



Indian Institute of Technology Kanpur
Visitors' Hostel & Allied Facilities
Integrated Requisition Form for Catering Services

1. Name of the Event

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2. Nature of the Event:

<input type="checkbox"/> Institute Activity	<input type="checkbox"/> Department Activity	<input type="checkbox"/> Project Related Activity
<input type="checkbox"/> Workshop/Conference	<input type="checkbox"/> Others (specify).....	

3. Venue:

<input type="checkbox"/> Main Dining Hall (VH)	<input type="checkbox"/> New Dining Hall (VH)	<input type="checkbox"/> Dining hall of VH-2
<input type="checkbox"/> Director Dining Hall (VH)	<input type="checkbox"/> Others (specify).....	

4. 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.)				

5. Bill(s) to be settled by:

<input type="checkbox"/> Project No.	<input type="checkbox"/> Department
<input type="checkbox"/> Indenter	<input type="checkbox"/> Visitor/IITK res. <input type="checkbox"/> Institute

6. Indenter's Profile:

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

7. 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	<input type="checkbox"/> Confirmed <input type="checkbox"/> 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.**