



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान-कोलकाता

मोहनपुर परिसर, मोहनपुर-741 252

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA

Mohanpur Campus, Mohanpur – 741 252

FOOD REQUISITION FORM

Name /Contact No. of the Indenter: _____

Date/ / Time: _____

Purpose: _____

No. of Persons: _____

Veg./Non-Veg.: _____

Mode of payment:

Institute Head	Departmental Head	Project (Project No.)	Personal Contribution

Type of Requirement:

Venue:

Breakfast		Salt Lake Guest House	
Meeting Room Refreshments		VIP Guest House – I &II	
Working Lunch:		Guest House – I &II	
Special Lunch/Dinner:		NSCB(Canteen) Dining Hall	
Any Other(s)		Meeting Rooms(Please Specify)	

Signature of the Indenter: _____ Forwarded by the HoD/HoS: _____

Approved by Director/Registrar/Deputy Registrar(F&A)/AR(F&A): _____

(OFFICE USE ONLY)

Sl No.

Order issued to M/S
..... on

Please arrange to supply the following items at
..... on .../.../..... at am/pm:

Sl	Name of the item(s)	Quantity

Sl	Name of the item(s)	Quantity

Estimated Cost:

Approval: YES/ NO

Bill may be raised in favour of IISER Kolkata /
..... and submitted within 3 working
days along with copy of the Requisition Slip.

Food Incharge