

CENTRAL COALFIELDS LIMITED
DARBHANGA HOUSE RANCHI

AIR TICKETS BOOKING REQUISITION FORM FOR AIR TICKETS BOOKING

- A) Name of the Department
- B) Details of the Executive MR./MISS/MS
- Surname
- Name.....
- C) DesignationDepartment
- D) Contact Mobile No
- E) User email Id
- F) Itinerary

Date	Airlines/Flight	Class	From	To	Dep.	Arr.	Seat Preference	Meal Preference

- G) Date & Time of submission of Requisition Form:
- H) Whether Tour Approval is enclosed: (Yes/No)
- I) Remarks: If any:-

Signature of the Requisitioning Officer

Specific recommendation of concerned HOD

HOD(Administration)

.....

For departmental use

- A) Name of Travel Agency: -
- B) Bill / Invoice Ref No.& Date
- C) Bill / Invoice Amount
- D) Any Credit Note adjustment :
- E) Final amount payable to Travel Agent:

Countersigned by **Manager (P&A)**

Signature of the dealing persons

CENTRAL COALFIELDS LIMITED
DARBHANGA HOUSE, RANCHI

CERTIFICATE FOR PERFORMING OFFICIAL TOUR BY AIR.

DECLARATION

This is to certify that I.....Design,.....,
Department,.....have performed my official journey by Flight
No.....from.....to.....on
date.....and return by Flight No.....from..... to
.....on date.....

COUNTERSIGNED

Signature

CGM/GM/HOD

GM (Admin.)