

ENERGY EFFICIENCY SERVICES LIMITED						
TOUR TRAVELLING ALLOWANCE CLAIM						Date:- 18/10/17
CARD CODE	EMPLOYEE NO.	TOUR COMMENCEMENT DATE	Mth/Days/Tour	DESTINATION		
NCO6950	28/10/17	20	Noida, Delhi (NER)			
Name Eshwar Pisalkar	Designation Engineer	Scale of Pay EI.	Basic Pay 22,400			
Department SLNP	H.O Noida .					
Section I : Calculation of total TA admissible Note : Cheque drawn in favour of Energy Efficiency Services Limited if net claim is negative.						
FOR ACCOUNTS DEPTT.						
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	
Section-I						
1. Journey Fares						
By Air						
By Rail & Road						
Cost of Ticket Dr.						
2. Conveyance charges						
3- Boarding & loading charges						
A. Total DA Charges:						
Less Advance drawn from:						
C. NET CLAIM						
D. Refund by cheque						
Cheque No..... Dated						
on for ('').....						
Pay ('')..... Net Claim						
Recover ('').....						
Accounts Officer						
Signature of Head of Department Name Designation						
Name						
To be furnished when cancellation charges are claimed						

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)

*Note: Where tickets are provided by the company the fare may be indicated in remarks column.

Midnight (00hrs) spent	Station	No. of days	Slab Rates	Boarding & Lodging charges
20 days.	Noida (NCR)	20 days. X	600/-	12000/-
			?	?
			12,000/-	36,000/-
	Total	DA	12,000/-	Total 36,000/-

1. Leave availed (if any) at from to

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

CERTIFICATE:

Certified that: I was physically present at the touring station as above for the indicated days.

Counter signed

Signature _____
(Name & Designation of the Regional Office In charge/BUH)

Signature of Employee

Tour Allowance Claim Form for UPL Executives

BILL/CERTIFICATE
For Boarding/Lodging Charges

Certified that I have incurred expenditure of not less than Rs. 58,252/- towards
boarding/lodging expenses while on tour for 20 days days of calendar month _____ 2016
as per tour programme/s.

Name- Eshwar Pisalkar.

Designation- Engineer.

Aufio