

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari 0Nagar, New Delhi-110029

F.No.36-6/86 (Air Ticket)/Misc-Estt.I


Dated:24.11.2023

OFFICE ORDER

Subject: Operationalization of "Travel Desk" at AIIMS, New Delhi – reg.

In continuation of the office order of even number dated 13.09.2023 on the subject cited above, the following facility/formality has been requested by the M/s Balmer Lawrie prior booking of air ticket by the Faculty/Employees of the AIIMS:

- (i) Official email Id for AIIMS, New Delhi created by M/s Balmer Lawrie is bl.aiimsdelhi@balmerlawrie.com.
- (ii) A Booking Format attached herewith which is mandatory to submit prior booking of air ticket


(Gyan Chand)
Administrative Officer

End. As above

Distribution:

- 1) All Chief of Centres/Head of Departments/Units/Sections
- 2) The PPS/PA to Director/Dean (Research/Acad/Exam)/MS/ADA/Registrar/Sr. FA /FA/CAO/Dy. Secy. /Superintending Engineer, AIIMS, New Delhi.
- 3) All Sr. Admn. Officers/Administrative Officers of Establishment Section (Hospital / CNC / Dr.RPC/CDER/JPNATC/Dr.BRA, IRCH/CRHS Ballabgarh/NCI, Jhajjar/ NDDTC /Burn & Plastic/Mother & Child/Surgical Block/National Centre for Aging/ESD /Faculty Cell/Rectt. Cell/Estate Section/Legal Cell/Co-ordination Cell/SC-ST-OBC-Women Cell/Hindi Section/Academic Section/Examination Section/Hostel Section/ Computer Facility/Research Section
- 4) All F & CAO/Accounts Officers (Centre/Hospitals)
- 5) Shri Komal Anwani, Accounts Officer (Cash-II) & Nodal Officer of Finance Division
- 6) All Associations/Union of AIIMS, New Delhi.
- 7) **The Computer Facility** - with a request to upload this on official website of the Institute
- 8) **The Sr. Hindi Officer** - with a request to provide the Hindi version of the same for uploading on AIIMS website.

Copy forwarded for information to:

M/s Balmer Lawrie-Mr. Rajib Saikia, Branch Manager (Travel), 1st Floor, NBCC Centre, Okhla Phase-I, New Delhi



अखिल भारतीय आयुर्विज्ञान संस्थान, नई दिल्ली
All India Institute Of Medical Sciences-New Delhi

REQUISITION SLIP FOR AIR TRAVEL BOOKING

(FOR AIIMS-NEW DELHI EMPLOYEES ON OFFICIAL TRAVELS)

1	Personal Details:	Date
	Name (in Block letters)	
	Employee No.	
	Salary Code:	
	Contact No	
	Email id	

Type of concerned Admn (tick the appropriate box): for Billing (Cash Less)					
a	<input checked="" type="checkbox"/>	Examination Section	b	<input checked="" type="checkbox"/>	Estt. (CDER)
c	<input checked="" type="checkbox"/>	Estt. (DO)	d	<input checked="" type="checkbox"/>	Estt. (JPNATC)
e	<input checked="" type="checkbox"/>	Estt. (Faculty Cell)	f	<input checked="" type="checkbox"/>	Academic Section
g	<input checked="" type="checkbox"/>	Estt. (CNC)	h	<input checked="" type="checkbox"/>	NCI, Jhajjar
i	<input checked="" type="checkbox"/>	Estt. (Hospital)	j	<input checked="" type="checkbox"/>	Estt. (Dr. BRAIRCH)
k	<input checked="" type="checkbox"/>	Estt. (RPC)	l	<input checked="" type="checkbox"/>	Estt. (NDDTC)

3 Details of Booking: i.e. Nature of Journey : (please tick)					
National	<input type="checkbox"/>	International	<input type="checkbox"/>	Both	<input type="checkbox"/>

4	NAME		DOB	FFP No.		
	From	To	Date	Flight No.	Class (Eco / Bus)	Meal Preference

Signature of the faculty / staff

To
Balmer Lawrie & Co. Ltd.
E-mail : bl.aiimsdel@balmerlawrie.com
Contact No. : 011-26594356, Extn 4356/+91 9810971728, (Contact Name: PURAN CHHETRI)