**THE LNM INSTITUTE OF INFORMATION TECHNOLOGY, JAIPUR**

**REQUISTION FORM FOR MESS MEAL**

1. Name: **­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Designation: : **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile No.: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. Purpose/Event Name **:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. Venue: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Normal Meal (√ ) Special Meal ( )
5. Meal Details :-

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Tea/Hi Tea  (No of Persons & Time ) | Break Fast  (No of Persons & Time ) | Lunch  (No of Persons & Time | Evening Snacks  (No of Persons & Time | Dinner  (No of Persons & Time |
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Provisional approval for above subject to actual utilization.

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| --- | --- |
| Name & Signature of Indenter | APPROVED/NOT APPROVED  Director/Dean Students Affairs |
| Dean/Registrar/HoD/HoS |