

Energy Efficiency Services Limited

TOUR APPROVAL FORM

Tour ID : 4707, Status : Approved

Details of the Employee proposing to undertake the tour:

Employee Code	Name	Gender	Age(years)	Mobile No.	Email ID	Designation	Department	Posted At
NC07392	Vikas Kumar Pandey	Male	29	8409294307	u_vpandey@eesl.co.in	Engineer	Technical	Chhattisgarh

Details of the tour:

1.	Project Name:	STL-2017-CH-RAIGARH
2.	Complete address of the place(s) to visit:	Raigarh Chhattisgarh
3.	City Type:	OTHER
4.	Contact Person:	Mr. Ved Prakash Dindore
5.	Purpose of the Tour:	Monitoring & Supervision of street lights in Raigarh.
6.	Proposed period of tour:	24-08-2017 - 20-09-2017

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	24-08-2017	8:10am	13287, South Bihar Exp	Raipur	Raigarh	SL	No	trave by train
2	08-09-2017	9:00am	by bus	raigarh	ambikapur	odinary	No	trave by bus

Tour Advance

Total Days of Tour	Allowance Per Day(As per policy)	Total=(Allowance X Total Days) X 80%
28	Rs. 3000 (OTHER)	Rs.57120
Total Advance Sought : Rs. 0		

Approved By EESL, Forwarded By :Manish Rai[UPL Representative]



4707

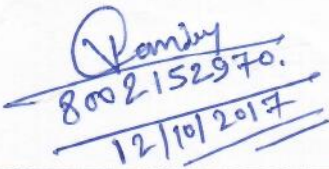

Manish Rai
8002152970



		SUBJECT: SLNP (C.G)
TOUR REPORT		REF:
DISTRIBUTION <u>Designation</u> Engineer	NAME(s): VIKASH KUMAR PANDEY PERIOD: 24/8/2017 to 8/09/2017 MEETINGS: VENUE: Rajgarh Municipal Corporation (C.G) MAIN PERSONS CONTACTED: Mr. Ved Prakash Dindore	

BRIEF SUMMARY:

- * For SLNP project supervision & metering
- * met with municipal corporation officials in Rajgarh (C.G) and work start and field visit.

CLASSIFICATION: [] CONFIDENTIAL [] RESTRICTED	SIGNATURE (S)  8002152970. 12/10/2017	SUPERVISOR SIGNATURE 
---	---	---

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	NL07392	SLNP (C-4)


Details of the Tour:

1.	Complete address of the place(s) to visit:	Raigarh municipal corporation (C-4)
2.	Contact Person:	Mr. Ved Prakash Dindore
3.	Purpose of the Tour:	* for supervision & monitoring of SLNP in Raigarh District (C-4) * met with municipal corporation officials in Raigarh and work start and field visit
4.	Proposed period of tour:	24/8/2017 to 8/9/2017

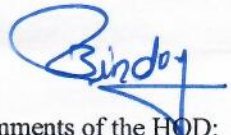
Details of the Movement:

S/No.	Date of Travel	Train / Flight Name & No.	Station		Class	Remarks
			From	To		
1)	24/8/2017	(13287) South Bihar Exp.	Raipur	Raigarh	SL	Self Book
11)	8/9/2017	Bus	Raigarh	Ambikapur	SL	Self Book

Date: 12/10/2017


Signature of the Employee
MO-8002152970

Comments of the Controlling Officer:


Comments of the HOD:

Tour Approved / Not Approved.

Signature of the MD (EESL)

(For cancellation / postponement, see overleaf)



TOUR INFORMATION REPORT

Name of Executive: **VIKASH KUMAR PANDEY**

Designation: **ENGINEER**

Reporting Officer: **Mr. VED PRAKASH DINDORE**

Proposed Date: **12/10/2017** From: **24/9/2017** To: **8/9/2017**

Project Details: **SLNP (CJ)**

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

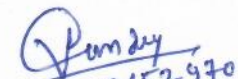
Distribution process

Training on ground

☒ Approved

☐ Not Approved


Approving Authority


MO-8002152970,
12/10/2017

Tour Allowance Claim Form for UPL Executives

ENERGY EFFICIENCY SERVICES LIMITED TOUR TRAVELLING ALLOWANCE CLAIM				Date:- <u>12/10/2017</u>	
	<u>NC07332</u>	<u>24/8/2017</u>		<u>15</u>	<u>Raigarh, (C.G)</u>
CARD CODE	EMPLOYEE NO.	TOUR COMMENCEMENT DATE	Mth/Days Tour	DESTINATION	
Name	<u>VIKASH KUMAR PANDEY</u>	Designation	<u>ENGINEER</u>	Scale of Pay	<u>24,994/-</u>
				Basic Pay	<u>22,236/-</u>
Department	<u>UPL</u>	H.O	<u>NOIDA (U.P)</u>		

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	<u>475/-</u>	<u>By Train & Bus.</u>									
	Cost of Ticket Dr.										
2. Conveyance charges	<u>1594.15/-</u>										
3- Boarding & loading charges	<u>19500/-</u>	<u>Auto self Booked</u>									
		<u>Self Booked</u>									
A. Total	<u>21,569/-</u>										
Less Advance drawn from:											
C. NET CLAIM	<u>21569/-</u>										

Pay ([₹])..... Net Claim

21569/-

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

Name

*To be furnished when cancellation charges are claimed

(Signature)
no - 8002152970
12/10/2017

SECTION I : 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	Remarks
Date	Time	Station	Date	Time	Station					No./Bus Ticket No.	
24/8/17	8:20 am	Rajpur	24/8/17	1:20 pm	Rajpur	SL	13267/ South Bihar	Super Vindhya	175	650520499	
8/9/17	9:00 am	Rajnagar	8/9/17	3:00 pm	Amlakur	SL	Bus	& month of S.N.P. in Rajnagar (C.B.)	300	095	

*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
24/8/2017 to 31/8/2017	Rajgarh (C.G.)	15	1300	19500/-
				/
			15 Days	19500
		Total		Total

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)	24/9/17	Raipur	Hotel	station.	5 km.	Auto	20	for supervision & monitoring of SLRP in Raigarh (C.G.)	105 +1489.15 <u>1594.15</u>
2)	24/9/17	Raigarh	station	Hotel	5 km	Auto	25		
3)	24/9/17	Raigarh	Hotel	m.c. office	8 Km	Auto.	30		
4)	24/9/17	Raigarh	m.c. office	Hotel	8 Km	Auto.	30		
		SHEET ATTACHED					1		
Total							105		

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)

Pamkey
mo-8102152970
Signature of Employee

Date: 12/10/2017

NAME - VIRASH KUMAR PANDEY

Designation - Engineer.

Employ Code - NC 07392

Local Travel - Auto

Place: Rajgarh (C.W)

Period: 24/8/2017 to 7/9/2017

Project: DELP SLNP (C.W)

Sr.	Date	Station	Places of Visit		Distt. in Kms.	Means of travel	Amount
			From	To			
1/	25/8/2017	Rajgarh	Hotel	MC. office	30 Km	Auto	113.1/-
			MC. office	Wear House visit			
			Wear house	MC. office			
			MC. office	Hotel			
2/	28/8/2017	Rajgarh	Hotel	MC. office	40 Km	Auto.	150.8/-
			MC. office	Site visit			
			and Surve.	and Back			
			MC. office	A location			
			MC. office	Hotel			
3/	29/8/2017	Rajgarh	Hotel	Site visit	30 Km	Auto.	113.1/-
			Site W-2	MC. office			
			MC. office	Hotel			
4/	30/8/2017	Rajgarh	Hotel	MC. office	35 Km	Auto.	131.95/-
			MC. office	Hemuchouk			
			MC. office	Hotel			
5/	31/8/2017	Rajgarh	Hotel	Site Survey	50 Km.	Auto.	188.5/-
			All Switch Point				
			MC. office	Hotel			
6/	1/9/2017	Rajgarh	Hotel	MC. office	45 Km	Auto	169.65/-
			MC. office	Sushruth Nagar			
			Site Visit	Agarthon Choudh			
			Railway station	MC. office			
			MC. office	Hotel			
7/	4/9/2017	Rajgarh	Hotel	Indry gori	35 Km	Auto	131.95/-
			W.No-40,39,37	Site visit			
			MC. office	Hotel			
8/	5/9/2017	Rajgarh	Hotel	Station, m.c. office	40 Km	Auto	150.8/-
			Wear house	Visit the site			
			Back MC. office	Hotel			
			Hotel	MC. office			
9/	6/9/2017	Rajgarh	Hotel	MC. office	40 Km	Auto	150.8/-
			MC. office	Ward visit			
				and Back to Hotel			
10/	7/9/2017	Rajgarh	Hotel	All Switching	50 Km	Auto.	188.5/-
			Point Visit	and Back			
			to	MC. office			
			MC. office	Hotel			
Total =							1489.15

Only
no - 8002152970.



IRCTC e-Ticketing Service

Electronic Reservation Slip (Personal User)



1. You can travel on e-ticket sent on SMS or take a Virtual Reservation Message (VRM) along with any one of the prescribed ID in original. Please do not print the ERS unless extremely necessary. This Ticket will be valid with an ID proof in original. Please carry original identity proof. If found traveling without original ID proof, passenger will be treated as without ticket and charged as per extent Railway Rules.
2. Valid IDs to be presented during train journey by one of the passenger booked on an e-ticket :- Voter Identity Card / Passport / PAN Card / Driving License / Photo ID card issued by Central / State Govt / Public Sector Undertakings of State / Central Government, District Administrations, Municipal bodies and Panchayat Administrations which are having serial number / Student Identity Card with photograph issued by recognized School or College for their students / Nationalized Bank Passbook with photograph / Credit Cards issued by Banks with laminated photograph/Unique Identification Card "Aadhaar".
3. Service Accounting Code (SAC) 996411: Local land transport services of passengers by railways for distance upto 150 Kms Service Accounting Code (SAC) 996416: Sightseeing transportation services by railways for Tourist Ticket Service Accounting Code (SAC) 996421: Long distance transport services of passengers through rail network by Railways for distance beyond 150 Kms
4. In case the ticket has been booked in advance before implementation of GST and the same is cancelled after implementation of GST, Refund amount due as per refund shall be refunded to passenger. However total amount of service charge charged at the time of booking shall not be refunded to passenger in cash/ shall not be transferred in the account in which transaction took place in case of e-Tickets etc.
5. Refund of service tax shall be made only after Ministry of Railways gets refund from the department. The cancelled ticket shall be treated as credit note for getting refund of service tax amount.
6. General rules/ Information for e-ticket passenger have to be studied by the customer for cancellation & refund.

PNR No: 6505204351	Train No. & Name: 13287/SOUTH BIHAR EXP	Quota: GENERAL (GN)
Transaction ID: 10000953141271	Date & Time Of Booking: 23-Aug-2017 15:51:36 HRS	Class: SLEEPER CLASS (SL)
From:RAIPUR JN(R)	Date Of Journey:24-Aug-2017	To:RAIGARH(RIG)
Boarding At:RAIPUR JN(R)	Date Of Boarding:24-Aug-2017	Scheduled Departure:24-Aug-2017 08:20 *
Resv. Upto:RAIGARH(RIG)	Scheduled Arrival:24-Aug-2017 12:38 *	Adult:1 Child:0
Passenger Mobile No:9340549667		Distance:243 KM
Passenger Address:	East karyanand nagar,-near-electric power station,-old market,lakhisarai,Bihar, LAKHISARAI, BIHAR - 811311	
N S		

FARE DETAILS :

Ticket Fare **	₹ 175.0	Rupees One Hundred and Seventy Five Only
IRCTC Service Charge (Incl. of GST) #	₹ 0.0	Rupees Zero Only
Travel Insurance Premium (Incl. of GST)	₹ 0.0	Rupees Zero Only
Total Fare (all Inclusive)	₹ 175.0	Rupees One Hundred and Seventy Five Only

Service Charges per e-ticket irrespective of number of passengers on the ticket.

PASSENGER DETAILS :

SNo.	Name	Age	Sex	Booking Status	Current Status
1	VIKASH KR PANDEY	29	Male	CNF/S10/62/UPPER	CNF/S10/62/UPPER

Indian Railways GST Details :

Invoice Number :PS17650520435111 Address: Indian Railways New Delhi

Supplier Information			Recipient Information		Taxable Value	CGST		SGST/UGST		IGST		Total Tax
SAC Code	GSTIN	GSTIN	Name	Address		Rate	Amount	Rate	Amount	Rate	Amount	
996421	07AAAGM0289CA19				175.0							0.0

This ticket is booked on a personal user ID and cannot be sold by an agent. If bought from an agent by any individual, it is at his/her own risk.

Place of Supply: RAIPUR JN(R) State Code/Name of Supplier : 0/

Ticket Printing Time: 23-Aug-2017 15:59:49 HRS

क्या आप जानते हैं कि आपके किराये का 43% देश के आम नागरिक वहन करते हैं?

Are you aware that 43% of your fare is borne by the common citizens of the country?

[Print ERS Without Advertisements \[X\]](#)

IMPORTANT :

1. For details, rules and terms & conditions of E-Ticketing services, please visit www.irctc.co.in.
2. *New Time Table will be effective from 1-Oct-2017. Departure time and Arrival Time printed on this ERS/VRM is liable to change. Please Check correct departure, arrival from Railway Station Enquiry, Dial 139 or SMS RAIL to 139.
3. There are amendments in certain provision of Refund Rules. Refer Amended Refund Rules w.e.f 12-Nov-2015.(details available on www.irctc.co.in under heading Refund Rule-> Cancellation of Ticket and Refund Rules 2015.)
4. The accommodation booked is not transferable and is valid only if the ORIGINAL ID card prescribed is presented during the journey. The ERS/VRM/MMR along with valid id card of any one the passenger booked on e-ticket proof in original would be verified by TTE with the name and PNR on the chart. If the Passenger fail to produced/display ERS/VRM due to any eventuality(loss, damaged mobile/laptop etc.) but has the prescribed original proof of identity, a penalty of Rs.50/- per ticket as applicable to such cases will be levied. The ticket checking staff on board/off board will give excess fare ticket for the same.
5. E-ticket cancellations are permitted through www.irctc.co.in by the user.
6. PNRs having fully waitlisted status will be dropped and the names of the passengers will not appear on the chart. They are not allowed to board the train. However the names of PARTIALLY waitlisted/confirmed and RAC will appear in the chart.
7. Obtain certificate from the TTE /Conductor in case of (a) PARTIALLY waitlisted e-ticket when LESS NO. OF PASSENGERS travel, (b)A.C.FAILURE, (c)TRAVEL IN LOWER CLASS. This original certificate must be sent to GGM (IT), IRCTC, Internet Ticketing Centre, IRCA Building, State Entry Road, New Delhi-110055 after filing TDR online within prescribed time for claiming refund.

Tour Allowance Claim Form for UPL Executives

BILL/CERTIFICATE
for Boarding/Lodging Charges

Certified that I have incurred expenditure of about less than Rs. 21569/- towards
boarding/lodging expenses during the 24/8/2017 to 08/9/2017 days of calendar month
August & September 2016.

Approved
B. Pandey

Pandey
mo- 8002152970
12/10/2017

Name- VIKASH KUMAR PANDEY

Designation- ENGINEER