[**Sai, Shiva**<shivasai@amazon.com>](mailto:shivasai@amazon.com)

To

[H, Shivaraju](mailto:shivarh@amazon.com)[p\_tiwari47@yahoo.com](mailto:p_tiwari47@yahoo.com)

CC

[Patnaik, Omya Ranjan](mailto:patnaiko@amazon.com)[travelcoordinators@amazon.com](mailto:travelcoordinators@amazon.com)[airporttransfer@amazon.com](mailto:airporttransfer@amazon.com)

 Jun 29 at 5:44 PM

Hi,

Airport transfers & dedicated cab request has been taken care as requested below.

Attachments has the booking details. Please reply back if there is any discrepancy.

Chauffeur details will be shared to you via SMS 2 Hrs. prior the reporting time.

**Please check & write the closing reading and sign the trip sheet before releasing the vehicle.**

Thanks and regards,

Shiva | Transport Team

**Amazon Development Center India Pvt Ltd,**

**For any further assistance please call transport 8297150000.**

**From:** H, Shivaraju   
**Sent:** Wednesday, June 29, 2016 3:54 PM  
**To:** p\_tiwari47@yahoo.com  
**Cc:** Patnaik, Omya Ranjan; travelcoordinators@amazon.com; airporttransfer@amazon.com  
**Subject:** E - ticket & Travel arrangement for Pavan Tiwari<<#846498-36378451#>>

**(Please confirm the receipt of this mail)**

Hello

Please find details on your travel arrangements.

**E-ticket** - Has been enclosed in the mail. Please take a printout.

Please take note of the following –

**1. As a consequence of recent directives from DGCA, Airport check in counters will henceforth close 45 Mins. Prior to schedule.  Guests are encouraged to report at the Airport between 1-2 hours prior to the scheduled departure time.**

**2. You are required to carry a photo identity proof in original with you. The photo identity proofs that are accepted by airport authority & the airlines are – Valid Driving License, Pan Card, Election Photo ID Card & Passport**.

**Airport Transfers (Delhi)**–

**From Airport to Hotel  –** Has been arranged. For airport pick up please expect a driver at the airport holding a placard with your name on it on **1st Jul’16 at 11:05 Pm**

**From Office to Airport –** Has been arranged for **2nd Jul ’16 at 5:30 Pm**

**Please take care office transfer as per the requirement**

For all Transport details (Driver contact/cab number/cab timings/dedicated cabs) and escalations please contact the below numbers

***First Level -***

Contact person: Shift In-charge

Contact number: +91-8297150000

Email id: [airporttransfer@amazon.com](mailto:airporttransfer@amazon.com)

***Second Level***

Contact person: Assistant Transport Manager.

Contact number: +91-9160354000

Email id: [nareshbc@amazon.com/fmallu@amazon.com](mailto:nareshbc@amazon.com/fmallu@amazon.com)

***Third Level –***

Contact person: Transport Manager

Contact number: + 91-0-9160357000

Email id: [kalidh@amazon.com](mailto:kalidh@amazon.com)

Note-

**This is to inform you that we have tied up with Carzonrent vendor for all our airport pickups. Carzonrent have their kiosk at all airports for immediate assistance.**

**Going forward if any of the employees face any challenge with the cab booked for their airport pickup they can reach out to Carzonrent helpdesk at the airport or call on the numbers mentioned below for immediate assistance**

**Hyderabad:        040-64525111 / 099496 55531**

**Chennai:              044-32988586 / 09962755544**

**Bangalore:          080-32215659 / 09902797797**

**Accommodation:** Has been arranged at the following guest house. Confirmation enclosed in the mail. Please produce a printout of this to the guest house front desk at the time of checking in.

**Fortune Select Global, Gurgaon**

Member ITC's hotel group  
Global Arcade, M. G. Road,

Gurgaon – 122002, Haryana, India.  
Ph. (FAX): +91–406–2388

Ph. (EPABX): +91–419–6666, Ext. – 1210

**Gurgoan Office address:**

Amazon Development Centre India Pvt Ltd

Global Business Park,9th floor, Tower A,

Mehrauli Gurgaon Road, Sector 26,

Gurgaon Haryana 122022

**For clarifications / details regarding your interview please contact the following**

Contact person: Patnaik, Omya Ranjan

Contact Number: 819-747-7444

***Have a safe trip!!***

**Thanks & Regards**

**Shivaraju H**

Amazon Development Centre (I) Pvt. Ltd

Bangalore

Ph. No: 080 – 6787 3000 EXTN- 73638

Mobile Number – 9008639977

For escalations or feedback please raise a TT- using the quick link  <https://tt.amazon.com/quicklink/Q000491951>

Dear All,

Kindly confirm the below booking as per the below details.

No emblem/logo/name of Amazon be used on the placards.

The driver should stand at the arrival area and pay attention towards the passengers coming out of the arrivals.

Any incident should be informed to the respective hub and or to the implant.

No driver should pull the vehicle off the airport unless he is told to do that.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Start Date | End Date | Guest Name | Guest Login ID | Contact Number | Cost Center | Booking Type | Type Of Vehicle | Local/ Outstation | Reporting Place | Reporting Time | Drop Place | BTC | Gender |
| 1-Jul-16 |  | Pavan Tiwari | p\_tiwari47@yahoo.com | 7083879771 | 7739 | Airport Pickup | Logan | Local | Delhi Airport (G8 - 172) | 22:50 Hrs | Fortune Select Global, Gurgaon Member ITC's hotel group Global Arcade, M. G. Road, Gurgaon | BTC | Male |
| 2-Jul-16 |  | Pavan Tiwari | p\_tiwari47@yahoo.com | 7083879771 | 7739 | Dedicated Cab | Logan | Local | Fortune Select Global, Gurgaon Member ITC's hotel group Global Arcade, M. G. Road, Gurgaon | 07:00 Hrs | Dedicated Cab till Airport Drop | BTC | Male |

Thanks and regards,

Shiva | Transport Team

**Amazon Development Center India Pvt Ltd,**

**For any further assistance please call transport 8297150000.**