E																
TOUR TRAVELLING ALLOWANCE CLAIM							Date:-05/12/2017									
	NC07046	07-11- 2017				12										
CARD CODE	EMPLOYEE NO.	TOUR COMMENCEMENT I				Mth/Davs					DESTINATION					
Name	Sajan Goyal	Designation	signation Engineer			Scale of Pay						Basic Pay				
Departme	ent UJALA		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)(`)			(e	Amount admitted by Account (enter only if claims are claims ticket, booked by company of Cheque Amount(`)										
Section-I	v Fares			(	e An	noun	t(`)									
Journey Fares     By Air					4  -											
By Rail & Road																
L		Cost of Ticket Dr.														
2. Conveyance charges		1446.00														
3- Boarding & loading charges		16659.00														
A. Total		18105.00														
Less Advance drawn from:																
					Ī											
C. NET CLAIM		18105.00														
	L					Pay (`)						Net Claim				
	- aber				_											
	d by cheque ue No	Dated	Dated				Recover (`)									
on for (`)												A	Accounts Offic	cer		
*The can	cellation of bookir	ng was due to	official	reasons												
						Signature of Head of Department Name Designation										
*To be fu	ırnished when can	cellation char	ges are	claimed												

`Tour Allowance Claim Form for UPL Executives

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)

				1	journey ar	nd bus jour	ney enc	lose	used	ticket/fo	lders)	r	1			
Departure									Mode of		Purpo		China		Rem	
Date		Γime	Statio		ate	Time	Statio		travelling		ling	se of tour	Claimed			arks
07-1		10:0	Faridal	•	07-11-	6:00p	Panchkul		ւ1   դ	Bus&Bike			177+575=75		2	
201		Dam	ad		2017	m	a			Визсерис			1771373-73			
08-13		10:1 5am	Panchk ula		08-11- 2017	1:30p m	Fatehgar h Sahib		·	Bus			15+50=65			
201	1/ -	Jaiii	Fatehga		2017	111	n Samb					For				
10-11 201		09:0 0am	rh Sahib		10-11- 2017	05:30 pm	Amritsar			Bus		Inau gura	70+180=250			
14-11 201		)9:3 )am	Amrits	ı	14-11- 2017	04:30 pm	Nangal			Bus		tion	179+20=199			
18-1		04:0	N7 1		18-11-	11:00						1	15 15 00 16		0.0	
201		Эрт	Nangal		2017	pm	Amri	ıtsar	: I	Bus			45+45+90=18		80	
												Total			1446	
*Note: Where tickets are provided by the company the fare may be indicated in remarks column.  SECTION II: DETAILS OF CLAIM FOR Boarding /Lodging																
		· ·			22001						D :	dine C i	. al aci			
Mi	Midnight (00hrs) spent			Station		No. of days		Slab Rate		Board	ding & Lo charges	dging		.		
												Tota 0 22!				
	07-11-2017			Panchkula					0+600		1652+600					
08-11-2017 to 09-11-2017				Fatehgarh Sahib				144	0+600	2	2812+1200		401			
10-11-2017 to 13-11-2017				Amritsar			4		750		3000		300			
14-11-2017				Nangal			1		750		750			0		
15-11-2017 to 17-11-2017				Nangal				144	0+600	4	4095+1800		5895			
18-11-2017 An					Amritsar		1		750		750		75			
											Total		1665	9		
NOTE : Please enclose the supporting bill /declaration																
1. Leave availed (if any) at from to SECTION III : DETAILS OF CONVEYENCE CHARGES CLAIMED																
					fficient, sep			same	e Per	forma m	ay be atta	ached dul	y signed l	by the cl	aimant	
SI No. Date Station (spe			speci	ce of Visit fy Locality)	In . Means o Travel					Purpose (in brief)		f)	Station wise wee total			
			F	om	То	(аррі	<i>5</i> ^,									
											<del> </del>					
	<u> </u>		I		1	<u> </u>	Tat									
Total CERTIFICATE:																
Certified that: I was physically present at the touring station as above for the indicated days.																
Counter signed																
			Signatur	e									Signature	e of Emp	loyee	

TOUR REPORT	Subject: Inaugurations at different locations of Punjab						
TOUR ID PROJECT NAME PROJECT CODE NAME EMPLOYEE CODE DESIGNATION PEROID DURATION VENUE	5214 UJALA-PUNJAB PBBU000001 SAJAN GOYAL NC07046 ENGINEER 07/11/2017 & 18/11/2017 10:00 AM(07/11/2017) TO 11:00 PM(18/11/2017) HARYANA & PUNJAB						
	<ul> <li>For inaugurations in different districts of Punjab.</li> <li>ACTIVITIES DONE</li> <li>Preparation done for inauguration at Fatehgarh Sahib.</li> <li>Done physical inspection of stock of M/s Amar Construction.</li> <li>Meet SDO's &amp; XEN to finalize the date of inaugurations.</li> <li>Transfer stock from Amritsar to Gurdaspur, Pathankot and Hoshiarpur.</li> <li>Preparation for inauguration at Fatehgarh Churia.</li> <li>Successfully inauguration done at Fatehgarh Churia by respective MLA Mr. Tript bajwa Ji on 13<sup>th</sup> November 2017.</li> <li>Preparation done for Nangal inauguration.</li> <li>Meet JE &amp; SDO of Nangal to prepare the thing and finalize the venue of inauguration.</li> <li>Arrange necessary things for inaugurations.</li> <li>Successfully launched UJALA scheme in Nangal by respected Speaker Mr. K.P rana on 17<sup>th</sup> of November 2017.</li> <li>Then move forward for the preparation of Inauguration at Pathankot</li> </ul>						