



Employee Name: Narendran Ramesh	Department: EDC-CIVIL
Contact No. while traveling 9987452837	Grade: Gr-II
Cost Center: Region Asia	Project Manager:

Purpose of Visit: Visit to home town during TKIS deputation

Destination: Mumbai-Chennai-Mumbai

(Mention all if multiple, in visiting sequence)

Depart On:	Return On:	Flight Schedules <i>(Tick the one which is preferable):</i>			
07.09.18	10.09.18	<input type="checkbox"/> First	<input type="checkbox"/> Mid-day-Afternoon	<input type="checkbox"/> Evening	<input type="checkbox"/> Last
		<input type="checkbox"/> First	<input type="checkbox"/> Mid-day-Afternoon	<input type="checkbox"/> Evening	<input type="checkbox"/> Last
		<input type="checkbox"/> First	<input type="checkbox"/> Mid-day-Afternoon	<input type="checkbox"/> Evening	<input type="checkbox"/> Last

Destination:

(Mention all if multiple, in visiting sequence)

Depart On:	Return On:	Flight Schedules <i>(Tick the one which is preferable):</i>
_____	_____	<input type="checkbox"/> First <input type="checkbox"/> Mid-day-Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Last
_____	_____	<input type="checkbox"/> First <input type="checkbox"/> Mid-day-Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Last
_____	_____	<input type="checkbox"/> First <input type="checkbox"/> Mid-day-Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Last

Employment Bond*: ☐ Yes ☐ No

International Service Contract*: ☐ Yes ☐ No

Passport No.*	Date of Issue	Place of Issue	Valid Up to	Date/ Place of Birth

* *Applicable only in case of International Deputation*

I have read and understood the Employees handbook related to Travel and the same is binding on me.

Requested By Narendran Ramesh R. Narendran

Authorized By HOD: _____

Authorized By Managing Director: _____