

Indian Institute of Food Processing Technology

Categories of documents held by the authority under its control

AcademicsAdmission, conduct of examination, collection of fees and fines, curriculum for various programs etc.Head of the Department, Academic and Human Resources DevelopmentAdministration and EstablishmentMaintaining of service records and personal files of the staff members, records and personal files of the staff members, promotion etc.Administrative OfficerPurchase SectionIssue of tenders for procurement of Goods uploading of tenders in GeM/CPPP portal, finalization of purchase, issue of supply order etc.Officer In Charge of PurchaseStoresReceipt of Goods ordered by the purchase section, maintaining of stocks every year etc.Assistant Accounts OfficerAccounts and AuditMaintaining of books of account for the grant in aid received from Ministry, submission of utilization certification against the grants received, preparation of annual accounts at the end of the financial year, conduct of internal and external audit, submission of utilization certification against the grants received, preparation of annual account at the end of the financial year, conduct of internal and external audit, submission of utilization certification against the grants received, preparation of annual accounts at the end of the financial year, conduct of internal and external audit, submition of reelies to theAssistant Accounts Officer	Name of the Unit	Subjects Handled	Officer In charge
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