DELHI TECHNOLOGICAL UNIVERSITY

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F. No. DTU/GA/44/2023-24/1444/1635-39 Dated: 02.11.2026

CIRCULAR

Subject: Strict compliance with SOP for hospitality arrangements – reg.

This is with reference to Standard Operating Procedure (SOP) for Hospitality Arrangements issued vide **F. No. DTU/GA/44/2023-24/1444/1370-77 dated 24.11.2025** *(copy enclosed)*. It has been observed that the prescribed SOP for hospitality arrangements is not being followed while making arrangements for the programme/event/meeting etc.

The concerned officials/branches are, therefore, advised to ensure **strict compliance with the prescribed SOP** in all their hospitality arrangements. The procedure, approvals and other requirements stipulated therein to be duly followed.

Any deviation from the prescribed SOP shall be avoided and, wherever necessary, **prior approval of the Competent Authority** shall be obtained.

All are requested for strict compliance with the above.

(Binod Doley)
Registrar, DTU
02/11/2026

Encl.: Copy of SOP for Hospitality Arrangements.

Copy to:-

1. PA to Hon'ble VC for kind information of Hon'ble Vice Chancellor.
2. PA to Registrar.
3. All HODs / All Deans / All Branch In-charges – for strict compliance and vide circulation.
4. Head, CC with the request to upload the circular on the university website.
6. Guard File.

(Madhuresh Kr. Jha)
Assistant Registrar, (Gen. Admin.)

DELHI TECHNOLOGICAL UNIVERSITY
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F.No. DTU/GA/44/2023-24/1444 | 1370-77

Dated : 24.11.2025

CIRCULAR

Subject: Standard Operating Procedure (SOP) for Hospitality Arrangements: Regarding

It was observed that the departments and sections were raising indents for providing hospitality for number of persons more than the number of members of a particular Committee. It was also observed that a number of members of the Committees do not consume the refreshment/ hospitality served during the course of the meetings. Due to these reasons, the large quantity of food goes waste and also puts avoidable financial burden on DTU finances, which otherwise could have been put to better and productive purposes of student and employee welfare. In view to streamline the procedure of the indenting and providing of hospitality, proper utilization of funds in hospitality services, minimizing food wastage, and maintaining quality of food; a Monitoring Committee was constituted vide Office Order No. DTU/Reg/OO/2024-25/55 dated 13.01.2025 for making recommendation in this regard. The Committee reviewed the hospitality arrangements in DTU and recommended Standard Operating Procedures (SOP) for hospitality. The spirit behind these guidelines is to judiciously place the order/ indent to stop the food wastage and to invite attention of all concerned to voluntarily curtail the expenditure on this account. Accordingly, all Departments, Committees, event-coordinators and organizing Heads etc. are hereby informed to adhere to the Standard Operating Procedure (SOP) for arranging hospitality during all University, Departmental, Committee, Academic, and Students' events as per details given below, subject to the General Instructions: -

1.	**University Level Events/ Activities:** a) Independence Day b) Republic Day c) BOM meetings d) AC Meeting e) FC Meetings f) External Audit g) IQAC (NAAC, NBA Visits) h) Other such events approved by the Hon'ble Vice Chancellor i) Training Program	Tea/ Refreshment/ High Tea/ Lunch/ Dinner, and water dispenser as per the prior approval of the Competent Authority.	Hospitality arrangements shall be made at the level of the General Administration on receiving proposals from concerned Departments/ Sections/ Centers/ Committees/ Deans /Directors/ event Coordinators duly approved by the Competent authority. For events such as Independence Day etc. hospitality indent will be entertained from one Central Committee only for full day event and not from multiple committees e.g. Flag hoisting event, cultural event and / or sports events. General Administration shall return such multiple indents to the proposing Sub-Committees. The event organizing department/ committees should send duly approved proposal at least 21 days in advance to GA Section for further processing.
2.	**University Level Sizeable Events/ Activities** a) Convocation, b) Orientation Program c) Alumni Meet d) Other such events approved by the Hon'ble Vice Chancellor	Refreshment/High Tea/ Lunch/ Dinner, and water dispenser as per the directions and approval of the Competent Authority.	Hospitality arrangements shall be made at the level of the General Administration on receiving duly approved proposals from the respective Event Hospitality Committee. Hospitality indent will be entertained from one Central Committee only for full day.

			The event organizing department/ committees should send duly approved proposal at least 21 days in advance to GA Section for further processing.
3.	**University Level predefined Committees Meetings:** a) TEC b) Central Purchase Committee c) Local Purchase Committee Meeting d) Other such similar events as approved by the Competent Authority	Refreshment/ High Tea	Hospitality arrangements shall be made at the level of the concerned department/ section/ Committee/ Council itself by placing an order directly only to any of the approved food outlets operating inside the DTU Campuses. *It may be ensured that the indent is raised for the number of committee members + 3 (3 assisting persons) only and bills beyond this limit will not be processed for payment.*
4.	**Departmental/ Section/ Center Level Events/ Activities:** a) Faculty Meeting b) DRC Meeting c) SRC Meeting d) DPC Meeting e) PhD Viva Voce f) BOS Meeting g) Invited Talk h) Expert Talk i) Board of Discipline j) Recruitment k) Training Program l) End-Term Practical m) Other such similar events as approved by the Competent Authority	Refreshment Up to 30 persons each event or as per the number of Faculty members duly approved by the Head of the concerned Department. High Tea / Lunch may be arranged only in cases where External Experts /Guests are invited or after obtaining the prior approval of the Competent Authority, taken well in advance	Hospitality arrangements shall be made at the level of the concerned Department/ Section/ Committee/ Center/ Council itself by placing an order directly only to any of the approved food outlets operating inside the DTU Campuses. It may be ensured that the indent is raised for the members + 3 (3 assisting persons) only and bills beyond this limit will not be processed for payment. *Note:- For more than 30 persons, approval of the competent authority* shall *be obtained well in advance.*
5.	**University Level Students' Events:** a) Sports Events (e.g. Ahwan/ Parakaram etc.) b) Cultural Events (e.g. Engifest) c) Literary Events (e.g. Yuvaan) d) Technical Events (e.g. Invictus) e) NCC / NSS f) Other such events as approved by the Hon'ble Vice Chancellor	• Refreshment for participants • High-tea for the event coordinating committee members only • Lunch for faculty / Event coordinators only	Hospitality arrangements shall be made at the level of the General Administration on receiving duly approved proposals from the respective Event Hospitality Committee. Hospitality indent will be entertained from one Central Committee only for full day. The event organizing department/ committees should send duly approved proposal at least 21 days in advance to GA Section for further processing.
6.	**Academic Events:** a) End Term Theory Examination b) Central Evaluation c) Admissions d) Other similar and related events as approved by the Competent Authority	Refreshment for each duty	Hospitality arrangements shall be made at the level of the General Administration Branch on receiving duly approved proposals (at least 7-days in advance), from concerned Departments/ Sections/ Centers/ Committees/ Deans /Directors/ event Coordinators duly approved by the Competent authority.
		Lunch/ High Tea If an event lasts 6 hours or longer, faculty/ staff involved may be provided with lunch/ dinner upon approval from the Competent Authority.	-do-

Details of Hospitality Arrangements:

S. No.	Purpose	Particulars	Standard Menu
01.	1. For Meetings upto 1-1.5 hours where there is no External Member/ Expert	Tea	a. Tea & Biscuit/s OR b. Tea & small samosa/ idli OR c. Any other similar arrangement / items the vendor agrees to supply with in approved rates
02	1.For Events upto 2.5 hours where there is no External Member/ Expert. 2.For students participating during sports events. 3.For students attending Ph.D viva etc	Refreshment	a. Tea, Biscuit/ Cookies (2 pcs) & b. one Samosa (1 pc)/ Peanuts (1 serving) OR a. Tea, Biscuit/ Cookies (2 pcs) & b. one Idli (1 pc) / Vada (1 pc) OR a. Juice (1 pc), & b. banana (2 pcs) OR c. Any other similar arrangement / items the vendor agrees to supply with in approved rates
03.	1. For Meetings where External member/ Expert are invited including Faculty Members 2. For committee members of Sports Events	High Tea	a. Tea/ Juice/ Butter Milk/ coconut water & b. Chips/ Peanuts & c. 02 Cookies & d. Any one Snacks item: Samosa/ Aloo Bonda/ Sandwich/ Cutlet/ Mix Pakoda / Paneer Pakoda/ Spring Roll/ poha-dahi & e. One Sweet item (Gulab-Jamun/ Ice-Cream or equivalent sweet) OR a. Cut mix fruits (4 to 5 seasonal fruits) - (Quarter plate) OR a. Tea/ Juice (Tetra Pack)/ /Butter Milk/ coconut water & b. Sprouts with vegetables with paneer pieces OR Any other similar arrangement / items the vendor agrees to supply with in approved rates
04.	1. For Meetings which starts in first half and continues beyond lunch time and is usually long enough to justify the arrangement for lunch. 2. Meeting in which External Experts are invited e.g. DRC, Ph.D viva Voce etc.	Lunch/ Dinner	a. Salad b. Papad, pickels c. Mix Vegetables / seasonal vegetables -1 d. Dal Makkhani / Yellow Dal/ Chhole/Rajma -1 e. One Paneer Dish- 1 f. Boondi Raita/Veg. Raita/Pineapple Raita-1 g. Rice / Pulao/ Jeera Rice-1 h. One Sweet Dish (Gulab-Jamun / Ice Cream or equivalent sweet) i. Lachha Parantha/ Roti/ Poori/ Tawa Roti/ Naan/ Tandoor Butter Roti j. Drinking Water dispensers with paper glasses OR a. Idli/ Vada with Sambar b. Dosa (Masala/Onion/Mix Veg.) / Uttapam (Onion/Mix Veg.) c. Upama d. Coconut Chutney e. One Sweet Dish (Sheera / Suji Halwa etc.) f. Drinking Water dispensers with paper glasses OR a. Chowmein/ Hakka Noodles/Fried Rice b. Veg Manchurian gravy c. Boiled Vegetable/ Spring Roll d. One Sweet Item (Gulab-Jamun/Ice-Cream or equivalent sweet)) e. Drinking Water dispensers with paper glasses OR Any other similar arrangement / items the vendor agrees to supply with in approved rates

General Instructions: -

1. Concerned event-coordinators / HoD/ In-charge should make conscious efforts to prevent the food wastage and reducing the expenditure on hospitality and to order for number of members of the meeting/ committee plus three persons (to cover the officials involved in the arrangements).
2. All concerned are advised not to place order / indent for the duties/events which fall under the disposal of the regular official duties.
3. The Hospitality arrangements required to be made at the level of the General Administration, shall be arranged on receiving proposals from concerned Departments/ Sections/ Committees/ Deans /Directors/Event coordinators duly approved by the Competent authority. It may be ensured that the indent is raised for the members + 3 (3 assisting persons) only and bills beyond this limit will not be processed for payment. The event organizing department should send the proposal at least 21 days in advance to GA Section for processing.
4. Indent shall be submitted to the General Administration in specified format only (Annexure I).
5. Approved list of rates for refreshment, High Tea, Lunch and dinner is attached at annexure II.
6. In case any outsider organizer / sponsorer is sponsoring the Event, the concerned event-coordinators / HoD/ In-charge should not raise the indent for hospitality.
7. Lunch / High Tea shall be arranged only in cases where External Experts / Guests are invited or after approval of the Competent Authority.
8. Competent Authority in each case will be as per the Powers mentioned in the Delegation of Financial Powers.
9. All the indents for day-to-day hospitality arrangements up to 30 persons may be given directly to the Vendor by the HOD/Branch Incharge of the concerned department and for more than 30 persons prior approval of the Competent Authority shall be obtained well in advance.
10. It may be ensured that the order is placed for the members + 3 (3 assisting persons) only and bills beyond this limit will not be processed for payment.
11. In case the required hospitality arrangements are different from the prescribed SOP, the concerned Head of the Department / Branch Incharge shall obtain the Administrative Approval of the Competent Authority well in advance for the same.
12. The rates in Annexure - II are inclusive of GST.
13. The order shall be given to the any outlets / canteens in the Campus of University as notified by the GA Branch for this purpose.
14. The monitoring committee will review the Department wise expenditure on hospitality arrangement after every six months and will issue the instruction accordingly.
15. GA section shall maintain an expenditure register for all expenditures booked for providing hospitality for all events/ meetings etc.
16. To streamline the procedure and better service, the vendor may asked to provide the Refreshment/ high tea/ lunch in packaged form/ thali as may be coordinated with the indentor/coordinator.
17. Lunch will be admissible for only those meetings, which start in forenoon and continue beyond the lunch hours in evening.
18. For events such as Independence Day, Republic Day, Engifest, Yuvaan, Sports Meet etc. hospitality indent will be entertained from one Central Committee only for full day event and not from multiple committees such as Flag hoisting event, cultural event and / or sports events. For this purpose a separate circular is being issued for clarification. General Administration shall return such multiple indents to the proposing Section.
19. For all events such as convocation, Orientation and sports etc the coupon system shall be devised in the proposals. For convocation 03 coupons (for student & their parents) will be allowed.
20. If, there are more than one SRC/DRC/any such event or meetings in a Department/Section/Branch on the same day and 80% of the members are same, in such cases, a single indent for hospitality arrangement shall be placed.
21. After satisfactory arrangements of hospitality, duly verified bills by concerned HOD/In-Charge (listed sequentially) along with the original Indent and copy of the meeting notice shall be forwarded to the GA Branch within 7 days for payment.

The Head of the Department may ensure efforts are made to order only the minimum required quantity of food/ hospitality to prevent wastage and to control routine expenses under hospitality services for various types of events. All concerned are requested to adhere strictly to the SOP to ensure uniformity, transparency, and smooth execution of hospitality arrangements for various events.

(Binod Doley)
Registrar, DTU
28/11/2025

Copy to the following for compliance:

1. PA to VC : For information of Hon'ble Vice Chancellor
2. PA to Registrar, DTU
3. All Deans, all HODs, all Directors/OIC, DTU.
4. COF, DTU / DDO, DTU
5. Director, EDC, DTU
6. COE, Chairman, Sports Council; Librarian/ Security Officer/ Chief Warden, Hostel office/ Guest House-in-charge
7. Guard File
8. Head, CC: with the request to upload on website

Indent for Hospitality *(Please see the SOPs issued)*

(Annexure – I)

(Indent incomplete in any sense and not countersigned by the concerned HOD, will not be accepted)
(Please submit indent at least 07 working days prior to the event)

Department/ Branch..... Dated.....

1. **Provide details of the Event/ meeting/ conference/ interview for which hospitality is required:** *(Attach copy of approval, if any, and the copy of Event/ meeting/ conference/ Interview notice etc. for which hospitality arrangement is to be made)*

2. **Details of Hospitality Required: Venue:**
(For multiple dates, details- duly signed typed in below format, may be attached)
(Mention date, time and No. of Persons)

Please see the SOPs issued

Sr. no	Date	Time	Type of hospitality required (refer SOPs)	No. Of persons (refer SOPs)
1.				
2.				
3.				
4.				
5.				

If any other specific requirement and indent for more than 30 persons, the concerned Head of the Department or Branch etc. will seek administrative approval from the Competent Authority at his /her end and attach the original notesheet with the indent. Please refer circulars / SOPs issued in this regard. Please attach separate sheet if the event is multi-day event

(sign and stamp)

Concerned HOD / Event Coordinator
Name of the HOD:

(Signature & stamp of indenting officer)
Name of the officer:
Branch / Department:
Mobile No.:

(Please Do not write anything below this line) **FOR OFFICE USE of GA Branch only**

Indent Register Sr. No. ....Date: .....

Name of Vendor: M/s ..... is hereby directed to supply above said hospitality and coordinate with the above Indenter.

Office-In Charge (G.A)

Acceptance by the Vendor

Sign of the representative of the vendor

No plastic / disposable plate will be used in serving. सर्विंग में प्लास्टिक / डिस्पोजेबल प्लेट का इस्तेमाल नहीं किया जाएगा Please Turn O

(Annexure – II)

Subject: Rate Schedule for Hospitality Arrangements: Regarding

S. No.	Purpose	Particulars	Standard Menu	Rate per person (including all applicable taxes) (Rs.)
01.	For Meetings upto 1-1.5 hours where there is no external member/ expert	Tea	a. Tea & Biscuit/s (2 pcs)/ Peanuts/ Roasted Gram **OR** b. Tea & small samosa (1)/ Idli (1)/ **OR** c. Any other equivalent item the vendor agrees to supply	20/-
02	• For Meetings upto 2.5 hours where there is no external member/ expert. • For students during sports events • For students attending viva etc	Refreshment	a. Tea, Biscuit/ Cookies & one Samosa/ Peanuts / Roasted Gram **OR** b. Tea, Biscuit/ Cookies & one idli/ vada **OR** c. Juice , banana-2 **OR** d. Any other similar arrangement **OR** e. Any other equivalent item the vendor agrees to supply	30/-
02.	• For Meetings where external member/ expert are invited • For committee members of sports events • For faculty	High Tea	a. Tea/ Juice/ /Butter Milk/ Lassi b. Chips/ Peanuts / Roasted Gram c. 02 Cookies d. Any one Snacks item: Samosa/ Aloo Bonda/ Sandwich/ Cutlet/ Mix Pakoda / Paneer Pakoda/ Spring Roll/ poha-dahi e. One Sweet item (Gulab-Jamun/ Ice-Cream or equivalent sweet) **OR** a. Cut mix fruits (4 to 5 seasonal fruits) - (Quarter plate) **OR** a. Tea/ Juice (Tetra Pack)/ Butter Milk/ Lassi b. Sprouts with vegetables with paneer pieces	65/- 55/- (If number of persons is more than 100)
03.	For Meetings which starts in forenoon and continue beyond lunch time till evening and is usually long enough to justify the arrangement for lunch.	Lunch/ Dinner	a. Salad b. Papad, pickels c. Mix Vegetables / seasonal vegetables -1 d. Dal Makkhani / Yellow Dal/ Chhole/Rajma -1 e. One Paneer Dish- 1 f. Boondi Raita/Veg. Raita/Pineapple Raita-1 g. Rice / Pulao/ Jeera Rice-1 h. One Sweet Dish (Gulab-Jamun / Ice Cream or equivalent sweet) i. Lachha Parantha/ Roti/ Poori/ Tawa Roti/ Naan/ Tandoor Butter Roti j. Drinking Water dispensers with paper glasses **OR** a. Idli/ Vada with Sambar b. Dosa (Masala/Onion/Mix Veg.) / Uttapam (Onion/Mix Veg.) c. Upama d. Coconut Chutney e. One Sweet Dish (Sheera / Suji Halwa etc.) f. Drinking Water dispensers with paper glasses **OR**	Rs. 240/- if number of persons is upto 100 Rs. 220/- if number of persons is 101-500 Rs. 200/- if number of persons is above 500

			a. Chowmein/ Hakka Noodles/Fried Rice b. Veg Manchurian gravy c. Boiled Vegetable/ Spring Roll d. One Sweet item (Gulab-Jamun/Ice-Cream or equivalent sweet)) e. Drinking Water dispensers with paper glasses	

No extra service charges will paid on account of serving hospitality/ refreshment/. packing at the site of meeting/ event.

The Head of the Department may ensure efforts are made to order only the minimum required quantity of food/ hospitality to prevent wastage and to control routine expenses under hospitality services for various types of events. The type of hospitality as mentioned above shall be provided in packaged form / thali. However, the vendor on the request of the event coordinator may provide buffet system.

All concerned are requested to adhere strictly to the SOP notified F.No. DTU/GA/44/2023-24/1444 dated: 24.11.2025 to ensure uniformity, transparency, and smooth execution of hospitality arrangements for various events.