



**NATIONAL INSTITUTE OF FOOD TECHNOLOGY ENTREPRENEURSHIP AND MANAGEMENT, THANJAVUR (NIFTEM-T), (An Institute of National Importance; formerly IIFPT, Thanjavur), Pudukkottai Road, Thanjavur – 613 005, Tamil Nadu, India.**

**Categories of documents held by the Authority under its control, as per the statutory provisions of NIFTEM Act 2021**

<b>Name of the Unit</b>	<b>Subjects Handled</b>	<b>Officer In charge</b>
<b>Academics</b>	Admission, conduct of examination, collection of fees and fines, curriculum for various programs and issue of Degree certificates and conduction of Convocations etc, as per the statutory provisions of NIFTEM Act 2021	Dean, A&SW & Head of the Department, Academic and Human Resources Development
<b>Administration and Establishment</b>	Maintaining of service records and personal files of the staff members, recruitment, Conduct of DPC for financial Upgradation / Promotion etc. to all employees of NIFTEM-T	Administrative Officer under the supervision of Registrar, as per the provisions of NIFTEM Act 2021
<b>Purchase Section</b>	Issue of tenders for procurement of Goods uploading of tenders in GeM/CPMP portal, finalization of purchase, issue of supply order etc.	Officer In Charge of Purchase under the aegis of Registrar as per the provisions of NIFTEM Act 2021
<b>Stores</b>	Receipt of Goods ordered by the purchase section, maintaining of stock register of recurring and capital items, conduct of physical verification of stocks every year etc.	Officer In Charge of Stores under aegis of Registrar, as per the provisions of NIFTEM Act 2021
<b>Accounts and Audit</b>	Maintaining of books of account for the grant in aid received from Ministry, maintaining of books of account for the expenditure incurred out of Grants in Aid received from the Ministry, submission of Statement of Expenditure and submission of Utilization Certificate against the grants received, preparation of annual accounts at the end of the financial year, conduct of internal and external audit, submitting of replies to the audit paras, etc.	Assistant Accounts Officer under the aegis of Registrar, as per the provisions of NIFTEM Act 2021