



COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH  
ANUSANDHAN BHAWAN, 2, RAFI MARG, NEW DELHI – 110001

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No.8-1(3)/2017-Gen.(Travel)

Dated: 11/01/2019

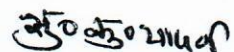
OFFICE MEMORANDUM

**Sub: Booking of air-tickets on official tours through Indian Railway Catering and Tourism Corporation Ltd. (IRCTC)**

In order to have a greater pool of the nodal agencies of air tickets for official travel, M/s Indian Railway Catering and Tourism Corporation Ltd., IRCTC in short, has also been included in the pool of air ticket agencies for CSIR Hqrs. Further, in order to have proper monitoring of air ticket booking requests and in order to settle air tickets bills in time, it has also been decided that **henceforth air tickets will be booked by General Section only.**

In view of above, the staff members are requested to forward their air ticket booking requests for official travel in the enclosed proforma to General Section directly or on the following e-mail id: **so\_gen@csir.res.in**

**Encl: above**

  
(S.K. Yadav)  
Section Officer

**Copy to:**

1. All the Heads of Divisions of CSIR Headquarters/IPU/TKDL/Science Centre/Maharani Bagh Guest House; with the request to bring the above OM into the notice of staff members under their respective controls
2. Office of DG, CSIR; with the request to send air ticket requests for DG, CSIR directly to IRCTC in exigencies under intimation to General Section
3. Head, ISTAD may also get the air tickets booked directly from IRCTC for the Scientists travelling abroad by using their budget head
4. Office of JS(A); for information
5. Head, IT Division; with the request to host this OM on CSIR website
6. All notice boards
7. Office copy

**Requisition Form**  
**(Booking from for Domestic or International Air Ticket)**

To

**The Manager/CTB/Operation**  
**IRCTC Ltd.**  
**M- 13, Punj House, Outer Circle**  
**Connaught Place, New Delhi-110001**

You are hereby authorised/required to provide the following air-tickets as detailed below and bill to CSIR for the same:

**Name of Passengers (IN CAPITAL LETTERS ONLY)**

Title	First Name	Middle Name	Last Name	Frequent Flyer No. (if Any)

Telephone No. of Dealing Section:..... Mobile No. of Passenger:.....  
Email Id of the Passenger:...../.....

**Itinerary /Sector**

Date of Travel	From	To	Flight No.	Booking Class Economy/Business

Meal Instructions:.....

Any other special Instruction/Remarks:.....

**Note: In case of international booking it's mandatory to attach passport copy.**

Date:.....  
Time:.....

Name & Designation.....  
With official Seal .....  
Telephone: 23470614/624 / Mob.....  
Email: so\_gen@csir.res.in /.....