

ENERGY EFFICIENCY SERVICES LIMITED

TOUR APPROVAL FORM

Details of the Employees proposing to undertake the tour:

Name	Designation	Emp. No.	Department
Priyanshu Tomar	Engineer	NC07513	SLNP

Details of the Tour:

1.	Complete address of the place(s) to visited:	Gorakhpur
2.	Contact Person:	Mr. Taran Tayaal
3.	Purpose of the Tour:	SLNP WORK
4.	Proposed period of tour:	4 days

Details of the Movement:

S/No.	Date of Travel	Train / Flight Name & No.	Station		Class	Remarks
			From	To		
1.	27-9-17	UPSRTC BUS	LKO	Gorakhpur	3A.C	Tickets Attached
2.	30-9-17	UPSRTC BUS	Gorakhpur	LKO	3A.C	Tickets

Date: _____

Priyanshu Tomar
Signature of the Employee

Comments of the Controlling Officer:

Comments of the HOD:

Tour Approved / Not Approved.

Signature of Reporting Officer - DELP

U. P. T. I. C

RAJENDRA DEPUT

No: 000028260 27/09/17 07:49:02

HC 3X2 UP 35H15706 UER: 01.66
FOULTECHNIC TO GOVERNMENT

(TOT. JOURNEY KMS = 0281)

FULL : 1 X 364.00 = RS. 364.00

₹ 364.00

!! AARPKA APINA SATHI !!

UPSRTC

UPSRTC

UPSRTC

UPSRTC

UPSR



U.P.S.R.T.C.

AWADH DEPOT

No: 00000791 30/09/17 22:44:14

AC 327 U.P.S.R.T.C. DEPT. OF 66

GORAKHPUR TO POLYTECHNIC

(TOT. JOURNEY FMS - 0.281)

FULL : 1 x 364.00 = Rs. 364.00

₹ 364.00

0000081473 003 00000811 AUD00100

!! AAPKA APNA SATHI !!

NOT TRANSFERABLE

HELPLINE : 1800-180-2877



UPSRTC

UPSRTC

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UPSRTC

UPSRTC

UPSRTC

SECTION II : JOURNEY DETAILS (Please Indicate Ticket No. or attach M/R wherever fare claimed is for other than 1st 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						
27-9-17	7:02	LKO	27-9-17	1:00 PM	GKP	3 A.C	BUS	SINP WORK	364		Tickets Attached Tickets Attached
30-9-17	10:15 PM	GKP	1-10-17	4:30 AM	LKO	"	"	"	364		
									728		

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

SECTION IV : DETAILS OF CLAIM FOR DA & EXPENDITURE INCURRED FOR ACCOMMODATION (Excluding leave availed)

Midnight (00hrs) spent in	Station	Date(s)	No. of Days for DA	Rate per Day(₹)	Amount of Daily Allowance(₹)	Name of Hotel/Guest House	Amount for Hotel Accommodation(₹)	Name of persons with whom accommodation shared
Principal City								
Ordinary City	GKP	27-9-17 to 30-9-17	4	480	1920	Marina Hotel	4368	
Journey								
Total					1920		4368	

NOTE : Please enclose the supporting bill & receipt for the amount paid on account of hotel/guest house accommodation charges

1. Leave availed (if any) at from to
2. Both Boarding and lodging/Boarding only lodging/only was providing free of cost at from to

SECTION V : 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	28-9-17	GKP	GNN	Ward 69/71	22km	Auto		Site visit site visit	
2	29-9-17	GKP	GNN	Vijay Chauraha	30km	Auto			
3	30-9-17	GKP	GNN	Bargadva Betahata	21km	Auto			
				Nawal main road					
Total							276		

CERTIFICATE :

Certified that: (i) Wherever lodging charges for stay in a hotel have been claimed, Company Guest house accommodation was not available.
(ii) I am/am not in receipt of HRA of availing the facility of leased accommodation at any of the tour stations for which daily allowance has been claimed

Counter signed

Signature
(Name & Designation of the Controlling officer)

Piyavrat Tomal
Signature of Employee
Date :

ENERGY EFFICIENCY SERVICES LIMITED				Date : 27-9-17	
TOUR TRAVELLING ALLOWANCE CLAIM					
CARD CODE		EMPLOYEE NO. NC07513	TOUR COMMENCEMENT DATE	04	DESTINATION
Name Priyavrat Tomar		Designation Engineer	Scale of Pay	Basic Pay	
Department SLNP		H.O.			
Section I : Calculation of total TA admissible (Please fill this Section after filling Section II to V) 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
1. Journey Fares					
By Air					
By Rail & Road		728			
		Cost of Ticket Dr.			
2. Conveyance charges & Misc. expenses II + V		1004			
3. Accommodation charges		4368			
4. Daily allowance		1920			
A. Total 1 to 4		7292			
Less Advance drawn from:					
5. Corporate Centre		12000 - /			
6. From Projects, If any					
B. Total 5 & 6					
C. NET CLAIM (A-B)					
Claim Date :		Pay (₹)..... Net Claim			
D. Refund by cheque		Recover (₹).....			
Cheque No..... Dated					
on for (₹).....					
Accounts Officer					
SECTION II : Details of Miscellaneous Expenses incidental To Tour					
NOTE : Enclose receipts for amount claimed					
S.No.	Particulars of Expenses	Amount (₹)	*The cancellation of booking was due to official reasons Signature of Head of Department Name Designation Date *To be furnished when cancellation charges are claimed		
Total					