

Your tour request has been approved.

TOUR APPROVAL FORM

Tour ID : 5554

Details of the Employee proposing to undertake the tour:

Employee Code	Name	Gender	Age(years)	Mobile No.	Email ID	Designation	Department	Posted At
NC07123	Jitendra Jaiswal	Male	25	+919039232923	u_jjaiswal@eesl.co.in	Engineer	Technical	CHHATISHGARH
Approved By EESL, Forwarded By: Manish Rai[UPL Representative]				Remarks : Approved				

Details of the tour:

1.	Project Name:	CGBU000001
2.	Complete address of the place(s) to visit:	JASHPUR DISTRICT
3.	City Type:	OTHER
4.	Contact Person:	E.E (O&M) CSPDCL
5.	Purpose of the Tour:	Handovering bulb's to CSPDCL
6.	Proposed period of tour:	07-12-2017 - 09-12-2017

Details of the Movement

SL. No.	Date of Travel	Time of Travel	Preferred Train/Flight Name & No.	Station		Class	Need Ticket?	Remarks
				From	To			
1	07-12-2017	1030 am	by bus	Balrampur	JASHPUR	ordinary	No	travelling by bus & stay in jashpur
2	08-12-2017	10 am	by bus	JASHPUR	PATHALGAON	ordinary	No	travelling by bus
3	09-12-2017	10.am	By bus	PATHALGAON	AMBikapur	ordinary	No	Return back to base location

Tour Advance

Total Days of Tour	Allowance Per Day(As per policy)	Total=(Allowance X Total Days) X 80%
3	Rs. 3000 (OTHER)	Rs.6120
Total Advance Sought : Rs. 0		

Please Login into apps.eeslindia.org for any action.

This is an auto-mailer. Please do not reply to this mail as it will go nowhere

Tour Allowance Claim Form for UPL Executives

ENERGY EFFICIENCY SERVICES LIMITED		TOUR TRAVELLING ALLOWANCE CLAIM		Date:- 13/12/2017	
CARD CODE	NC07123	EMPLOYEE NO.	07/12/2017	Mth/Days	10/3
Name		JITENDRA JAISWAL	Designation	ENGINEER	Scale of Pay
Department		U.P.C	H.O	NOTIOA	Basic Pay
TOUR COMMENCEMENT DATE		JASHPUR DISTRICT		DESTINATION	

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.	
		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	290/-		
Cost of Ticket Dr.			
2. Conveyance charges	74/-		
3. Boarding & loading charges	1880/-		
D.A.	1880/-		
A. Total	4,044/-		
Less: Advance drawn from:	Zero		
C. NET CLAIM	4,044/-		
	4044/-		
D. Refund by cheque			
Cheque No.			
Dated			
on			

Pay (₹) Net Claim

Recover (₹)

Accounts Officer

*The cancellation of booking was due to official reasons

Signature of Head of Department

Name

Designation

Name

*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 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						
07/12/17	10:30 am	Rabran	07/12/17	4:45 pm	Jashpur	Ordinary	By Bus		140/-	486	
08/12/17	11:30 am	Jashpur	08/12/17	4:35 pm	Pathalgam	Ordinary	By Bus		80/-	072	
09/12/17	11:20 am	Pathalgam	09/12/17	3:35 pm	Amnaka	Ordinary	By Bus		70/-	190	

*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	Jashpur	1	800	800/-
1	Pathalgam	1	1080	1080/-
1	D.A. District Jashpur	3	600	1800/-
Total				3680/-

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/-	07/12	Jashpur	Bus stand	CSPCL Office	4.3 km	Auto	16/-	for Bulb's handovering to CSPCL E.E (O&M) office	
2/-	07/12	Jashpur	CSPCL office	Hotel	4.3 km	Auto	16/-		
3/-	08/12	Pathalgam	Bus stand	CSPCL office	4.2 km	Auto	15/-		
4/-	08/12	Pathalgam	CSPCL office	Bus stand	4.2 km	Auto	15/-		
5/-	09/12	Amnaka	Bus stand	Base location	3.2 km	Auto	12/-		
Total							74/-		

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)

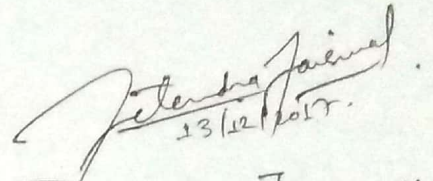
Jitendra Jain
Signature of Employee

Date: 13/12/2017

Tour Allowance Claim Form for UPL Executives

BILL/CERTIFICATE
for Boarding/Lodging Charges

Certified that I have incurred expenditure of about less than Rs. 4,044/- towards
boarding/lodging expenses during the 07/12/2017 to 09/12/2017 days of calendar month
December 2016-2017


13/12/2017

Name- JITENDRA JAISWAL

Designation- ENGINEER.

mob:- 9039232923

अम्बिका ट्रेवल्स
इमरडीह
ता. 486 यात्री
से 140 तक
केराया
हस्ताक्षर
टिकट वापस नहीं होगा। छुटी यात्री व
मेवारी कंपनी की नहीं होगी।

शमीम ट्रांसपोर्ट, अम्बिकापुर
नं.
किराया
कहाँ तक
हस्ताक्षर
टिकट वापस नहीं होगा। छुटी यात्री व
मेवारी कंपनी की नहीं होगी।

जधानी ट्रांसपोर्ट, अम्बिकापुर
से यात्री तक
केराया 190
टा टिकट वापस नहीं होगा
टी यात्री सगेज की जिम्मेदार कंपनी नहीं होगी। हस्ता.

// Shri Ganeshay Namh //

Mo. 9425253417

HOTEL PREMSUDHA

Purani Toli, Jashpu Nagar (C.G.) 496331

No.- 1708

Date 8-12-17

Shri / Smt. Jitendra Jaiswal

Address Mungeli C.G.

Particular	Amount
Room No. - 105	800/-
Date 7-12-17 to 8-12-17	
Total Day's x @ : 1 days	
Arrival Time : 7.1 PM	
Departure Time : 10.1 AM	

Rs. in words Eight hundred	Total	800/-
only	Tax @	1
	Advance	
	G.Total	800/-

E. & O.E.

Thanks ! Visit Again

Check out Time - 24 Hours

Signature

[Signature]

For, Hotel Premsudha
Puranitoli, Jashpurnagar
Distt. - Jashpur (C.G.)

IN FRONT OF SBI RAIGARH ROAD, PATHALGAON,

E-Mail:

PATHALGAON - 496118

TAX INVOICE

Name : JITENDRA JAISWAL
 Address : h.no.-1, heeralal ward daupara chowk lormi road mungeli c.g.
 GSTIN No. :
 City : RAIPUR
 Mobile No. : 9039232923
 Company :
 Nationality : India

Bill No. & Date : FO/17-18/979 09/Dec/2017
 GRC No. : 971
 Room No./Type : 301 DELUXE
 Room Tariff. : 1200
 PAX : Adult : 1
 CheckIn Date & Time : 08/Dec/2017 17:30
 CheckOut Date & Time : 09/Dec/2017 10:05

Date	Particulars	PAX	DECLARED Rate	HSN/SAC Code	Rate	CGST		SGST		Amount
						Rate	Amount	Rate	Amount	
08/Dec/2017	Room Rent DLX (Room No.: 301)	1	1200.00	996311	964.29	6	57.86	6	57.86	1080.01

SUB TOTAL : 964.29 57.86 57.86 1080.01

Tax%	Txb.Amt.	CGST	SGST
6.00	964.29	57.86	57.86

Tax Before Amount 1071.43
 DISCOUNT 10.00 107.14
 CGST 57.86
 SGST 57.86
 ROUND OFF -0.01
NET AMOUNT 1080.00
BALANCE 1080.00

In Words : (Rs. One Thousand Eighty Only)

HAVE YOU DEPOSITED YOUR ROOM KEY
 AND LOCKERS KEY?
 () YES OR () NO

CHECK OUT TIME : 24 Hrs

I AGREE THAT I AM RESPONSIBLE FOR THE FULL PAYMENT OF THIS BILL IN
 THE EVENTS, IF IT IS NOT PAID (BY THE COMPANY/ORGANISATION OR
 PERSON INDICATED)

FRONT OFFICE MANAGER

CASHIER

Guest Sign.

HOTEL ARNAV REGENCY
 PATHALGAON, DT. JASHPUR (C.G.)