



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

(AN AUTONOMOUS INSTITUTE OF MINISTRY OF COMMERCE & INDUSTRY)



बी-21, कुतुब इन्स्टीट्यूशनल एरिया नई दिल्ली-110016

B-21, Qutab Institutional Area, New Delhi-110016

Phone : 0091-11-39147200, 39147201, 39147202

Fax : 0091-11-39147214, Website : www.iift.ac.in

No. Reg. Off/05(1)/2022

29th September, 2022

OFFICE ORDER

Sub: Process for Forwarding of Proposals by Kolkata and Kakinada Campuses.

It has been observed that various administrative and financial proposals being forwarded by Kolkata and Kakinada Campuses are not routed through the concerned Sections/Divisions. This results into delay in timely disposal of the proposals.

In order to streamline the process for timely disposal of proposals forwarded by Kolkata and Kakinada Campuses, it has been decided that both Kolkata and Kakinada Campuses need to forward their proposals to the concerned Officers as designated below with a copy to Section Officer (Coord) for expeditious processing and timely response:

S. No.	Proposals	Designated Officer
1.	All Project related and General Administration Matters	DR (P&GA)
2.	All Maintenance and Construction related Matters	Institute's Engineer
3.	All HR/Service Matters	SAO (E)
4.	All Financial Matters	DFO
5.	All Entrance Examination and student related administrative Matters	AR (Academics)

This issues with the approval of the Competent Authority.


(Dr. P.K. Gupta)
Registrar

Copy to:

1. Dean
2. Head (Kolkata Campus)
3. Head (Kakinada Campus)
4. Head (Computer Centre)- for uploading of the orders on the website
5. DFO
6. DR (P&GA)
7. SAO (Estt.)
8. All Assistant Registrars/AFO
9. Institute's Engineer
10. All Section Officers
11. Hindi Officer: for issuance of order in Hindi
12. PS to Vice-Chancellor: for information of VC