

REQUISITION FOR AIR TICKET THROUGH ECL SALES OFFICE, KOLKATA

Air ticket/s may please be arranged as per details given below :

Name : _____ Designation & Grade _____

Present Place of Posting : _____

Details of the meeting, i.e. date, time & place, _____

Intended date and time of onward travel : _____

Expected date and time of return travel : _____

A copy of the competent approval for the purpose is enclosed herewith /competent approval will be sent soon after it is received from the approving authority.

The original boarding passes duly stamped by Civil Aviation Security at the airport and signed by the undersigned will be sent within two working days of return journey to ECL Sales Office, Kolkata.

Signature : _____

Name & Designation _____

EIN / U.M. No. _____

Name of Area/Dept of ECL HQ/Establishment _____

Eastern Coalfields Limited
Office of the General Manager (S&M)
13 RN Mukherjee Road,
Kolkata.

JOURNEY (BY AIR) CONFIRMATION CERTIFICATE

Certified that the journey has been undertaken by me (Name & Designation) _____
_____ against the Air ticket mentioned below:

Ticket No.	Journey		Flight No. & Airlines	Travel Date	Amount (Rs.)
	From	To			

Bill for the above air ticket may please be passed for payment.

Signature: _____

Name: _____

Designation: _____

Place of Posting: _____

Date :

Encl: Boarding Pass/Passes in original.