



NATIONAL INSTITUTE OF SCIENCE EDUCATION AND RESEARCH BHUBANESWAR
Request for Air Ticket booking through M/s. Balmer Lawrie & Co. Ltd., Bhubaneswar

1. Name of the Traveller (Block Letter): Mr/Mrs/Ms _____
2. Mobile no: _____, Email Id _____
3. Particulars of journey:

Travel date	Originating place	Destination	Flight No.	Dep. Time	Arr. Time

4. Name of Requisitioner : _____
5. Designation with PF # : _____ PF # _____
6. School / Section : _____
7. Purpose of visit : _____
(Please attach copy of Office-Order)
8. Office Order No. : _____ Date: __ / __ / 20 __
9. Head of Account (Budget Head) : _____
(NISER NON PLAN/ NISER PLAN/ R&D): _____
10. Mobile number: _____ Office Landline No. _____

Date: ____ / ____ / 20 ____

Full Signature of employee

Approved / NOT Approved

CHAIRMAN / MEMBER
Transport Committee

Instructions:

- (i) The request for booking may be submitted well in advance (minimum two days) together with the copy of Office Order.
- (ii) Any changes/cancellations in journey schedule may be intimated with the approval of competent authority.
- (iii) If any tickets for official tour are required to be booked other than Air India, approval copy of Ministry of Civil Aviation may be enclosed.