

APPLICATION FOR AIR TRAVEL PERMISSION BY NON-ENTITLED OFFICER

1. Name :
2. Designation :
3. Basic Pay :
4. Department :
5. Purpose of tour :
6. Particulars of Prior approval of Chief Secretary for the tour :
7. Normal entitlement as per Finance Deptt's Notification :
8. Sector for which Air Travel Permission is sought :
9. Reasons for seeking permission beyond normal Entitlement with full justification / Proof of claims :

Signature of Applicant

Certified that the information furnished above is correct tot the best of my knowledge and belief and I consider the ground given by him/her as genuine and justified. Hence, I recommend issue of Air Travel Permission in his favour.

Signature

Name of the Administrative Head of
Department/ Controlling Authority