



Indian Institute of Science Education and Research Bhopal

Requisition form for Dining Facility

1. Visitor's Profile:

Date: _____

Name	
No. of person(s)	
Date	
Purpose	
Phone no. & E-mail of the guest(s)	

2. Meals required:

Regular	<input type="checkbox"/>	Breakfast	<input type="checkbox"/>	Lunch	<input type="checkbox"/>	Dinner
Special	<input type="checkbox"/>	Breakfast	<input type="checkbox"/>	Lunch	<input type="checkbox"/>	Dinner
Special Non-Veg		-	<input type="checkbox"/>	Lunch	<input type="checkbox"/>	Dinner
Banquet	<input type="checkbox"/>	Breakfast	<input type="checkbox"/>	Lunch	<input type="checkbox"/>	Dinner
Any Other Facility						

3. Bill(s) to be settled by:

<input type="checkbox"/> Visitor(s)	<input type="checkbox"/> Dept.	<input type="checkbox"/> Project No.....
<input type="checkbox"/> Indenter	<input type="checkbox"/> Institute	

I agree to the T&C mentioned overleaf	Recommended	Approved
Signature of the Employee/Indenter	HOD/Dean/ Registrar	Chairperson, VHMC/ Deputy Director/ Director
Name:		
PF No. & Designation:		
Mobile No:		
Email:		

Room no., if confirmed.	<input type="checkbox"/> Not Confirmed
VH Caretaker	Manager/In-charge VH

NORMS, GUIDELINES AND OTHER INFORMATION

1. For booking of normal facilities, forms will have to be directly submitted to the Visitors' Hostel duly forwarded by the respective HOD/Dean.

2. Timings:

Timings	Breakfast 08:00 to 09:30	Lunch 13:00 to 14:00 hrs	Dinner 19:30 to 21:00 hrs
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- The food facility for non-residents will be reserved only on prior request. The minimum period of such request shall be as under:-
Breakfast: Before 8:00 PM on the previous day, Lunch: Before 9:00 AM on the same day & Dinner: Before the noon of the same day.
 - Cancellation requests should be made at least 6 hours in advance, else food charges will be levied for such a meal.
 - The charges for food and accommodation, if any will be deducted from the salary of the respective internal user or host instead of taking cash/charges in order to avoid transactional inconveniences, unless specified by the internal or host for any other mode of payment.
3. First priority of booking is given to institute employees/students, followed by campus residents and other entitles individual/groups.
 4. This booking is purely provisional and can be cancelled at any time if necessary.
 5. No telephonic bookings / cancellation will be entertained.
 6. **Regular Breakfast:** Cereals with milk, one Indian breakfast, Egg, Bread/Toast, canned juice, tea/coffee
 7. **Special Breakfast:** Cereals with milk, two Indian breakfast, Bread/Toast, cut fruit, Egg on order, canned juice, tea/coffee
 8. **Regular Lunch/Dinner:** Salad, curd, pickle, papad, three vegetables (one will be sauté or boiled), rice, dal, roti, one sweet dish.
 9. **Special Lunch/Dinner:** Salad, curd, pickle, papad, three vegetables (one will be sauté or boiled and one will be of Paneer), rice, dal, roti, one sweet dish.
 10. **Special Non-veg Dinner:** salad, curd, pickle, papad, three vegetables (one will be sauté or boiled, other one will be of Paneer, third will be chicken Item), rice, dal, roti, one sweet dish.
 11. **Banquet Breakfast:** Cereals with milk, two Indian breakfast, Bread/Toast, cut fruit, Egg on order, Juice, Tea/coffee
 12. **Banquet Lunch:** salad, curd, pickle, papad, three vegetables (one will be sauté or boiled, other one will be of Paneer, third will be Veg/chicken Item), rice, dal, roti, one sweet dish.
 13. **Banquet Dinner:** soup, one veg starter, salad, curd, pickle, papad, three vegetables (one will be sauté or boiled, other one will be of Paneer, third will be Veg/chicken Item), rice, dal, roti, one sweet dish.
 14. All above rates are on per person basis.
 15. GST will be charged as per rules.