

To  
Dy. Secy. to GM  
CLW/ Chittaranjan

**Sub: Application for purchase of Air Ticket on Official Account.**

**JOURNEY DETAILS**

SN	Name (in block letter)	Sex (M/F)	Age	Date of Journey	Flight No.	Journey		Class of Travel (Eco./ Busi.)
						From	To	
1								
2								
3								

**DA: Copy of Tour Program approved by GM.**

\_\_\_\_\_  
Signature of travelling officer

Name :

Designation :

Office Address :

E-mail address :

Mobile No :

Pay level in Pay Matrix:

**(Note: All fields are Mandatory.)**

