

RAJYA SABHA SECRETARIAT

REQUISITION FOR ISSUE OF EXCHANGE ORDER FOR JOURNEY BY AIR

I propose to perform the following Journey(s) by air, for which I request that an Exchange Order may be issued to enable me to obtain ticket(s) from the IAC:-

Purpose of the Journey (see footnote No.1)	Date of Travel	From	To	I.A.C Service No.	Dietary Preference (Veg. or Non-Veg.)	Contact Address and Telephone No.

2. My usual place of residence is _____ (see Footnote No.2) and the airport nearest thereto is _____ (Name of Airport)
3. The Cost (see Footnote 3) of the ticket(s) for the above journey(s) may be adjusted in my TA/DA claim on this account and the IAC's bill settled as and when received.

Signature

Name of the Member

Dated:

I Card No.....

1. The facility of Exchange Order may be availed of in respect of following Journeys:
 - (i) Forward and return Journey under Section 4 of the Salaries and Allowances of Members of Parliament Act, 1954.
 - (ii) Intermediate Journey(s) under proviso 2 to section 5 of the Act, *ibid*.
2. The Exchange Order will be available for air journeys to be performed by the shortest and direct route only.
3. The cancellation charges if any, payable to the I.A.C will be borne by the member himself in case he does not subsequently perform the journey for which ticket had been obtained by him against an Exchange Order.
4. The requisition may be presented to the Rajya Sabha Notice Office sufficiently in advance of the proposed date of travel after ascertaining from the I.A.C the availability of seat *etc*.
5. In case the Exchange Order is not utilized, the same should be returned to Rajya Sabha Secretariat.