

**KAMALA NEHRU COLLEGE**  
(UNIVERSITY OF DELHI)  
AUGUST KRANTI MARG, NEW DELHI – 110049

**INDENT FOR LIGHT REFRESHMENT/ SNACKS**  
(For the purpose of giving order to Canteen Manager)

**Name of the Event/ Occasion/ Activity:** .....

**Name of the Department/ Section:** .....

**Organizing Members, if any:** .....

**Name of the Person/ Expert Invited (with designation and full address):** .....

.....

**Date:** ..... **Time:** .....

**Details of Refreshment for the Event:**

1. ....

2. ....

3. ....

4. ....

5. ....

**Signature:** .....

**Full Name of the Person Concerned:** .....

**Designation:** .....

**Date:** .....

(The refreshments should be ordered only after obtaining the due permission)

Permitted by -

**TIC/ Convenor:** .....

**Principal:** .....