

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 \_\_\_\_\_

\_\_\_\_\_