

Tour Allowance Claim Form for UPL Executives

ENERGY EFFICIENCY SERVICES LIMITED				TOUR TRAVELLING ALLOWANCE CLAIM		Date:- <u>12/12/2017</u>	
CARD CODE	EMPLOYEE NO. <u>NC07123</u>	TOUR COMMENCEMENT DATE <u>05/12/2017</u>	<u>0</u>	<u>0</u>	<u>2</u>	Dist:- <u>KORIYA & Surajpur</u>	
		<small>Milk/Days</small>		<small>Tour</small>		DESTINATION	
Name <u>JITENDRA JAISWAL</u>		Designation <u>ENGINEER</u>		Scale of Pay <u>E1</u>		Basic Pay <u> </u>	
Department <u>U.P.L</u>		H.O <u>NOIDA</u>					

Section I : Calculation of total TA admissible

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

Section-I	Amount Claimed (to be filled in by the employee)(₹)	FOR ACCOUNTS DEPT.						Remarks
		Amount admitted by Accounts (enter only if claims are claimed ticket, booked by company or Cheque Amount(₹))						
1. Journey Fares								
By Air								
By Rail & Road <u>✓</u>	<u>300/-</u>							
Cost of Ticket Dr.								
2. Conveyance charges	<u>87/-</u>							
3- Boarding & loading charges	<u>1200/-</u>							
D.A	<u>1200/-</u>							
A. Total	<u>2,787/-</u>							
Less Advance drawn from:	<u>NO</u>							
C. NET CLAIM	<u>2,787/-</u>							

Pay (₹) Net Claim

2787/-

Recover (₹)

D. Refund by cheque

Cheque No. _____ Dated _____
on _____ for _____

Accounts Officer

*The cancellation of booking was due to official reasons

Signature of Head of Department
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 IInd 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 No./Bus Ticket No.		Remarks
Date	Time	Station	Date	Time	Station							
05/12/17	10 am	Anubikapur	05/12/17	12:20 pm	Mandla	Ordinary	By Bus		130	216		
05/12/17	4 pm	Mandla	05/12/17	7:15 pm	Surajpur	Ordinary	By Bus		70	111		
06/12/17	12:30 pm	Surajpur	06/12/17	5:05 pm	Balrampur	Ordinary	By Bus		100	228		

*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
1 Night	Surajpur	1	400/-	400/-
1 Night	Balrampur	1	800/-	800/-
D-A		2	600/-	1200/-
Total				2400/-

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					
1.	05/12/17	Anubikapur	Base location	New Bus stand	3.5 km	Auto	13/-	for material	
2.	05/12/17	Mandla	Bus stand	CSPDCL office	4.2 km	Auto	15/-	Receiving	
3.	05/12/17	Mandla	CSPDCL office	Bus stand	4.2 km	Auto	15/-	And handovering	
4.	06/12/17	Surajpur	Bus stand	CSPDCL office	6 km	Auto	22/-	materials to CSPDCL	
5.	06/12/17	Surajpur	CSPDCL office	Bus stand	6 km	Auto	22/-	EE (Admin) office	
Total								87/-	In Koriya & Surajpur & Balrampur district.

CERTIFICATE:

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

Counter signed

Signature

(Name & Designation of the Controlling officer)

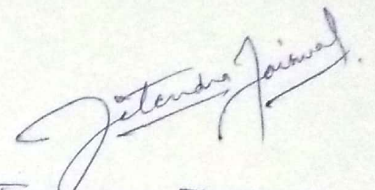
Jitendra Jain
Signature of Employee

Date: 12/12/2017

Tour Allowance Claim Form for UPL Executives

BILL/CERTIFICATE
for Boarding/Lodging Charges

Certified that I have incurred expenditure of about less than Rs. 2787 towards
boarding/lodging expenses during the 05/12/2017 to 06/12/2017 days of calendar month
December 2016. 2017

Name- JITENDRA JAISWALDesignation- ENGINEERmob:- 9039232923 .