



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 employee : _____
2. Designation with PF # : _____ PF # _____
3. School / Section : _____
4. Purpose of visit
(Please attach copy of Office-Order) : _____
5. Office Order No. : _____ Date: __ / __ / 20 __
6. Head of Account
(NISER/R&D/Any other Grant please specify): _____

7. Particulars of journey:

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

8. 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.