



Profarma No-01

**All India Institute of Medical Sciences**  
**Rishikesh**

**Requisition for Air Ticket booking through M/s Balmer Lawrie & Co. Ltd.**

1. Name of employee :
2. Designation :
3. Department/Section :
4. Date of birth :
5. Gender :
6. Purpose of visit :  
(Please attach the copy  
Of Approved tour programme)
7. Particulars of Journey

Travel date	Originating Place	Destination Place	Flight No.	Departure Time	Arrival Time

8. Mobile No. :
9. E-mail Add :
10. ID Proof :
11. Credit Code : **AC023**  
(Issued from Balmer Lawrie)

Date:

Signature of Employee

Signature of Authorised Officer  
From AIIMS, Rishikesh

Note: Please attach:-

- (a) Tour programme approved by the Director. AIIMS, Rishikesh.
- (b) Approval of Ministry of Civil Aviation if flying by Private Airlines.

**All India Institute of Medical Sciences**  
**Rishikesh**

**Circular**

All are hereby informed that M/s. Balmer Lawrie & Co Ltd, a Government of India authorized travel agent has agreed to provide Air Tickets to Officers/ Faculties/ Staffs and others of AIIMS, Rishikesh on credit basis.

Hence all Officers/ Faculties & Staffs may obtain their Air tickets for their official visits from M/s. Balmer Lawrie & Co Ltd through Administrative Officer.

It is further informed that for getting their Air tickets, they should send their tour programme approved by Director, clearly indicating date and time of departure and arrival alongwith flight Numbers to Administrative Officer for further forwarding to Balmer Lawrie & Co Ltd, well in advance.

For any query, they may contact Mr. Pawan Kumar, UDC on Mob. No. 9410101579.

This issues with the approval of Director.

(Sunil Kumar)  
Dy. Director (Admin)

Copy to:

PS to Director

Dean

MS

FA

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Office file.

Notice Board for all concerned