



# SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY  
GURGAON, DELHI-NCR

(Established by the Haryana Act No.8 of 2013)

CHANDU BUDHERA, GURGAON BADLI ROAD, GURGAON(HARYANA)-122505, PHONE-0124 2278183,84,85,  
FAX 0124-2278151 ,Web:- www.sgtuniversity.org, Email: info@sgtuniversity.org

## APPLICATION FORM FOR AVAILING MESS FACILITY

Paste your  
latest  
Photograph

Mail id- messmanager@sgtuniversity.org | Contact no. – 9319080352 | Extension. No. – 3130

### PERSONAL DETAILS

EMPLOYEE'S NAME	
EMPLOYEE'S ID	
DESIGNATION	
DEPARTMENT	
Teaching Staff <input type="checkbox"/>	Non-Teaching Staff <input type="checkbox"/>
PHONE NUMBER	
MAIL ID (OFFICIAL)	

### FOR OFFICE USE (MESS)

Annapurna Hall 1 <input type="checkbox"/>	Annapurna Hall 2 <input type="checkbox"/>
DATE OF AVAILING FACILITY	
<b>Annapurna Hall 1 (Doctor's Mess)</b>	<b>Annapurna Hall 2 (Staff Mess)</b>
Single Meal (Lunch) ₹ 2,250 <input type="checkbox"/>	Single Meal (Lunch) ₹ 900 <input type="checkbox"/>
3 Time meal ₹ 4,500 <input type="checkbox"/>	3 Time meal ₹ 1,800 <input type="checkbox"/>

### MEALS TIMING

Working Days		Non-Working Days	
Breakfast	7:15 AM to 8:15 AM	Breakfast	7:30 AM to 9:00 AM
Lunch	1:00 PM to 1:30 PM	Lunch	1:00 PM to 2:00 PM
Dinner	7:30 PM to 8:45 PM	Dinner	8:00 PM to 9:00 PM

(Signature of the Applicant)

(Signature of Mess Department)

Verified by HR (name & date) \_\_\_\_\_

(Signature of HR Department)

#### Note –

- Single meal option is available only for lunch meals. 15-days facility is not available for single meal facility.
- The schedule for the 15-day facility shall be strictly restricted to two specific periods only, i.e., either 1st to 15th or 16th to 30th/31st.
- Wastage of food shall not be tolerated; if found, fine may be imposed.
- The meal timing shall be strictly adhered to by all the employees.



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## APPLICATION FORM FOR DISCONTINUING MESS FACILITY

Mail id- [messmanager@sgtuniversity.org](mailto:messmanager@sgtuniversity.org) | Contact no. – 9319080352 | Extension. No. – 3130

### PERSONAL DETAILS

EMPLOYEE'S NAME	
EMPLOYEE'S ID	
DESIGNATION	
DEPARTMENT	

Teaching Staff

☐

Non-Teaching Staff

☐

PHONE NUMBER

MAIL ID (OFFICIAL)

### FOR OFFICE USE (MESS)

Annapurna Hall 1 (Doctor's Mess)

☐

Annapurna Hall 2 (Staff Mess)

☐

DATE OF DISCONTINUING  
FACILITY

REASON FOR  
DISCONTINUING

(Signature of the Applicant)

Date: - \_\_\_\_/\_\_\_\_/\_\_\_\_

(Signature of Mess Department)

Verified by HR (name) \_\_\_\_\_

Date: - \_\_\_\_/\_\_\_\_/\_\_\_\_

(Signature of HR Department)