

## CIRCULAR

### **Sub: Online Booking of air tickets by employees through e-biz portal**

This is to inform that IFFCO Paradeep has collaborated with **Make My Trip** for saving time and cost along with ease in booking air tickets for employees.

Each employee will have a separate login id to the portal. We are in the process of activating the ids and all of you will receive mail from Make My trip giving a URL: <https://mybiz.makemytrip.com/> which you can use to access the portal. We are attaching a PDF which gives the details of how to access the portal and activate your login and make a booking. The following points need to be considered while booking:

1. Reimbursement shall be made only if booking is made from mybiz account only & no other account or website.
2. Tickets of shortest journey route to the destination must be booked which is available at that time of booking.
3. Lowest price ticket must be booked for the journey.
4. Tickets must be booked as per approved tour programme.

All the employees are requested to register online in the e-biz portal and avail benefits. Emails for registration and login have been sent by makemytrip to individual e-mail ids.

Kindly go through the attached files for knowing the procedure for registration.

*A.K. Mall*  
A.K.Mall 31/08/19

Dy. General Manager (P&A)

#### **Distribution:**

AM(Coord.) to Unit Head  
GMs/JGMs/DGMs/Sec.Heads  
President/Secretary – IOA & IEU