



DELHI TECHNOLOGICAL UNIVERSITY

(Formerly Delhi College of Engineering)
Shahbad Daulatpur, Bawana Road, Delhi 110 042
Tel: +91-11-2729 4673, e-mail: ga@dtu.ac.in

File No. DTU/GA/109/2024-25/1509/601-05

Dated: 14.11.2024

CIRCULAR

Subject: Revised Guidelines for Submission of Indent for Hospitality Arrangements

In supersession of the earlier circular on this subject, it is hereby informed that indents for refreshments or lunch are often being submitted to the General Administration (GA) Branch on the same day or just one day prior to the event. This short notice makes it challenging for the canteen vendor to fulfill the requirements as it involves procuring raw materials or items from outside.

Therefore, it is requested that all Heads of Departments (HODs) / Branch In-Charges adhere to the following updated guidelines:

1. Submit the indent for hospitality arrangements **at least SEVEN WORKING DAYS before the event** to the GA Branch. The indent must be submitted as a hardcopy with an authorized signature (**not through WhatsApp**).
2. In addition to above, must attach the **following with the indent**:
 - Approved copy of **administrative approval from the Competent Authority for arrangement hospitality** for the event and therein, the following description should be mentioned: -
 - **Estimated cost** of the event/program
 - **Number of attendees**
 - **Type of hospitality** e.g., Tea/High Tea/Lunch/Dinner (**only from fixed Indent menu copy attached**)
 - **Date and time** of the event
 - **Description of items** required
 - **Venue** of the event
 - **Water dispenser requirement**, if applicable.
 - Avoid remarks "**hospitality arrangements from GA Branch**".
 - Indents must be routed through the **appropriate channel** (HOD/Branch In-Charge) to the GA Branch.
 - The **Diary Dispatch Number** must be included in the indent.
3. The arrangement of hospitality during **Departmental meetings** may be arranged by the Departmental level itself subject to the approval of Competent Authority according to the ceiling.
4. It is prime responsibility of the concerned department to collect the material from the vendor(s) and assured to be served in the **presentable manner** in the Department / Event, through their respective MTS (**Copy of MTS duties Chart is also enclosed**).

Contd...2/-



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5. **Late submissions will no longer be entertained. In case of any urgent requirement, departments are advised to make their own hospitality arrangements itself.**
6. Departmental Multi-Tasking Staff (MTS) should coordinate with the vendor(s) to ensure smooth arrangements.
7. The indent form of hospitality may be downloaded directly from the website i.e. <https://dtu.ac.in>.
8. After the completion of the event Indentee must verify the bill submitted by the service provider on the same day in order to avoid any delay in processing of bill.

All departments are requested to comply with these revised guidelines to facilitate smooth and timely arrangements for events.


(Prof. Madhusudan Singh)
Registrar, DTU

Copy to:-

1. PA to VC, DTU : For kind information of Hon'ble Vice Chancellor of DTU, please.
2. All Dean.
3. All HODs / Branch Incharge with the request to circulate among the staff and faculty Members.
4. Head, CC with the request to upload the circular alongwith form of Indent on the DTU Website.
5. Circular File.


(Dr. Anil Kumar)
Dy. Registrar (Gen. Admn.), DTU

Indent of Hospitality

Department/ Branch.....

Dated.....

1. **Reasons for which hospitality is required** :

2. **Event/meeting/conference/Interview** :

Note: Concerned Department may attach the copy of Event/meeting/conference/Interview notice etc. for which hospitality arrangement is to be made.

3. **Number of persons** :

Venue : _____ Date: _____ Time: _____

4. **Type of Hospitality**

Tea / High Tea (please see Overleaf for point No. 3) :

Lunch (please see Overleaf for point No. 2) :

- If any other specific requirement in addition to above. The concerned Head of the Department or Branch etc. will seek administrative approval from the Competent Authority at his /her end and attach the same with the indent.

Through Concern HOD /
Chairperson of the Committee

(Signature & stamp of indenting officer)

Name of the officer:

Branch / Department:

Mobile No.:

Kindly Note 1 : The work order as per indent has been given to Canteen, DTU by the GA Branch. Your departmental MTS may coordinate to arrange/ to collect the order for the same.

No plastic / disposable plate will be used in serving

सर्विंग में प्लास्टिक / डिस्पोजेबल प्लेट का इस्तेमाल नहीं किया जाएगा

Name of Vendor: M/S _____

Dy. Registrar (G.A)

List of approved items of Tea/High Tea and Lunch by the C.A.

1) Lunch (Number of Persons)

S. No	Number of Persons	Rate per Person including taxes
1	Up to 50	200 /-
2	50-100	175 /-
3	100-500	160 /-
4	500-3000	150 /-

2) Standard Menu for Lunch the above will be as follow

<ul style="list-style-type: none"> ➤ Vegetable Soup ➤ Mix Vegetables/ Chhole/ any seasonal vegetable, ➤ Dal Makhani / Yellow Dal, ➤ One Paneer Dish, ➤ Dahi Bhalle / Raita, ➤ Rice Pulao/ Jeera Rice, ➤ One Sweet Dish ➤ Lachha Parantha/Roti/Poori, ➤ Papad/Salad/Achar, ➤ Water Glasses + Water dispensers 	OR	<ul style="list-style-type: none"> ➤ Idli Dosa ➤ Sambar Vada ➤ Upma / Uttapam ➤ Chowmein ➤ Veg Manchurian ➤ Veg Hakka Noodles ➤ Boiled Vegetable ➤ Rava kesari ➤ Water Glasses + Water dispensers
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S. No	3) <u>TYPE OF HIGH TEA</u> (PLEASE TICK ONLY ONE OF EACH POINT AS MENTIONED BELOW)	Rates per Person including taxes
1	Tea / Coffee /Chach + Chips, Biscuits + . Any one Snacks item (Samosa/ Aloo Bonda/Panner Pakoda/ Cutlet/ Spring Roll/ Mix Pakoda).	45/-
OR		
2	Tea / Coffee /Chach + Chips, Biscuits + Any one Snacks item (Panner-Pakoda / Cutlet / Spring Roll / Mix-Pakoda), + One Sweet item (Imarti / Jalebi / Gulab-Jamun / Rasgulla etc) OR Cut mix fruits.	55/-



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DTU/G.A./038/2012-13/553/P/1573-77

Date: 20.03.2024

CIRCULAR

It is to inform all that, the responsibilities of the (Multi-Tasking Staff) M.T.S./Attendants as per the Office Memorandum issued by DoP&T vide No. AB-14017/6/2009-Estt (RR) dated 30.04.2010 are as per details given below: -

1. Physical maintenance of records of section.
2. General cleanliness & upkeep of the Section/Unit.
3. Carrying of files & other papers within the building.
4. Photocopying, sending of FAX etc.
5. Other non-clerical work in the Sections/Unit.
6. Assisting in routine office work like diary, dispatch etc. including on computer.
7. Delivering of Dak (inside & outside the building)
8. Watch & ward duties.
9. Opening & closing of rooms.
10. Cleaning of rooms.
11. Dusting of furniture etc.
12. Cleaning of building, fixture etc.
13. Work related to his ITI qualification, if it exists
14. Driving of vehicles, if in possession of valid driving license
15. Upkeep of parks, lawns, potted plants etc.
16. Any other work assigned by superior authority.

NOTE: The above list of duties is only illustrative and not exhaustive. Deptt. is free to add to the list, duties of similar nature ordinarily performed by officials at this level. All the Departments/Branch/Centre of the University may use it and take necessary action in the matter.

(Prof. Madhusudan Singh)
Registrar, DTU

Copy to: -

1. PA to HVC : for kind information of HVC, please.
2. All Deans with a request of compliance of the same.
3. All HODs/Branch In-Charges with request of compliance of the same.
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(Dr. Anil Kumar)
Dy. Registrar (Gen. Admin.)