



AIR TICKET BOOKING FORM

(In reference to Office Order no.AIIMS/Pat/Admn/2018/271 dt. 29.06.2018)
(PLEASE FILL UP THE BOOKING FORM IN CAPITAL LETTERS ONLY)

Full Name of the Employee : (Dr./Mr./Mrs./Ms.).....

Designation: Department:.....

E-mail Id:..... Mobile:.....

Date of Birth:..... Gender:.....

Purpose (Please tick): Official/Conference (National/International)/Seminar/Workshop

ONWARD JOURNEY

Sl. No.	Date/Time	From	To	Flight Name & No.	Class
1.					
2.					
3.					

RETURN JOURNEY:

Sl. No.	Date/Time	From	To	Flight Name & No.	Class
1.					
2.					
3.					

Request if any :

Note: Name to be given as it appears in the Photo ID which will be carried by the Employee. A copy of the approval of the Conference shall be enclosed. In case of International ticket booking soft copy of passport shall also be enclosed.

SIGNATURE WITH DATE

For Official Use

Ticket has been booked/cancelled through M/s. Balmer Lawrie and forwarded to concern Faculty/Officer/Official by the Travel Agency. The payment to the agency may be made for official who had booked the ticket.