CIRCULAR

SOP for the use of JCB machine, Horizontal/Vertical drilling machine and Tractor etc. to avoid damages of Electrical Cables, Telephone Cables, Computer Network Cables and Water Pipe Lines etc.

In order to maintain underground cables (such as Electrical cables, Telephone cables and Computer Network cables) lying in the campus of the University, all concerned are hereby informed to kindly follow the procedure given below for any type of excavation/drilling/digging/trenching work in the Campus.

01. The NOC (as mentioned overleaf) will be required for Electricity Department, Building Department, Telephone Department and Computer Centre.
02. The concerned Office/Department should timely inform to the Departments from where NOC (as mentioned overleaf) is required (at least one week in advance).
03. Proctor Office shall have to ensure the entry of JCB machine, Horizontal/Vertical drilling machine and Tractor etc. in the campus for any type of excavation/drilling work only after confirming the NOC (as mentioned overleaf) duly signed by all four Departments as stated above.
04. If any JCB is found inside campus doing excavation work without taking above-mentioned NOC then departmental action will be initiated against the supervisory officials of the concerned Department, which is supposed to execute the said work.
05. Both penal as well as legal action will be taken against the contractor who will be doing the excavation work without the appropriate NOC as mentioned above.

A proforma for No Objection Certificate is being enclosed in this regard.

Distribution:
01. All Deans of the Faculties/DSW,
02. All Chairmen of the Department of Studies,
03. All Principals of Polytechnics/Colleges/Schools,
04. All Provosts of Halls of residences/NRSC,
05. All Heads of Sections/Cells/Centres/Institutes etc.
PROFORMA
for
No Objection Certificate

Excavation/drilling/digging/trenching work for the construction of ____________ (Site Specification) in the Deptt. of ________________ AMU, Aligarh. This work will start on ______ and scheduled to complete on ____________________.

It is certified that we have no objection with excavation/drilling/digging/trenching work of aforesaid site. The concerned department/office/hall may start the work as per the schedule.

1. Remarks if any, ____________________________________________

   Director (Computer Centre)

2. Remarks if any, ____________________________________________

   MIC (Telephone)

3. Remarks if any; ____________________________________________

   MIC/ AEE, Electricity Department (Supply Service / Works & Maintenance)

4. Remarks if any, ____________________________________________

   MIC/ UE (Building)