



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

REQUISITION SLIP FOR AIR TRAVEL BOOKING

(FOR IIT GUWAHATI EMPLOYEES / OFFICIALS VISITING IIT GUWAHATI ON OFFICIAL TRAVELS)

1.	Personal Details:						
			Name (in Block letters)		:		
			Employee No.		:		
			Email and Phone Number		:		
2.	Type of Booking required for (tick the appropriate box):						
	a. <input type="checkbox"/> Official (A/c 56)			b. <input type="checkbox"/> Official (PDA/Department)			
	c. <input type="checkbox"/> R& D (Project No.....)			d. <input type="checkbox"/> Leave Travel Concession (LTC)			
	e. <input type="checkbox"/> Private			f. <input type="checkbox"/> *Other (Specify.....)			
3.	Details of Booking:						
	i. Nature of Journey : (please tick)						
	National <input type="checkbox"/>		International <input type="checkbox"/>		Both <input type="checkbox"/>		
	ii. Itinerary (Name, Date, Timing and Destination):						
	Sl. No	Name	Date of Birth	Relationship with IITG staff	Date	Travelling Place	
						From	To
4.	Any other remarks (Requests/Advice/ Suggested itinerary)						

Signature of the faculty / staff
(In case of hard copy)

To
M/s.

E-mail copy to: DR (F&A), IIT Guwahati, acctoff@iitg.ernet.in

- * For example, travels related to JEE/JAM/GATE/QIP etc.
- Please note that, in case of e-tickets, Boarding Passes are to be submitted while settling the TA/LTC Claim.
- DTA rules are to be followed.
- 24x7 service contact: a) IRCTC+91 8811035316, 9957644155 (Contact name: Ms. Prastuti Barman & Mr. Victor Singha), Email: victor.singha@irctc.com, prastuti.barman@irctc.com
b) Pushpak : IITG extension: 3675 +91361 2468002, [8811024118](tel:8811024118), 9401972521(Contact name: Mr. Rupjyoti Gogoi, Artifa Rahman) Email: iitguwahati@pushpakgroup.com