

**Research Design and Standards Organization
Transport Cell/Administration-II**

No. 2019/RDSO/Transport/Air ticketing

Date:-11.03.2019

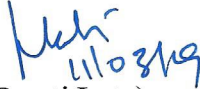
Sub:- Booking of Air Tickets of Officers of RDSO/Lucknow from IRCTC.

Officers of RDSO/Lucknow are directed to provide their details in the proforma attached as Annexure-I for booking of air tickets from IRCTC.

Following is essential for booking of air tickets:

1. Attach approved tour program duly signed by the officer.
2. Send the filled proforma to Email Id shivam.vishnoi@gmail.com jde@rds0.railnet.gov.in
Send a message at phone no. 9044268408
3. Contact :
Shri Shivam Vishnoi, Jr.Clerk/Transport,
Ph. 9044268408,
Email Id: shivam.vishnoi@gmail.com
4. Cancellation of booking has to be informed before the date of journey. Rules related with cancellation charges of air tickets can be seen in Terms & Conditions of IRCTC air ticket booking <http://10.100.2.12> on RDSO Intranet.

Enclosures: As Annexure-I


(Preeti Lata)
Jt.Dir./Estt-II

Annexure-I

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No.

Date:-

Sub:- Booking of Air Tickets for Officers of RDSO/Lucknow from IRCTC.

ED/Admn-II
RDSO
Lucknow

Kindly Arrange to book air ticket for following officer of RDSO/Lucknow on duty as per following details:-

Name of Officer	Designation	Flight Details	Email/Mobile No. of Officers	CLASS
			Email/Mobile No. Of officers travelling	

I verify that the following booking is being done for me.

Please arrange to send the ticket details on the above email id/mobile number provided.

Signature of concerned officer

Enclosures: Approved tour programme verified by officer.