



BABU SUNDER SINGH GROUP OF INSTITUTIONS

Approved by AICTE & PCI (GOI) and Affiliated to AKTU, BTE & Lucknow University, Lucknow
NH-24B, Raebareli, Road Nigohan, Lucknow-226302 (U.P.)

सूचना

सक्षम स्तर से प्राप्त निर्देशों के क्रम में Babu Sunder Singh Group of Institutions परिसर स्थित समस्त संस्थानों के निदेशक/प्राचार्य/विभागाध्यक्ष/प्रभारी-डिप्लोमा/प्रवेश प्रकोष्ठ अध्यक्ष/छात्रावास अभिरक्षक/अधिष्ठाता छात्र कल्याण एवं कुलसचिव को सूचित किया जाता है कि परिसर में पधारने वाले परीक्षकगण (वाह्य एवं आंतरिक), विशिष्ट अतिथि अथवा अन्य विशिष्ट आगंतुकों (जिन्हें भोजन/लंच की व्यवस्था अपेक्षित हो) हेतु संबंधित वार्डन को एक दिवस पूर्व संलग्न प्रारूप के अनुसार पूर्ण रूप से भरी हुई *Requisition Slip* अनिवार्य रूप से उपलब्ध कराना सुनिश्चित करें।

यह व्यवस्था मितव्ययता बनाए रखते हुए आवश्यकतानुसार समुचित मात्रा में भोजन तैयार कराने तथा मेस संचालन को सुव्यवस्थित ढंग से संचालित करने के उद्देश्य से की जा रही है।

(Director General)

**Office of Director General
BSSITM, Nigohan, Lucknow (U.P.)**

BSSITM/DG/2025-26/

Date: 23/05/2026

Copy forwarded for information, necessary action and records:

- Hon'ble Chairman for kind information
- Hon'ble Chairperson for kind information
- Director BSSITM
- Director BSSCOP
- Principal BSSDC
- Head Admission Cell
- Dean Academic Affairs
- All the hods (CSE, IT, AI&ML, ME, EE, ECE, CE, AGE & ASH)
- Diploma Incharge
- Website In-charge
- Registrar
- Guard File

23.05.26
(Director General)

Babu Sunder Singh Group of Institutions, Nigohan, Lucknow

Requisition slip for Lunch of Internal & External Examiner/Host & Guest

S. No.	Particulars	Details
1	Name of the Institution:	BSSITM /BSSCOP/BSSDC
2	Name of the Department:	
3	Name and Address with Contact Number of the Examiner/Guest:	
4	Name and Contact Number of the Internal Examiner/Host:	
5	Date of Examination/Visit:	
6	Purpose of Visit:	
7	Name of Practical Examination with Code:	

The Warden/Chief Warden is kindly requested to arrange suitable lunch for the above-mentioned person(s) in the Hostel Mess on the following date and time:

Note: The requisition/indent must be submitted to the Warden at least one day in advance.

Indenter

Sectional In-charge/ HOD

Dean/Principal/Director

Babu Sunder Singh Group of Institutions, Nigohan, Lucknow

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