

Tokat Gaziosmanpaşa University Directorate of Construction and Technical ; was established within our University in July 1992 and commenced its activities.

Our Directorate operates within a total indoor area of 4,003 m², comprising 953 m² of office space, a 1,000 m² carpentry workshop, and a 2,050 m² Heating Plant. It provides services to a total of 11 campuses, including 2 campuses in Tokat city center, namely Taşlıçiftlik Campus and Ali Şevki EREK Campus, as well as 9 campuses in the districts.

At the Directorate

There are 1 Head of the Directorate, 2 Branch Managers, 9 Engineers (4 Civil Engineers, 3 Mechanical Engineers, and 2 Electrical/Electrical and Electronics Engineers), 1 Architect, 9 Technicians (6 Construction Technicians, 2 Electrical Technicians, and 1 Survey Technician), 1 Survey Technical Assistant, 1 Permanent Worker, and 1 Data Preparation and Control Operator, making a total of **25 Personnel**.

At the Heating Plant there are 4 Technicians, 5 Technical Assistants, 1 Assistant Technician, 2 Support Staff Members, 1 Contract Personnel, and 4 Permanent Workers, making a total of **17 Personnel**.

At the Workshop there are 2 Technicians, 2 Contract Personnel, and 2 Permanent Workers, making a total of **6 Personnel**.

At the Switchboard there are 3 Technical Assistants and 1 Administrative Officer, making a total of **4 Personnel**.

The Directorate of Construction and Technical Affairs thus continues its activities with a total of **52 Personnel**.

DUTIES:

Our Directorate was established and assigned duties within the central administrative organization of the University pursuant to Article 51(a) of Higher Education Law No. 2547. Financial transactions are carried out in accordance with Public Financial Management and Control Law No. 5018, tender procedures in accordance with Public Procurement Law No. 4734, and contracts in accordance with Public Procurement Contracts Law No. 4735.

The investments of our University relating to the creation of real estate capital in the fields of education, health, and sports are carried out by our Directorate. Within this scope, cost estimation, tendering, supervision, and acceptance procedures for the works to be performed are conducted by the Directorate. In addition, maintenance and repair services for the buildings, facilities, and infrastructure of the University's central and regional units are also carried out by our Directorate.

Pursuant to Article 28 of Decree-Law No. 124 on the Administrative Organization of Higher Education Institutions, the duties of the Directorate of Construction and Technical Affairs are:

a) To prepare projects for University buildings and facilities, prepare tender documents, conduct tenders relating to construction and repair works, supervise construction works and take delivery thereof, and carry out maintenance and repair works,

b) To carry out operations relating to heating systems, boiler rooms, cold-storage rooms, generators, ventilation systems, telephone switchboards, landscaping, vehicle operations, elevator maintenance and repair, and similar works.

Within this framework, the duties of the Directorate of Construction and Technical Affairs are:

a) To carry out feasibility studies, project preparation, tender procedures, and works during the construction process, including all procedures relating to buildings and facilities required by the University, such as reading rooms, classrooms, lecture rooms, amphitheatres, conference halls, inpatient health centers, student cafeterias and restaurants, meeting halls, cinemas and theatres, indoor and outdoor sports halls and fields, and camping areas,

b) To carry out the necessary works to ensure the uninterrupted provision of infrastructure services required by the campus, including water, sewerage, electricity, communications, and heating,

c) To ensure the operation of heating systems, boiler rooms, cold storage rooms, generators, ventilation systems, telephone switchboards, and elevators, and to carry out or commission their maintenance and repair,

d) To prepare the University's investment programme and the investment budget relating to this programme.

HEAD OF THE DIRECTORATE

İlhan ÇELTEK

Tel: 0356 2521616-1102

E-mail: ilhan.celtek@gop.edu.tr

Duties:

1. To carry out the duties falling within the scope of his authority as the Spending Authority at the Directorate of Construction and Technical Affairs,
2. In his capacity as the Tender Authority, to approve the initiation of tender procedures for works falling within his authority in accordance with Public Procurement Law No. 4734 and to approve the tender decision adopted by the Tender Commission,
3. To sign contracts with the contractor of the awarded work in accordance with Public Procurement Contracts Law No. 4735,
4. To appoint construction supervision officers for works for which contracts have been signed and to make assignments relating to works falling under the responsibility of the Directorate of Construction and Technical Affairs,
5. To ensure that works falling within the management and supervision of the Directorate of Construction and Technical Affairs are carried out in accordance with the contract and its annexes, specifications, technical standards and professional rules, and the work programme, and are completed within the prescribed period,
6. To ensure that survey drawings, measurement books, site plans, projects, calculations, reports, minutes, and other necessary documents are prepared by construction supervision officers in a timely manner and in accordance with the applicable procedures, and to approve such documents,
7. To approve, in his capacity as the Spending Authority, progress payment reports prepared by construction supervision personnel,
8. To review and approve the projects relating to works to be carried out,
9. To refer works submitted by all units and falling under the responsibility of the Directorate of Construction and Technical Affairs to the relevant personnel, ensure that such works are carried out, and follow up their implementation,
10. To establish Provisional and Final Acceptance Commissions for completed works and approve the decisions adopted by such commissions,
11. To ensure the preparation of the Investment Programme,
12. To ensure the preparation of the Directorate Activity Report.

BRANCH MANAGER**Mustafa Nazmi DİNÇEL****Tel: 0356 2521616-1104****E-mail: mustafanazmi.dincel@gop.edu.tr****Duties:**

1. To ensure that preparations for the tender are carried out in coordination with the personnel assigned for the relevant work in accordance with Public Procurement Law No. 4734,
2. In his capacity as the Approving Officer, to submit the work to be tendered in accordance with Public Procurement Law No. 4734 to the Tender Authority for tender approval,
3. To complete the necessary procedures for the execution of the contract relating to the awarded work in accordance with Public Procurement Contracts Law No. 4735 and submit the matter to the Head of the Directorate,
4. To work in coordination with construction supervision officers and supervise the works falling within the management and supervision of the Directorate of Construction and Technical Affairs in order to ensure that such works are carried out in accordance with the contract and its annexes, specifications, technical standards and professional rules, and the work programme, and completed within the prescribed period,
5. To monitor all works falling under the responsibility of the Directorate of Construction and Technical Affairs,
6. To sign, in his capacity as the Approving Officer, the progress payment report prepared by construction supervision personnel,
7. To submit the Provisional and Final Acceptance Reports prepared by the Provisional and Final Acceptance Commissions to the Head of the Directorate for approval,
8. To prepare the Investment Programme together with the personnel assigned for this purpose,
9. To prepare the Directorate Activity Report.

BRANCH MANAGER**Metin SÖZENLİ****Tel: 0356 2521616-1103****E-mail: metin.sozenli@gop.edu.tr****Duties:**

1. To monitor and carry out minor repair works covered under budget economic code 03.08,
2. To ensure that preparations for the tender are carried out in coordination with the personnel assigned for the relevant works in accordance with Public Procurement Law No. 4734,
3. In his capacity as the Approving Officer, to submit the work to be tendered in accordance with Public Procurement Law No. 4734 to the Tender Authority for tender approval,
4. To complete the necessary procedures for the execution of the contract relating to the awarded work in accordance with Public Procurement Contracts Law No. 4735 and submit the matter to the Head of the Directorate,
5. To work in coordination with construction supervision officers and supervise the works falling within the management and supervision of the Directorate of Construction and Technical Affairs in order to ensure that such works are carried out in accordance with the contract and its annexes, specifications, technical standards and professional rules, and the work programme, and completed within the prescribed period,
6. To monitor all works falling under the responsibility of the Directorate of Construction and Technical Affairs,
7. To sign, in his capacity as the Approving Officer, the progress payment report prepared by construction supervision personnel,
8. To submit the Provisional and Final Acceptance Reports prepared by the Provisional and Final Acceptance Commissions to the Head of the Directorate for approval,
9. To prepare the Investment Programme together with the personnel assigned for this purpose,
10. To prepare the Directorate Activity Report