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 Indian Institute of Technology Kanpur

**Visitors’ Hostel & Allied Facilities**

**Integrated Requisition Form for Catering Services**

1. **Name of the Event**

|  |
| --- |
|  |

1. **Nature of the Event:**

|  |
| --- |
| Institute Activity Department Activity Project Related Activity  Workshop/Conference Others (specify)………………………… |

1. **Venue:**

|  |
| --- |
| Main Dining Hall (VH) New Dining Hall (VH) Dining hall of VH-2  Director Dining Hall (VH) Others (specify)………………………… |

1. **Details of Catering Requisition:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Attributes** | **Breakfast** | **Hi-tea** | **Lunch** | **Dinner** |
| 1 | Date & Time |  |  |  |  |
| 2 | No. of Guests |  |  |  |  |
| 3 | Type of meals  (Std. / Spl.) |  |  |  |  |

1. **Bill(s) to be settled by:**

|  |
| --- |
| Project No. …………………………… Department ………………………………  Indenter Visitor/IITK res. Institute |

1. **Indenter’s Profile:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Designation |  |
| P.F. No. |  | Department |  |
| E-mail |  | Signature\* |  |
| Contact No. |  | Forwarding by HOD |  |

1. **Approvals:**

|  |  |  |
| --- | --- | --- |
| **Certified that the bill be charged directly to my Project a/c No.: or Salary account** | **Certified that the bill be paid by DR(F&A) from the dept. budget** | **(In case of Institute’s Guests)**  **Approved** |
| **Project Investigator** | **Head of Department** | **Dy. Director/Director** |

**For Office Use Only**

|  |  |
| --- | --- |
| Status of Booking | Confirmed Not Confirmed |
| **Dining Hall In-charge (VH)** **Officer In-charge (VH)** | |

**GENERAL GUIDELINES FOR USING CATERING SERVICE OF VH**

* + - * Telephonic bookings/cancellations will not be entertained.
* For tariffs, please visit <https://iitk.ac.in/vh/tariffs>
* If there is no specific menu request from the Indenter, a standard menu will be served.

• Consumption of Narcotics/Alcoholic drinks etc. is strictly prohibited.

• The duly filled request forms should be submitted to VH reception during office hours.

• Requisition for catering services for short courses, conferences etc. should be finalized at least one week in advance.

• **Prior notice (24 hours in advance) for changes in the number of guests should be given through e-mail or writing.**

* **Cancellations of a booked event must be notified at least 24 hours prior to the start of the event. Failing this, 25% of the actual bills or more will be levied depending upon the time of cancellation.**