



Indian Institute of Food Processing Technology

Categories of documents held by the authority under its control

Name of the Unit	Subjects Handled	Officer In charge
Academics	Admission, conduct of examination, collection of fees and fines, curriculum for various programs etc.	Head of the Department, Academic and Human Resources Development
Administration and Establishment	Maintaining of service records and personal files of the staff members, recruitment, Conduct of DPC for financial Upgradation / Promotion etc.	Administrative Officer
Purchase Section	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
Stores	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
Accounts and Audit	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 utilization certification 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