



DELHI TECHNOLOGICAL UNIVERSITY
(Formerly Delhi College of Engineering)
Govt. of NCT of Delhi
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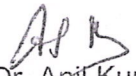
Dated: 07.12.2023

CIRCULAR

Sub: Submission of Indent for hospitality

The indents for making arrangements for official refreshments/ Lunch are being sent to GA Branch on the same day or one day before the date of event. Sometimes, it becomes difficult for canteen vendor to cater the requirements on short notice as it involves collecting of raw material/or some items from outside.

Therefore, all the HODs/Branch In-charges are requested to provide **the indent for the same before at-least two working days or earlier in advance** duly signed hardcopy (not on Whatsup). The departmental MTS may be advised to coordinate with the canteen vendor for arrangements. In case the numbers of arrangements are more than 30 persons, the indent must be sent through Office of the Registrar, DTU.


(Dr. Anil Kumar)
Dy. Registrar (GA), DTU

Copy to:-

1. PA to Registrar, DTU : For kind information of Registrar of DTU, please.
2. All Dean.
3. All HODs / Branch Incharge with the request to circulate among the staff.
4. Head, CC with the request to upload the circular alongwith form of Indent on the DTU Website.
5. Circular File.

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 |
|--|----|---|

| 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)