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

1. **Name of the Event**

2. **Nature of the Event:**

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

3. **Venue:**

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

4. **Details of Catering Requisition:**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Attributes</th>
<th>Breakfast</th>
<th>Hi-tea</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Date &amp; Time</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>No. of Guests</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Type of meals (Std. / Spl.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

6. **Indenter’s Profile:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>P.F. No.</th>
<th>Department</th>
<th>E-mail</th>
<th>Signature*</th>
<th>Contact No.</th>
<th>Forwarding by HOD</th>
</tr>
</thead>
</table>

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**

<table>
<thead>
<tr>
<th>Status of Booking</th>
<th>[ ] Confirmed</th>
<th>[ ] Not Confirmed</th>
</tr>
</thead>
</table>

| 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.