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गंगटोक, सिक्किम, भारत  
फोन-03592-251212, 251415, 251656  
टेलीफैक्स -251067  
वेबसाइट - [www.cus.ac.in](http://www.cus.ac.in)



सिक्किम विश्वविद्यालय  
SIKKIM UNIVERSITY

6<sup>th</sup> Mile, Samdur, Tadong -737102  
Gangtok, Sikkim, India  
Ph. 03592-251212, 251415, 251656  
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(भारत के संसद के अधिनियम द्वारा वर्ष 2007 में स्थापित और नैक (एनएएसी) द्वारा वर्ष 2015 में प्रत्यायित केंद्रीय विश्वविद्यालय)  
(A central university established by an Act of Parliament of India in 2007 and accredited by NAAC in 2015)

Date: \_\_\_\_\_

### AIR TICKET REQUISITION FORM

Sl. No.	Name (IN CAPITAL LETTERS)	Designation & Organization	Mobile Number	Gender M/F	Date of journey	Sector		Flight No.
						From	To	
1.								
2.								
3.								
4.								

Purpose of visit: \_\_\_\_\_

**(A copy of approval for the visit from the competent authority is to be enclosed)**

Source of Fund for Air Ticket payment (Please put ✓ in the appropriate box):

(A) <u>Sikkim University Main Fund:</u> <input type="checkbox"/> Meeting Expenditure <input type="checkbox"/> Examination Expenditure <input type="checkbox"/> Seminar/Conference Expenditure <input type="checkbox"/> Travelling Expenditure	(B) <u>Fund from External Agency:</u> Name of Agency: _____ <input type="checkbox"/> Research project/programme <input type="checkbox"/> Seminar/Conference grant <input type="checkbox"/> Reimbursable special grant	Applicants signature: _____ Name: _____ Designation: _____ Department: _____
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Note: (a) **Boarding passes are to be submitted by the applicant to the booking official (Sh. Satyam Rana) within 2 days after completion of the journey. In case of loss of boarding passes, the applicant has to submit Travel Certificate to the booking official which is to be obtained by him/her at his/her own cost.**

(b) **Cancellation charges for the tickets requested/booked without proper plan will be borne by the concerned applicant.**