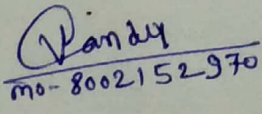


TOUR REPORT	SUBJECT: SLNP
	REF:

<u>DISTRIBUTION</u> <u>Designation:</u> <u>ENGINEER</u>	NAME(s): VIKASH KUMAR PANDEY PERIOD: 22/9/2017 to 27/9/2017 MEETINGS: VENUE: CHIRMIRI, DIST- KORIYA (C.G) MAIN PERSONS CONTACTED: Mr. VED PRAKASH DINDORE
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BRIEF SUMMARY:

- for SLNP Project Supervision & Monitoring.
- Streetlight Material receiving
- Met with Municipal Corporation officials in chirmiri

CLASSIFICATION: <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> RESTRICTED	SIGNATURE (S)  mo-8002152970	SUPERVISOR SIGNATURE
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TOUR INFORMATION REPORT

Name of Executive: VIKASH KUMAR PANDEY
Designation: ENGINEER
Reporting Officer: Mr. VED PRAKASH DINDORE
Proposed Date: 24/9/2017 From: 24/9/2017 To: 27/9/2017
Project Details: SLNP (GH)

Purpose of Visit

Project Development

- ☐ Preliminary Meeting
☐ Seminar/Workshop/Presentation

Project Co-ordination

- ☒ Follow-up meeting
☐ Project Kick-off
☐ Techno-commercial Discussion

Project Implementation

- ☒ Project Supervision
☒ Project Execution

☐ Other (specify): Click here to enter text.

Implementation for

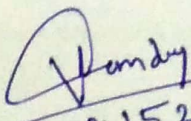
Distribution process

Training on ground

☐ Approved

☐ Not Approved

Approving Authority


No- 8002152970

SECTION 1 : JOURNEY DETAILS (Please indicate Ticket No. or attach M/R wherever fare claimed is for other than 11nd Class and for air journey and bus journey enclose used ticket/folders)

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	Remarks
Date	Time	Station	Date	Time	Station					No./Bus Ticket No.	
22/9/17	8:30 Am	Ambikapur	22/9/17	1:00 pm	Chirmiri	By Bus	—		130/-	80	
23/9/17	2:30 pm	Chirmiri	23/9/17	6:40 pm	Ambikari	By Bus	—		130/-	108	

*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
06	Chirmur Dist- Kotiya	07	950	5700/-
				/
	D.A	07	600	4200/-
				9900/-
		Total		Total

NOTE : Please enclose the supporting bill /declaration

1. Leave availed (if any) at from to

SECTION III : DETAILS OF CONVEYANCE CHARGES CLAIMED

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NOTE: If the space provided is insufficient, separate sheet in the same Performa may be attached duly signed by the claimant.

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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 was physically present at the touring station as above for the indicated days.

Counter signed

Signature _____

(Name & Designation of the Controlling officer)

Signature of Employee

Date: 02/10/2017

Tour Allowance Claim Form for UPL Executives

ENERGY EFFICIENCY SERVICES LIMITED TOUR TRAVELLING ALLOWANCE CLAIM				Date:- 22/9/2017	
CARD CODE	EMPLOYEE NO.	TOUR COMMENCEMENT DATE	Mth/Days Tour	DESTINATION	
	NC-07392	22/9/2017	06	CHRIMIRI, DIST- KORIYA (GH)	
Name	VIKASH KR. PANDEY	Designation	ENGINEER	Scale of Pay	24,994/- Basic Pay 22,236/-
Department	UPL		H.O.	NOIDA (UP)	

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 DEPTT.	
		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 ✓	260/-		By-Bus-
	Cost of Ticket Dr.		
2. Conveyance charges	1112.15/-		
3- Boarding & loading charges + DA	9900/-		
A. Total	11272.15		
Less Advance drawn from:			
C. NET CLAIM	11272/-		

11272/-

Pay (')..... Net Claim

D. Refund by cheque

Cheque No..... Dated
on for(').....

Recover (').....

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

(Signature)
mo-8002152970.


Tour Allowance Claim Form for UPL Executives

BILL/CERTIFICATE
for Boarding/Lodging Charges

Certified that I have incurred expenditure of about less than Rs. 11272 towards
boarding/lodging expenses during the 22/9/2017 to 28/9/2017 days of calendar month
September 2017

Name- VIKASH KUMAR PANDEY

Designation- ENGINEER


No-8002152970.

ENERGY EFFICIENCY SERVICES LIMITED

TOUR APPROVAL FORM

Details of the Employees proposing to undertake the tour:

Name	Designation	Emp. No.	Department
VIKASH KUMAR PANDEY	ENGINEER	NC-07392	S.L.N.P

Details of the Tour:

1.	Complete address of the place(s) to visit:	CHIRMIRI, DIST-KORIYA (C.G)
2.	Contact Person:	E.E. & COMMISSIONER, M.C. CHIRMIRI
3.	Purpose of the Tour:	* For material Reciving (SLNP) in Chirmiri * Supervision & monitoring of SLNP in Chirmiri, Dist- Koriya * Along with site visit
4.	Proposed period of tour:	22/9/2017 to 27/9/2017. (6 th Days)

Details of the Movement:

S.No.	Date of Travel	Train / Flight Name & No.	Station		Class	Remarks
			From	To		
I)	22/9/2017	By Bus	Ambikapur	Chirmiri		
II)	28/9/2017	By Bus	Chirmiri	Ambikapur		

Date: 2/10/2017

Pandey
Signature of the Employee
No- 8002152970

Comments of the Controlling Officer:

Comments of the HOD:

Tour Approved / Not Approved.

Signature of the MD (EESL)

(For cancellation / postponement, see overleaf)