



राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर

जमशेदपुर-831014, झारखण्ड, भारत

(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व की संस्थान)

**NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR**

Jamshedpur – 831014, Jharkhand, India

(An Institution of National Importance under MoE, Govt. of India)

कुलसचिव का कार्यालय

OFFICE OF THE REGISTRAR

Ref.No.NITJSR/REG/CD/2024/ 1619

Date: 14/08/2024

To,

All Deans/HODs/HOSs/Officers/ Faculty/ Non-Teaching Staff

National Institute of Technology Jamshedpur.

**Subject: Guidelines for Air ticket Booking - reg.**

Madam/Sir,

Air ticket requisition form for the purpose of official travel to / from the Institute is attached for your information. All concerned are requested to comply with the following points: -

1. An E-mail containing the details(attached) alongwith the approval of the competent authority (scanned copy) is to be forwarded to registrar@nitjsr.ac.in with CC to A.R.(F&A) and Accountant (F&A).
2. The efforts should be made to book the tickets 10-14 days before date of journey except in case of emergency.

Yours sincerely

**Registrar**

**Enclosure : Format for Air Ticket Booking.**

Copy forwarded to:

1. Office of Director,NIT JSR for kind information.
2. AR(F&A), NIT JSR for kind information.
3. Accountant (F&A), NIT JSR for kind information.

**Registrar**

Format for Air Ticket Booking (1/2)								
1	2	3	4	5	6	7		8
S.I No	Name of the Passenger	Age	Email ID	Mobile No.	Date of Journey	Flight Details		Purpose
						From	To	

Format for Air Ticket Booking (2/2)							To be filled by Office
	9	10	11	12	13	14	
S.I No	Budget from Project/Institute	Remarks (Any other preference)	Name of Individual sending the requisition	Designation	Date of Requisition	Flight booking control number	