

**INDENT FOR OFFICIAL LUNCH/DINNER AFTER PhD VIVA-VOCE**

1.	Name of Indenter (One of the Supervisors)	:	
2.	Name of the PhD Student	:	
3.	Roll No. of the Student	:	
4.	Academic Division	:	
5.	Date of PhD Viva-Voce	:	
6.	Details of Lunch/Dinner		<b>Lunch/Dinner is to be arranged on the Date of PhD VIVA-VOCE</b>
	i. Guesthouse	:	Old Guesthouse / New Guesthouse (tick the option)
	ii. Meal Time	:	Lunch / Dinner (tick the option)
	iii. Number of Persons	:	
Date: _____ Signature of the Indenter _____			
For Office Use		Approved/Not Approved	
Signature of the Dealing Assistant with Date		Date: _____ ADoAR / DoAR	

**Guidelines:**

1. An official lunch/dinner can be arranged by the Supervisor for the External Examiner, other members of Viva-Voce Board, DC members, Member Secretary-DPPC, Chairperson-DPPC and the student who defended the thesis.
2. This indent form should reach the Academic Affairs Section well in advance for processing and forwarding the information to the caterer of the guesthouse.
3. Considering the prevailing rates of the menu available at the institutes guesthouses, an amount of maximum Rs.450/- (incl. GST) per person is permissible for payment to the caterer.
4. The indenter needs to inform the menu for lunch/dinner to the caterer directly.