



भारतीय विदेश व्यापार संस्थान
मानित विश्वविद्यालय
INDIAN INSTITUTE OF FOREIGN TRADE
(DEEMED TO BE UNIVERSITY)

(AN AUTONOMOUS INSTITUTION OF MINISTRY OF COMMERCE & INDUSTRY)

बी-21, कुतुब इन्स्टीट्यूशनल एरिया नई दिल्ली-110016
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No.Reg.Off/05(1)2021

9th December, 2021

OFFICE ORDER

Sub: Duties and Responsibilities of Administrative Officers

In order to ensure the timely and speedy disposal of all the administrative works of the Institute, the duties and responsibilities of the administrative officers has been delineated. A compendium delineating the duties and responsibilities of the administrative officers in the Institute is annexed herewith. The administrative officers are directed to ensure the compliance of this compendium with immediate effect.

This issues with the approval of the Competent Authority


(Dr. P.K. Gupta)
Registrar

Copy to:

1. Dean
2. All Heads of Divisions/ Departments/Centres
3. Head, Kolkata Campus/Centre Head (Kakinada)
4. Head Computer Centre: for uploading on website under RTI Section
5. All Officiating Deputy Registrars/Deputy Finance Officer
6. SAO (E)
7. AR (GA)/Offg. AR (Academics)/Offg. AR(E&M)/AFO
8. Institute's Engineer
9. All Section Officers/Accounts Officer/Section-in-Charge
10. PS to Vice Chancellor: for info. of Vice Chancellor
11. Hindi Officer: for issuance of orders in Hindi