

**REQUISITION FOR OFFICIAL ENTERTAINMENT**

To be forwarded to Supdt (Hostel) duly approved

- 1. Name of the requisitioning Officer: \_\_\_\_\_
- 2. Details of refreshment :

Tea/Coffee/Cold Drinks/Breakfast \_\_\_\_\_

Lunch ( Veg/ Non-Veg) \_\_\_\_\_

Dinner ( Veg /Non veg) \_\_\_\_\_

Snacks ( Pl. specify) \_\_\_\_\_

- 3. Details of persons for whom service is required

<u>Name</u>	<u>Designation</u>	<u>Organisation</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

( Note :- If space is in adequate, please use the reverse)

- 4. Specific Purpose for which the entertainment is required \_\_\_\_\_

State names of course or projects, etc. \_\_\_\_\_

<u>Service Details</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Approved  
DIRECTOR/REGISTRAR

Signature & Designation of the Requisitioning Officer  
Date: \_\_\_\_\_