

Form No. _____



Indian Institute of Technology Indore

HOSPITALITY REQUEST FORM (For Refreshments and Meals)

- ◆ Please refer **Classifications of Categories** (On page 2 of 3) and **Booking Procedures & Rules** (On page 3 of 3) carefully before filling the form.
- ◆ This form must be printed back to back.

1-Purpose of the Event: _____

2-Department:- _____ 3-Category of event: _____ (A, B, C) [CATEGORIES ARE SPECIFIED ON PAGE -2 OF 3]

4-Date of Event - From _____ To _____, 5-Time of Event - From _____ To _____

6-Venue: _____, 7-Expected Attendance for the event: _____

8-Set-up required for total number of person for the interviews in the Board Room/ Head Table : _____.

9-Total requirement of Lunch for _____ person, with the budget of Rs. _____/- per person.

10-Total requirement of Snack for _____

_____ person. (PLEASE ALSO, SPECIFY REQUIREMENT OF SNACKS FROM CONSUMABLE

MENTIONED ON PAGE-2, AS PER APPLICABLE CATEGORY A/ B), with the budget of Rs. _____/- per person.

11-Declaration	<ul style="list-style-type: none">◆ I have understood Classifications of Categories and Booking Procedures & Rules.◆ Above mentioned details are true and correct to the best of my knowledge and belief. <p>Name of Indenter: _____ Signature: _____</p> <p>-Designation: _____ Mobile number: _____</p>
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FINANCIAL TRANSACTION INFORMATION:

12-Approval for the settlement of Bills:

Certified that the bill be charged directly to my Project a/c	Certified that the bill be paid by DR(F&A) from the 'Departmental budget'	Approved as Institute's event
Project a/c No.:	Head of the Department	Registrar/ Dean/ Director
Project Co-ordinator		
Date: _____	Date: _____	Date: _____

13-For Office Use Only

Form received on: Date..... Time.....

Status of the Event Request =>	Confirmed	Not Confirmed
Officer -in-Charge Hospitality		

Classifications of Categories:

Category A:

Directors of sister Institutions, Members of Board of Governors, Members of IIT Council, Senior Officials of the Ministry of HRD and AICTE and similar other organizations, Institute guests approved by Director for this category, Selection Committee Members of group –“A” employees will come under this category and any selection from below mentioned items may be arranged for them during meetings/ interviews.

Board room consumables to offer:- May be selected from assorted Cookies/Biscuits, Roasted nuts, Candies, snacks items, Choice of various Teas, Canned juices, Mineral water bottles , Soft drinks and Lunch as per the request, specified by indenter.

Gregory B: Deans, HOD’s, Registrar and Selection committee members for the recruitment of institute staff having direct relevance to the activities of the event (EXCEPT INTERDEPARTMENTAL EVENTS); like Conferences, Symposia, Seminars, and Workshops will come under this category.

Consumables to offer:- May be selected from Tea/Coffee, soft drinks, snacks items, mineral water bottles, Cookies/Biscuits & Lunch only as per the specification approved by competent financial authority for that event.

Category C : Under this category respective departments will ensure the catering requirements for the Departmental Meetings/Farewell/trainings/seminars/project evaluation/interviews, Placement activities, Ph.D. interviews, Invigilation duty /Practical exam duty, Service in offices & outside campus events with the help of their departmental attendants/office attendants and **may also directly make order to institute dining hall caterer** . Hospitality staff may not be used for such requests due to shortage of staff.

Booking Procedures and Rules:-

1. All the hospitality requests are accepted only in the prescribed format available on IITI website (http://iiti.ac.in/Downloads/forms_fs.html).
2. For Hospitality requests arrangement of Lunch and refreshments will only be entertained during office hours (Timing 0900 hrs and 1800 hrs respectively).
3. Only after the signature of the competent financial authority the duly filled in form need to be submitted to the office of Hospitality Manager in Silver Springs **or** a scanned copy be sent to the hospitality i.d.(hospitality@iiti.ac.in) followed by an intimation phone for better communication and services.
4. In no case the items exceeding to the budget will be provided.
5. In case the date and time of hospitality requests will overlap, requests on high priority for institute will only be confirmed. In such case concern person/ department will be informed about the same and concern person/ department will ensure the arrangements mentioned under Category C.
6. In case of any event of more than 10 people, departmental attendants extend the help to hospitality staff to ensure smooth accomplishment of tasks.
7. No column should be left blank and write "NA" if any one of the columns is not applicable. Any incomplete form will not be entertained.
8. No Telephonic bookings / cancellation will be entertained.
9. The cancellation/ change of venue, if any, for any booked event ex:- conferences/seminars/workshop should be notified at least 24 Hours in advance only through mail on hospitality@iiti.ac.in, to avoid wastage of the food & charges thereof.
10. All the hospitality requests need to be made at least two days in advance. These all requests which are received for that day, before 5pm will be compiled by the Hospitality Department and a schedule will be prepared.
11. If any request is received after 5pm will be considered when next day compilation of requests are done for making the schedule.
12. Please keep in mind that the **Status of the request** will be confirmed only, if request is made as per the mentioned booking procedures.