

GULMOHAR CAFETERIA, IIT BOMBAY

SAIKRIPA FOOD SERVICES PVT. LTD.

**Request for official meal order**

Date: \_\_\_\_\_

To,  
The Manager,  
Gulmohar Cafeteria

Name & Designation of Applicant: \_\_\_\_\_

Department of Applicant: \_\_\_\_\_

Date of Program: \_\_\_\_\_

Program Title: \_\_\_\_\_

Meal order No.: 1. Lunch : \_\_\_\_\_

2. Dinner : \_\_\_\_\_

Special Instructions (If any) : \_\_\_\_\_

Billing Instructions: Debit to

1. Department Fund \_\_\_\_\_

2. Project No. \_\_\_\_\_

3. Other \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Recommendation: Head of the Department/ Project Incharge /Section Incharge \_\_\_\_\_

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Please Note:

1. Only official meal order request will be accepted.
2. Order for official meals should be placed at least one day in advance.
3. Cancellation of order should be latest by 10:00 am for lunch and 05:00 pm for dinner. Otherwise, the meal ordered would be charged for.
4. In case of emergency, lunch orders will be accepted up to 10:00 am and dinner orders up to 05:00 pm only.
5. It may please be noted, billing is done on basis of order placed. Billing instruction should be clear.
6. No outside eatables permitted in the Cafeteria.
7. Meal timings: Lunch: 01:00 pm to 02:00 pm  
Dinner: 08:00 pm to 09:00 pm
8. You are requested to follow the meal timings as mentioned above.