Annexure-I

NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH, SECTOR-26, CHANDIGARH -160019
(Deemed to be University under Distinct Category, Ministry of Education, Government of India)

REQUEST FOR LUNCH/DINNER/BREAKFAST/TEA WITH SNACKS / HIGH TEA

Name of the Department /Organization: .....

Name of the Programme / Purpose: .....

Name of Faculty/Coordinator (Designation, Institute / Dept. /Centre): .....

.....

Mobile No.:..... E-mail ID:.....

O.Plan/ /TAC Number/Head: .....

Type of Service Required from Mess/Canteen:

Particulars	Tick(√)	Number of Persons	Date(s)		Total No. of days	Tentative Time	Details/Special Requirements (If any)
			From	To			
Lunch							
Dinner							
Breakfast							
Tea with Snacks							
High Tea							

To avail of **Mess/Canteen services** at the Dining Hall (Guest House-I), Syndicate Room (Guest House-I), Mini Dining Hall - Multipurpose Hall First Floor, please ensure that the respective venue is **booked in advance**.

Venue (Please Tick):

Dining Hall (Guest House-1) ☐ Syndicate Room (Guest House-1) ☐

Mini Dining Hall (Multipurpose Hall First Floor) ☐ Mess (Ground Floor) ☐

Any other place in the Institute (.....)

Charges for Mess/Canteen Services to be Paid By: ……..

Signature of Faculty/Coordinator with date

MTS
Hostels

Staff Incharge
Hostels

Incharge
(Hostels Mess and Canteen)

Note: Contact number and e-mail ID of **Sh. R.K. Pandey, Mess / Canteen Contractor:** 7508587286; **E-mail:** rk7pandey@gmail.com