

**National Institute of Food Technology Entrepreneurship and Management
(NIFTEM)**

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) | |
| 2.7 | Number and type of room required | Deluxe: Suite..... |
| 2.8 | Food required (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: 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 | | | |

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