

**Department of Telecommunications
PROTOCOL SECTION**

Particulars to be furnished to Protocol Section for travel by air:

1. Name & Designation
2. Mobile Phone No.
3. Residential Address
4. Official Address
5. Basic Pay
6. Purpose of journey
7. Tour Particulars

Name of Sectors		Flight No.	Dates of Travel
From	To		

8. Excess Baggage required
9. Dietary Preference Vegetarian/Non-Vegetarian
10. Whether Smoking/Non-Smoking
11. Class entitlement First/Executive/Economy
12. Whether approval of DDG/Advisor/Member/Secretary has been obtained.
13. In case of foreign deputation whether approval of Hon'ble MoC has been obtained: Yes/No

Signature
Rubber Stamp
Telephone No.
Room No.

Note : Kindly attach a copy of approved tour programme.