

Indent of Hospitality

Department/ Branch.....

Dated.....

1. **Reasons for which hospitality is required** :
2. **Event/meeting/conference/Interview** :
Note: Concerned Department may attach the copy of Event/meeting/conference/Interview notice etc.
for which hospitality arrangement is to be made.

3. **Number of persons** :

Venue : _____ Date: _____ Time: _____

4. **Type of Hospitality**

Tea / High Tea (please see Overleaf for point No. 3) :

Lunch (please see Overleaf for point No. 2) :

- **If any other specific requirement in addition to above. The concerned Head of the Department or Branch etc. will seek administrative approval from the Competent Authority at his /her end and attach the same with the indent.**

(Head/Signature & stamp of indenting officer)

Name of the officer:

Branch / Department:

Mobile No.:

Kindly Note : The work order as per indent has been given to Canteen, DTU by the GA Branch. **Your departmental MTS may coordinate to arrange/ to collect the order for the same.**

Dy. Registrar (G.A)

List of approved items of Tea/High Tea and Lunch by the C.A.**1) Lunch (Number of Persons)**

S. No	Number of Persons	Rate per Person including taxes
1	Up to 50	200 /-
2	50-100	175 /-
3	100-500	160 /-
4	500-3000	150 /-

2) Standard Menu for Lunch the above will be as follow

<ul style="list-style-type: none"> ➤ Vegetable Soup ➤ Mix Vegetables/ Chhole/ any seasonal vegetable, ➤ Dal Makhani / Yellow Dal, ➤ One Paneer Dish, ➤ Dahi Bhalle / Raita, ➤ Rice Pulao/ Jeera Rice, ➤ One Sweet Dish ➤ Lachha Parantha/Roti/Poori, ➤ Papad/Salad/Achar, ➤ Water Glasses + Water dispensers 	OR	<ul style="list-style-type: none"> ➤ Idli Dosa ➤ Sambar Vada ➤ Upma / Uttapam ➤ Chowmein ➤ Veg Manchurian ➤ Veg Hakka Noodles ➤ Boiled Vegetable ➤ Rava kesari ➤ Water Glasses + Water dispensers
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S. No	3) <u>TYPE OF HIGH TEA</u> (PLEASE TICK ONLY ONE OF EACH POINT AS MENTIONED BELOW)	Rates per Person including taxes
1	Tea / Coffee /Chach + Chips, Biscuits + . Any one Snacks item (Samosa/ Aloo Bonda/Panner Pakoda/ Cutlet/ Spring Roll/ Mix Pakoda).	45/-
OR		
2	Tea / Coffee /Chach + Chips, Biscuits + Any one Snacks item (Panner-Pakoda / Cutlet / Spring Roll / Mix-Pakoda), + One Sweet item (Imarti / Jalebi / Gulab-Jamun / Rasgulla etc) OR Cut mix fruits.	55/-

(DR. ANIL KUMAR)
DY. REGISTRAR (G.A)