

**National Institute of Food Technology Entrepreneurship and Management, Kundli
(NIFTEM-K)**

Requisition Slip for booking of Rooms / Official Food arrangement at IGH

1. Details of requesting person		
1.1	Name of the Requesting NIFTEM official	Name: Designation:
1.2	Department	
1.3	Mobile no.	
2. Details required for booking room at IGH		
2.1	Name and mobile no. of guest	Name Mobile no. 1. 2. 3. 4.
2.2	Guest email id of any one	
2.3	Guest Address	
2.4	Guest id proof type (Aadhar, Voter, DL, Passport etc) and No.	
2.5	Guest Arrival, departure date and time	Arrival date and time: Departure date and time
2.6	Purpose of visit (Personal/Official): In case of official please mention budget head/Project head under which cost will be considered.	
2.7	Number and type of room required	Deluxe: Suite.....
2.8	Food required during stay (Yes/No)	Number of Breakfast: Number of Lunch: Number of Dinner:

Note: For requirement of Suite type of rooms, Director's recommendation is mandatory.

Certificate by requisitioner for accommodation: The guest is personally known to me and I am responsible for his/her conduct. If he/she fails to make payment of lodging /boarding charges, the same shall be made by me.

Signature and date of requesting official.....Date.....

3. Requisition and details required only for official food arrangements at IGH

Name & organisation of visiting guests	Date (From - to)	Food Requirement	No. Of persons
		Breakfast	
		Lunch	
		Dinner	
Please mention budget head/Project head under which cost will be considered.			

Recommendation of Dept. I/c / HOD/ Dean: Name.....

Signature.....Date

Recommendation of In-charge IGH:.....

Signature.....Date.....

Approved with Payment (.....)/ Without Payment (.....)

Registrar

Copy to: 1) Caretaker, Guest House, 2) Security, 3) File