell in defending legal cases in the courts of law.
- Materializing various ideas for commercialization of properties for generating revenue as per policy/Statutes/Act of the University.
- To establish liaison with the Government and Semi-Government Departments for their assistance/co-operation/support in matters related to land and properties.
- The estate office shall report to the Vice Chancellor through the Registrar.
They will draw their salaries against their substantive posts as usual.

- *Sd* -
Establishment Office

No. 1160-68 Estt-I/PF

Copy to the: -

1. All Deans, Faculties of UET Peshawar.
2. Treasurer, UET Peshawar.
3. Manager, IT Center, UET Peshawar.
4. Additional Director, Budget, UET Peshawar.
5. Deputy Director (Internal Audit), UET Peshawar.
6. Supdt: Pay Bills Section, UET Peshawar.
7. PS to Vice Chancellor UET, Peshawar.
8. PS to Registrar UET, Peshawar.
9. Concerned Officer/Officials, UET Peshawar.

Sd. Ali
Establishment Officer
University of Engineering
& Technology, Peshawar