

**ENERGY EFFICIENCY SERVICES LIMITED**

**TOUR APPROVAL FORM**

**Details of the Employees proposing to undertake the tour:**

Name <i>Priyavrat Tomar</i>	Designation <i>Engineer</i>	Emp. No. <i>N607513</i>	Department <i>SLNP</i>
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**Details of the Tour:**

1. Complete address of the place(s) to visited:	<i>Gorakhpur</i>
2. Contact Person:	<i>Mr. Taran Toyal</i>
3. Purpose of the Tour:	<i>SLNP Work</i>
4. Proposed period of tour:	<i>10 days</i>

**Details of the Movement:**

S/No.	Date of Travel	Train / Flight Name & No.	Station		Class	Remarks
			From	To		
1.	<i>3-10-17</i>	<i>Bus</i>	<i>LKO</i>	<i>GKP</i>	<i>3rd A.C</i>	<i>Tickets Attached</i>
2.	<i>14-10-17</i>	<i>Bus</i>	<i>GKP</i>	<i>LKO</i>		<i>Tickets Attached</i>

Date: *31/10/17*

*Priyavrat Tomar*  
Signature of the Employee

Comments of the Controlling Officer:

Comments of the HOD:

Tour Approved / Not Approved.

Signature of Reporting Officer - DELP

*Signature of Regional Manager*

ENERGY EFFICIENCY SERVICES LIMITED TOUR TRAVELLING ALLOWANCE CLAIM				Date : 31/10/17
CARD CODE	EMPLOYEE NO.	TOUR COMMENCEMENT DATE	1   1	DESTINATION
Name	Priyankat 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.				
1. Journey Fares By Air By Rail & Road  2. Conveyance charges & Misc. expenses II + V 3. Accommodation charges 4. Daily allowance A. Total 1 to 4	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
	<input type="text" value="912"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>
Cost of Ticket Dr.				
	<input type="text" value="480"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text" value="16016"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text" value="5280"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Less Advance drawn from:				
5. Corporate Centre	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. From Projects, If any	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
B. Total 5 & 6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
C. NET CLAIM (A-B)	<input type="text" value="22688"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pay (₹)..... Net Claim				
Claim Date :	<input type="text"/>			
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 _____	
		<input type="text"/>		
		<input type="text"/>		
		<input type="text"/>		
Total			*To be furnished when cancellation charges are claimed	

SECTION II : JOURNEY DETAILS (Please Indicate Ticket No. or attach M/R wherever fare claimed is for other than 1Ind 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						
3-10-17	18:54	LKD	4-10-17	5:00 AM	GKP	3rd AC		SLNP WORK	502		Tickets attached
14-10-17	6:00	GKP	14-10-17	11:55	LKD				410		
									912		Tickets attached

\*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							16016	
Ordinary City	GKP	4-10-17 to 14-10-17	11	480	5280		16016	
Journey								
Total		11	Total	5280	Total	16016		

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

- Leave availed (if any) at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_
- 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.

SI 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					
Total									

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)

*P. Rajendran*  
Signature of Employee  
Date : 31/10/17

TIN No. 09618700187  
Reg. No. 407/10 सराय-II

BILL / CASH MEMO

2337630  
(0551) :  
2331831



GSTIN-09AABFH1956P1ZW

**HOTEL MARINA**

GOLGHAR, GORAKHPUR - 273001

No. 1122

Date. 14-10-17

Shri ..... Priyavrat Tomar .....  
Room No. ..... 209-2047 .....

SI. No.	PARTICULARS	RATE	AMOUNT Rs. P.
1.	Lodging Charges for ..... 11 days ..... From 04-10-17 ..... (Time 6-20 Am To 14-10-17 ..... (Time 6-20 Pm	1300/-	14300/-
2.	Extra Bed Person		
3.	Local Call		
4.	Truck Call/Telegram		
5.	Misc.		
6.	Blanket/Towels		
7.	Boarding		
8.			
9.			
	<b>HOTEL-MARINA</b> <b>Golghar-Gorakhpur</b> 00710 970011	Total	14300/-
		Luxury Tax	CGST 6% 858/- SGST 6% 858/-
		Total	16016/-
		Advance	
		Balance	16016/-
	Less Adv. vide Receipt No. ....		
	Nett Total Payable/Returnable .....		

Priyavrat  
Signature of Customer Tomar

Received  
Receptionist

SI.No.	STATION	DATE	NO. OF DAYS FOR DA	RATE PER DAY	AMOUNT OF DAILY ALLOWANCE
1	GORAKHPUR	04-10-2017 TO 14-10-2017	11	480	5280

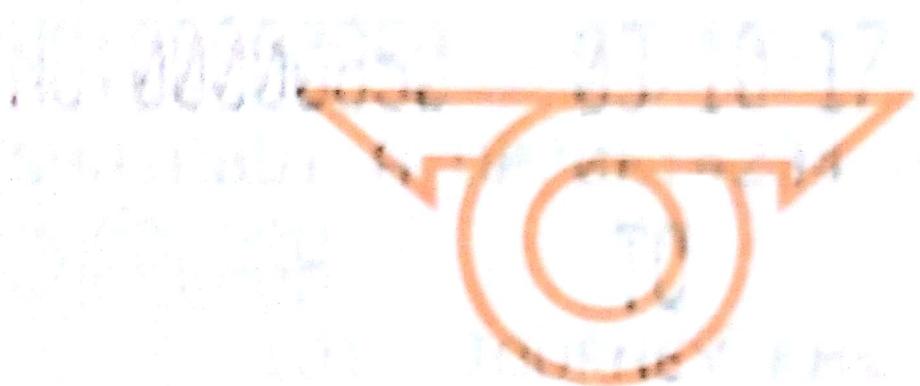
Verified  
Reyamat  
J. Tomar

UPSRTEC

UPSRTEC

UPSRTEC

UPSRTEC



502.00

502.00  
Ramachandran  
Piyush Kumar

उ० प्र० राज्य सरकार परिवहन प्राधिकरण

द्वारा परमिट प्राप्त

B

एक्सप्रेस सेवा

ट नं०..... दिनांक ५/१०/१०

ि नं०..... यात्री सं० .....

कहां से ~~भ०.८५~~ कहा तक ~~भ०.७३~~

टोटल किराया रु० ~~१०~~.....

ह० परिचालक

नोट- यात्रा करते समय टिकट अपने पास सुरक्षित रखें।

Received  
by *[Signature]*

**Reimburse of Monthly Travelling Allowance**

From: Through: To  
Name *Priyavrat Tomar* RM Name... *T.M. Tarun Tayal* Finance Department

**Ref: Fixed Monthly Allowance in lieu of Company Vehicle Arrangement and Hard Site Posting  
Allowance Circular No 31/2016 dated 21-10-2016.**

With reference to the above please find the below mentioned summary of Fixed Monthly travelling  
Allowance for the month of ~~Oct~~.

Distance Details	No. of days (Nos.)	Eligible Amount(Rs.)	Total Amount(Rs.)
Not less than 20 kms		$127 \times 3.77$	
Not less than 50 kms			
		Total <i>480</i>	

As per Circular Annexure A and B are enclosed for your ready reference. As per the monthly limit i.e  
Rs.....may be reimburse to Mr.....

**Account details:**

Bank Name: CANARA BANK  
Account No: 2180/01013299  
IFSC Code: CNRB0002180  
Branch: CANARA BANK, KIRTTHAL

Signature: *Priyavrat Tomar*

## ENERGY EFFICIENCY SERVICES LIMITED, NOIDA

## CLAIM FORM

## Fixed Monthly Travel Allowance

Name of the employee	Employee No. :	Designation :	Department :	Scale of Pay :
Priyamrat Tomar Claim Month	NC07S13	Engineer	SLNP	

## (a) Details of Visit :

Date	Purpose of visit	Location		Distance (Kms.)	Remarks
		From	To		
4/10/17	SLNP work	GNN	Aazem mudi, Ghosi katra	20 km	SLNP work up to 4 actions
4/10/17	SLNP work	GNN	Beth hinda, Comsila cpd, Hanuman mandir	20 km	SLNP work both side
5/10/17	SLNP work	GNN	SPA work house, Mahera, TDM Chawala	21 km	SLNP site work
5/10/17	SLNP work	GNN	TDM Chawala Ghatkophla, Madisal, Hau -pur	25 km	SLNP site work
6/10/17	SLNP work	GNN	Rasipur, Ghatkophla, Arihababa, Taranpur	21 km	SLNP work
6/10/17	SLNP work	GNN	Halsingh Rasipur Kanout pathsala	20 km 127 km	SLNP work

I do hereby certify that I travelled on the above mentioned dates in connection with office work.

Date : 31/10/17

Signature : Priyamrat Tomar

Verified that the travel on the dates claimed above was actually undertaken and was duly authorized.

Sandeep Kumar  
Signature of Site Incharge

Counter sign by Zonal / Regional Manager

Name : Sandeep Kumar  
Designation : Deputy Manager

Date : ...../...../.....

Annexure B

## ENERGY EFFICIENCY SERVICES LIMITED, NOIDA

## TRAVEL LOG BOOK

## Fixed Monthly Travel Allowance

Site/ Posting Location: Gorakhpur

Sl. No.	Name <i>Piyarati Tomas rate'</i>	Designation (In case of UPL employees please write UPL engineer)	From	Start Time	To	End Time	Mode of travel	Distance	Time taken	Purpose	Details of Work carried out	Signature of Employee
1.	4/10/17	Engineer	GNN	7:30 Am	Agricen munity Ghazip Katra Sector 10 Gorakhpur	1:00pm	auto	20km	5hr	SLNP	SLNP site visit	<i>Piyarati Tomas</i>
2	4/10/17	Engineer	GNN	7:30 Am	Sector 4 Aduwan Mandu SPA work house Mahewa	1:00pm	auto	20km	5hr	SLNP	SLNP site visit	<i>Piyarati Tomas</i>
3	5/10/17	Engineer	GNN	8:00 Am	Sector 4 Aduwan Mandu SPA work house Mahewa	2:00 pm	auto	21km	3hr	SLNP	SLNP site Visit	<i>Piyarati Tomas</i>
4	5/10/17	Engineer	GNN	7:30 Am	Tamchawala Ghantaghar, madiya, Rasulpur	1:00 pm	auto	25km	6hr	SLNP	SLNP site Visit	<i>Piyarati Tomas</i>
5	6/10/17	Engineer	GNN	7:30 Am	Kasipur Chiragh Alirajpur Rasulpur Rasulpur Rawat Pathata	2:00 pm	auto	21km	5hr	SLNP	SLNP site Visit	<i>Piyarati Tomas</i>
6	6/10/17	Engineer	GNN	8:00 Am	Rasulpur Rasulpur Rawat Pathata	1:00 pm	auto	20km	3hr	SLNP	SLNP site Visit	<i>Piyarati Tomas</i>

Signature of Site Incharge: *Sandeep Kumar*

Date: 31/10/17