

### General Information

- ✓ **Meal Schedule and Catering Prices:** The total catering cost has been set at Rs. 319 per day. The detailed breakdown of meal timings and prices is as follows:

Sl. No.	Meal Schedule	Timings	Amount (Rs)
1.	Bed Tea	6:00 A.M. to 6:30 A.M.	57
2.	Breakfast	8:00 A.M to 9:00 A.M.	
3.	High Tea	11:00 A.M.	38 (Includes evening snacks)
4.	Lunch	01:00 P.M. to 2:00 P.M.	132
5.	Evening Snacks	03:30 P.M to 4:00 PM	Included in Serial no. 3
6.	Dinner	8:00 P.M. to 9:00 P.M.	94
<b>Total</b>			<b>319/-</b>

- ✓ **Meal Timings:** Please adhere to the designated meal timings. In case of any delay or deviation, especially for dinner, kindly inform the caterers in advance to minimize food wastage.
- ✓ **Menu:** The menu has been thoughtfully planned in consultation with the authorities and has been shared with you for reference.
- ✓ Please note: Non-vegetarian food and eggs are strictly prohibited from being prepared or consumed in the canteen premises.
- ✓ **Tea and Snacks:** As per the Joint Director's instructions, tea and snacks will be will be available twice a day on a payment basis and served upon request:  
Morning: 10:30 A.M. to 11:30 A.M.  
Evening: 3:30 P.M. to 4:00 P.M.

These will be served at your table upon request. Please assign a staff member from your department or section to communicate your requirements to the canteen manager, **Mr. Ankush Shinde (Contact: 79873 2249)**.

- ✓ **Program Coordinators:** Please submit participant details at least five (5) days in advance using the shared requisition form. Ensure that prior approval for participants, is obtained as per the sanction. Please ensure that food is only served to those for whom prior approval has been obtained.
- ✓ **The final bill shall be prepared based on the actual number of participants, as verified through attendance sheet.**