**1. Passport with at least 6months validity --🡪 Done**

**2. Book VFS appointment --🡪 Done**

**3. Raise travel request (TR) on concur --🡪 Pending**

**4. Create Forex Card request to Manoj Shinde --🡪 Request raised**

**5. Create Invite letter request to Ravish Agnihotri --🡪 Sent mail to ravish**

**6. Raise request for insurance, hotel booking, flight booking --🡪 Pending**

**7. BCD portal access and update profile --🡪 Done**

**8. Seat arrangement in BZN office**

**9. Access to BZN buildings and IT city canteen**

**10. CAB request for airport transfer**

**11. Web-checkin 24hrs before travel**

Visa Photo

Bank Statements  
  
Marriage cerificate