



**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.