

**LTC BOOKING**

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(An Institute of national Importance established by an Act of Parliament)

**AIR TICKET BOOKING FROM BALMER LAWRIE & CO. LTD.**

**REQUISITION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Name of Emp |  | PF No**.** |
| 2 | Mobile No. |  | |
| 3 | E-mail |  | |
| 4 | Remarks, if any |  | |

Flight Detail

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Inward Journey | | | | | Return Journey | | | | |
| Date | Time | From | To | Flight Name | Date | Time | From | To | Flight Name |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**Fare Choice: ……………………………………………..(LTC 80 Fare/LTC normal Fare)**

Passenger Detail (Including Self)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Name of Family Member** | **Relation with Employee** | **Date of Birth** | **Remark** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Note: Attach all necessary documents like office order, approval etc.**

# Name and Signature