

Application for Special Lunch/Dinner

To,

Date: __/__/_____

The Mess Steward

St. Stephen's College

Delhi – 110007

Subject – Organizing Lunch/Dinner in the Dinning Hall

Sir,

This is to request you to kindly arrange Lunch/Dinner* for _____ persons in the Mess organized by _____ Department/Society on __/__/_____ to __/__/_____ at _____:____ PM in Dinning Hall/SCR. The bill will be charged to the _____ account.

*Indicate your choice by ticking in the appropriate box Regular meals Special meals

In case of special lunch/dinner kindly attach the menu.

Yours Sincerely,

Signature

Signature (Staff Advisor/HoD)

Name: _____

Name _____

Course:

Mobile No:

(Sanctioned/Not Sanctioned) Remark _____

Principal

(Please submit a photocopy of the duly Sanctioned form along with the original)