

# ENERGY EFFICIENCY SERVICES LIMITED

## TOUR APPROVAL FORM

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

Name <i>Priyanshi Tomar</i>	Designation	Emp. No.	Department
	<i>Engineer</i>	<i>N107513</i>	<i>SLNP</i>

### Details of the Tour:

1.	Complete address of the place(s) to visited:	<i>Gorakhpur</i>
2.	Contact Person:	<i>Mr. Taran Tawal</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*

*Priyanshi 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*

<b>ENERGY EFFICIENCY SERVICES LIMITED</b>		Date : 31/10/17	
<b>TOUR TRAVELLING ALLOWANCE CLAIM</b>			
CARD CODE	EMPLOYEE NO. N107513	TOUR COMMENCEMENT DATE	11/11/17
Name	Prityuraj Kumar	Designation	Engineer
Department	SLNP	Scale of Pay	
		Basic Pay	

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.

	Amount Claimed (to be filled in by the employee)(₹)	FOR ACCOUNTS DEPTT.										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	912											
Cost of Ticket Dr.												
2. Conveyance charges & Misc. expenses II + V	480											
3. Accommodation charges	16016											
4. Daily allowance	5280											
A. Total 1 to 4												
Less Advance drawn from:												
5. Corporate Centre												
6. From Projects, If any												
B. Total 5 & 6												
C. NET CLAIM (A-B)	22688											

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
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 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						
3-10-17	18:54	LKD	4-10-17	5:00 am	GKP	3 <sup>rd</sup> A.C.		SLNP WORK	502		Tickets Attached Tickets attached
14-10-17	6:00	GKP	14-10-17	11:55	LKD				410		
									912		

\*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		5280		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 CONVEYANCE 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					
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)

Signature of Employee

Date: 31/10/17

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

BILL / CASH MEMO

(0551) : 2337630  
: 2331831



GSTIN-09AABFH1956P1ZW

# HOTEL MARINA

GOLGHAR, GORAKHPUR - 273001

No. **1122**

Date **14-10-17**

Shri **priyavrat tomar**

Room No. **209-2047**

Sl. No.	PARTICULARS	RATE	AMOUNT	
			Rs.	P.
1.	Lodging Charges for <b>(11) Ever.</b> From <b>04-10-17</b> (Time <b>6-20 Am</b> ) To <b>14-10-17</b> (Time <b>4-20 PM</b> )	<b>1300/-</b>	<b>14300</b>	
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> <b>407/10 सराय-II</b>	Total	<b>14300</b>	
		Luxury Tax	<b>858</b>	
		CGST 6%	<b>858</b>	
		SGST 6%	<b>858</b>	
	Less Adv. vide Receipt No. ....	Total	<b>16016</b>	
	Nett Total Payable/Returnable .....	Advance		
		Balance	<b>16016</b>	

Signature of Customer

Receptionist



UPSRTC

UPSRTC

UPSRTC

UPSRTC

UPSRTC

U.P.S.R.T.C

GRAND DEPOT

NO: 00000050 03-10-17 22:54:06

SMITHY

TO

502.00

FULL : 1 : 502.00 = Rs. 502.00

₹ 502.00

502.00

APNA APNA SATHI

NOT TRANSFERABLE

10/10/2017

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उ० प्र० राज्य सरकार परिवहन प्राधिकरण  
द्वारा परमिट प्राप्त

**(B)**

**एक्सप्रेस सेवा**

ट नं०..... दिनांक ५/१०/१८..

५ नं०..... यात्री सं०.....

कहां से २॥६.५५... कहा तक... ५.५.३१

टोटल किराया रु० ५.१०.....

ह० परिचालक

नोट- यात्रा करते समय टिकट अपने पास सुरक्षित रखे।

Sl.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

### Reimburse of Monthly Travelling Allowance

From:

Through:

To

Name *Priyanshu Tomar*

RM Name... *Mr. Tarun Tegal*

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		<i>127 x 3.77</i>	
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, KIRTIHAL*

Signature: *Priyanshu Tomar*



## ENERGY EFFICIENCY SERVICES LIMITED, NOIDA

## CLAIM FORM

## Fixed Monthly Travel Allowance

Name of the employee	Employee No. :	Designation :	Department :	Scale of Pay :
Prityamat Tomar	NC07513	Engineer	SLNP	
Claim Month				

## (a) Details of Visit :

Date	Purpose of visit	Location		Distance (Kms.)	Remarks
		From	To		
4/10/17	SLNP work	GNN	Agarwal, Ghasi Katra	20 km	SLNP work, UDA
4/10/17	SLNP work	GNN	Bohichit, Cominsel, Hanuman mandir	20 km	SLNP work, UDA
5/10/17	SLNP work	GNN	SPA work house, Maheta, TDM Chauhan	21 km	SLNP site work
5/10/17	SLNP work	GNN	TDM Chauhan, Ghantagha, madua, Kasipur	25 km	SLNP site work
6/10/17	SLNP work	GNN	Kasipur, Ghantagha, H. N. B. K. T. R. K. P. K.	21 km	SLNP work
6/10/17	SLNP work	GNN	Kasipur, Ghantagha, H. N. B. K. T. R. K. P. K.	20 km	SLNP work
			Kasipur, Ghantagha, H. N. B. K. T. R. K. P. K.	127 km	

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

Date : 31/10/17

Signature : Prityamat Tomar

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

Signature of Site Incharge

Counter sign by Zonal / Regional Manager

Name : Prityamat Tomar

Designation : Engineer

Date : 31/10/17

Prityamat Tomar

**ENERGY EFFICIENCY SERVICES LIMITED, NOIDA**  
**TRAVEL LOG BOOK**  
**Fixed Monthly Travel Allowance**

Site/ Posting Location: Gorakhpur

Sl. No.	Name <i>Priyanshu Tomar</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	Agarwal masti, Ghar, Katra	1:00pm	auto	20km	5hr	SLNP	SLNP site visit	
2.	4/10/17	Engineer	GNN	7:30 Am	Agarwal masti, Ghar, Katra	1:00pm	auto	20km	5hr	SLNP	SLNP site visit	<i>Priyanshu Tomar</i>
3.	5/10/17	Engineer	GNN	8:00 Am	Agarwal masti, Ghar, Katra Cpd & Khatu SPA work house manchwa	2:00 pm	auto	21km	7hr	SLNP	SLNP site visit	<i>Priyanshu Tomar</i>
4.	5/10/17	Engineer	GNN	7:30 Am	Agarwal masti, Ghar, Katra Cpd & Khatu SPA work house manchwa	1:00 pm	auto	25km	6hr	SLNP	SLNP site visit	<i>Priyanshu Tomar</i>
5.	6/10/17	Engineer	GNN	7:30 Am	Khatu masti, Ghar, Katra Cpd & Khatu SPA work house manchwa	2:00 pm	auto	21km	5hr	SLNP	SLNP site visit	<i>Priyanshu Tomar</i>
6.	6/10/17	Engineer	GNN	7:00 Am	Khatu masti, Ghar, Katra Cpd & Khatu SPA work house manchwa	1:00 pm	auto	20km	7hr	SLNP	SLNP site visit	<i>Priyanshu Tomar</i>

Signature of Site Incharge: .....

Date: 31.10.17