



F. No. \_\_\_\_\_

Dated: \_\_\_\_\_

**EXCHANGE ORDER**

To,  
 Air India  
 (Govt. Of India Sales)  
 Rajiv Gandhi Bhawan,  
 Safdarjung Airport,  
 New Delhi-110003  
**Fax No. 24695201, Tel. No. 24695207,**  
**email: goi.sales@airindia.in**

**Credit Code: 1410509**

Sub: Issue / Cancellation of Air Tickets for official of CWC ---regarding.

Sir,

In exchange of this order, please issue/ cancel Air Tickets in respect of the following officer and forward your bill to Section Officer, Accounts-I Section, Central Water Commission, Sewa Bhawan, R. K Puram, New Delhi-110066.

| S. No. | Name/ Designation/Email address/ Mobile Number | Flight Details | From | To | Date of Travel | Class of Travel |
|--------|--|----------------|------|----|----------------|-----------------|
|        |  |                |      |    |                |                 |
|        |  |                |      |    |                |                 |

**Signatures of applicant with stamp**

Office Of Use- \_\_\_\_\_, CWC

Signatures with stamp.....

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date of Issue:

Tel. No \_\_\_\_\_, (M)- \_\_\_\_\_

**FOR THE USE OF AIR –INDIA DOMESTIC / INDIAN AIRLINES CORPORATION**

Issued in connection with ticket no.....

By.....

From.....To.....

Date of Travel.....

Amount of fare(s).....

Excess Baggage charges.....

Others.....