



REQUISITION FORM FOR PHOTOGRAPHER

We are organizing program with following details:

| | |
|-------------------------------------|--------------------|
| Organizing Department & Institute : | |
| Coordinator Name : | Mobile No. : |
| Program Name : | |
| Venue: | |
| Starting Date : | End Date : |
| Starting Time : | End Time : |
| Outside VIP Guest Name | Designation |
| 1. | |
| 2. | |
| 3. | |

| | |
|---|--|
| If Videographer is required, Justification thereof | |
|---|--|

**Signature of
Coordinator**

**Signature of
HOD / Dean**

**Signature of
Registrar**

..... FOR USE OF PHOTOGRAPHER

| | |
|---------------------------------|--|
| Noted in Diary (Comment if Any) | |
| Remark/Approval by Authority | |

**Signature of Photographer
with Date**

**Signature of Registrar
with Date**



REQUISITION FOR ON CAMPUS MEAL

We are organizing program with following details:

| | | | | |
|------------------------------------|-----------|-------|-------------|--------|
| Organizing Department & Institute: | | | | |
| Coordinator Name: | | | Mobile No.: | |
| Program name: | | | | |
| Venue: | | | | |
| Starting Date: | | | End Date: | |
| No. of Days: | | | | |
| Type | Breakfast | Lunch | Refreshment | Dinner |
| No. of Persons | | | | |

Food Type:

A) Regular Mess Food B) A + Extra Sweet + Salad + Papad

C) Any Other Item:

.....

Signature of Coordinator

Signature of HOD/Dean

Signature of Registrar

Communicated to Mess In-charge on Date: Time:

For Use of Mess In-Charge

| | |
|----------------------------------|--|
| Noted in Diary (Comment if Any) | |
| Remark/Approval by Registrar | |

**Signature of Mess In-charge
with Date**

**Signature of Registrar
with Date**

Note:

- 1) Booking of Breakfast/ Lunch/ Refreshment/ Dinner shall be communicated to the concerned authorities at least 3 days prior to the date of event.
All such bookings will be entertained only by filling up E-21(B).
- 2) Category of Breakfast/ Lunch/ Refreshment/ Dinner shall be specified.