

Annexure - A

Travel Desk
Flight Ticket Booking Form

1.	Name		
2.	Designation		
3.	Department		
4.	PF No.		
5.	E-mail ID G Mobile No.		
6.	Traveler Details	Name: Gender: Mobile No: E-mail ID: DOB: FF No./ (Equivalent):	
7.	Purpose of Visit		
8.	Preferred Flight Details (if any) along with sector		
G.	Onward	Date:	
		Desired 3-hour slot (Time Band):	
	Return	From:	To:
		Date:	
		Desired 3-hour slot (Time Band):	
		From:	To:

Note: Kindly enclose the copy of the approval of the Competent Authority.

Signature of the employee

For Office, Travel Desk only

Signature of the Dealing Asst.	Transport Manager	Security Officer	Section-in-Charge

