

ENERGY EFFICIENCY SERVICES LIMITED
TOUR TRAVELLING ALLOWANCE CLAIM

CARD
CODE

EMPLOYEE NO.
Nc07209

TOUR COMMENCEMENT DATE

<u>Mth/Days</u>	<u>Tour</u>
-----------------	-------------

DESTINATION

Name

Sumit kr.
Dutta

Designation

Sr. Elgg

Scale of Pay

Basic Pay

28,089/-

Department

S. L.

H.O

Noida

Note : Cheque drawn in favour of Energy Efficiency Services Limited if net claim is negative.

FOR ACCOUNTS DEPTT.

Amount Claimed
(to be filled in by the
employee)(`)

Amount admitted by Accounts
(enter only if claims are claimed
ticket, booked by company or
Cheque Amount('))

Remarks

Section-I

1. Journey Fares

By Air

By Rail & Road

2851-

Cost of Ticket Dr.

2. Conveyance charges

1601-

3- Boarding & loading charges

1500/-

A. Total

1945|—

Less Advance drawn from:

1945/-

C. NET CLAIM

Pay ("). Net Claim

D. Refund by cheque

Recover (').

Cheque No..... Dated

on for).....

Accounts Officer

*The cancellation of booking was due to official reasons

Signature of Head of Department

Name _____

Name _____

Designation

*To be furnished when cancellation charges are claimed

Tour Allowance Claim Form for UPL Executives

SECTION I : JOURNEY DETAILS (Please Indicate Ticket No. or attach M/R wherever fare claimed is for other than IIInd Class and for air journey and bus journey enclose used ticket/folders)

Departure			Arrival			Model & Class of travel	Train No./ Train Name	Purpose of Journey (Please give details)	Amount Claimed (')	Ticket No./MR	Remarks
Date	Time	Station	Date	Time	Station					No./Bus Ticket No.	
4/10/17	8:27	Shri Ganganagar	4/10/17	12:10	Anurgharh	Bus	NA	Meeting	130/-		
5/10/17	9:30	Anurgharh	5/10/17	11:00	Rajsinh Nagar	Bus	N/A	Regularly	80/-		
5/10/17	16:58	Rajsinh Nagar	5/10/17	18:30	Shri Ganganagar	Bus	N/A	Maintenance issue & Night Allowance	75/-		
									285/-		

*Note: Where tickets are provided by the company the fare may be indicated in remarks column.

SECTION II : DETAILS OF CLAIM FOR Boarding /Lodging

Midnight (00hrs) spent	Station	No. of days	Slab Rates	Boarding & Lodging charges	
00	Anurgharh	01	750 (CDA)	750/-	(CDA)
00	Rajsinh Nagar	01	750 (CDA)	750/-	(CDA)
Total				1500/-	

NOTE : Please enclose the supporting bill /declaration

1. Leave availed (if any) at from to

SECTION III : DETAILS OF CONVEYENCE CHARGES CLAIMED

NOTE: If the space provided is insufficient, separate sheet in the same Performa may be attached duly signed by the claimant.

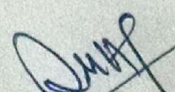
Sl No.	Date	Station	Place of Visit (specify Locality)		Distt. In Kms. (approx)	Means of Travel	Amount (₹)	Purpose (in brief)	Station-wise weekly total
			From	To					
01)	4/10/17	Shri Ganganagar	Home	B-stop	7 km	Auto	25/-		
02)	4/10/17	Anurgharh	B-stop	Municipal Council	8 km	Auto	30/-		
03)	5/10/17	Anurgharh	M.Council	B-stop	8 km	Auto	30/-		
04)	5/10/17	Rajsinh Nagar	B-stop	M.Council	5 km	Auto	25/-		
05)	5/10/17	Rajsinh Nagar	M.Council	B-stop	5 km	Auto	25/-		
06)	5/10/17	Shri Ganganagar	B-stop	Home	7 km	Auto	25/-		
Total							160/-		

CERTIFICATE:

Certified that: I was physically present at the touring station as above for the indicated days.

Counter signed

Signature


Signature of Employee

Tour Allowance Claim Form for UPL Executives
(Name & Designation of the Controlling officer)

Date: 1/12/17

BILL/CERTIFICATE
for Boarding/Lodging Charges

Certified that I have incurred expenditure of about less than Rs. 1945/- towards
boarding/lodging expenses during the 4/10/17 to 5/10/17 days of calendar month
1 2017.

Name- Sumit K. Dutta

Designation- Sr. Exec (UPL)