P R O F O R M A

1. Name with designation

2. E-mail address :

3. Mobile/telephone/fax no. :

4. Address along with Department/Ministry :

5. Whether on duty or LTC (Purpose) :

6. Details of family members in case of LTC :

7. Complete sector for which travel is intended
   with flight numbers, and departure and arrival
   timings of flights :

Sector	Date	From	To	Flight No.	
				Dep.	Arr.
Sector 1					
Sector 2					

8. Sector for which relaxation is required to travel
   by airlines other than Air India. :

Sector	Date	From	To	Flight No.	
				Dep.	Arr.
Sector 1					
Sector 2					

9. Date(s) of travel-to & fro wherever applicable :

10. Detailed reason(s) for not utilising AI services :

11. Whether NAC in accordance with the instructions
    of Ministry of Civil Aviation on the subject, is attached
    or not; if not , why? :

Signature

(Name & Designation)

Forwarded by :