

## TOUR INFORMATION REPORT

Name of Executive: JETIN ANAND

Designation SENIOR ENGINEER

Reporting Officer: SH. BRIJESH KUMAR [SR. MANAGER]

Proposed Date:

From: 21-12-2017

To: 23-12-2017

Project Details: ~~SLMP Scheme~~ Streetlight National Program (SLNP)

### 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.](#)

Streetlight Safety Training

☐ Approved

Approving Authority

☐ Not Approved

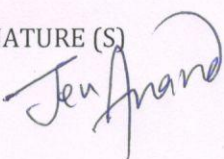




		SUBJECT: Streetlight Safety Training
TOUR REPORT		REF:
DISTRIBUTION	NAME(S): JETIN ANAND	
1.	PERIOD: 21-12-2017 to 23-12-2017	
2.	MEETINGS: Streetlight Safety Training	
	VENUE: EESL NOIDA CORPORATE OFFICE	
	MAIN PERSONS CONTACTED: Mr. TARUN KUMAR	

**BRIEF SUMMARY:** One day safety training for streetlight projects by Ekoma at Learning Centre, EESL NOIDA.

#### Follow-up Items

CLASSIFICATION:	SIGNATURE (S)	SUPERVISOR
<input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/>		SIGNATURE
RESTRICTED		



<b>ENERGY EFFICIENCY SERVICES LIMITED</b>				Date : 9/1/2018	
<b>TOUR TRAVELLING ALLOWANCE CLAIM</b>					
NC06955		21/12/2017		- - 2 SHIMLA to NOIDA	
CARD CODE	EMPLOYEE NO.	TOUR COMMENCEMENT DATE	Mth/Days Tour	DESTINATION	
Name	JETIN ANAND	Designation	SENIOR ENGINEER	Scale of Pay	Basic Pay
Department	STREETLIGHT HP		H.O.	EESL	
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.					
		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
1. Journey Fares					
By Air					
By Rail & Road		1830			
Cost of Ticket Dr.					
2. Conveyance charges & Misc. expenses II + V		520			
3. Accommodation charges		—			
4. Daily allowance		2100			
A. Total 1 to 4		4450			
Less Advance drawn from:					
5. Corporate Centre					
6. From Projects, If any					
B. Total 5 & 6					
C. NET CLAIM (A-B)		4450			
Claim Date :		Pay (₹)..... Net Claim			
D. Refund by cheque		Recover (₹).....			
Cheque No..... Dated .....		Accounts Officer			
on ..... for (₹).....					
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  Signature of Head of Department Name Date Designation		
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 IIInd 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						
21/12/17	9:45 AM	SHIMLA	21/12/17	7:17 PM	DELHI	VOLVO	HIMSUTA	STREET	915	201712170011	648
23/12/17	10:32 AM	DELHI	23/12/17	9:15 AM	SHIMLA	VOLVO	HIMSUTA	LIGHT	915	201712170011	700
								SAFETY			
								TRAINING			

\*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
METRO Principal City	DELHI	21/12/17 22/12/17	2	750	1500	-	-	-
Ordinary City								
Journey	DELHI	23/12/17	1	600	600	-	-	-
Total			3	Total	2100	Total		

NOTE : Please enclose the supporting bill & receipt for the amount paid on account of hotel/guest house accommodation charges

1. Leave availed (if any) at  from  to

2. Both Boarding and lodging/Boarding only lodging/only was providing free of cost at  from  to

SECTION V : 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.

SI 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.	21/12/17	SHIMLA	KHAUNI	TUTIKANDI	7	Cab	100/-		
2.	21/12/17	DELHI	ISBT	SEC12/NOIDA	30	METRO+AUTO	120/-		
3.	22/12/17	NOIDA	SEC112	SEC1	16	METRO+AUTO	40/-		
4.	22/12/17	NOIDA	SEC1	SEC112	16	METRO+AUTO	40/-		
5.	23/12/17	NOIDA	SEC112	ISBT DELHI	30	METRO+AUTO	120/-		
6.	23/12/17	SHIMLA	TUTIKANDI	KHAUNI	7	CAB	100/-		
Total							520/-		

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 : 9/1/2018

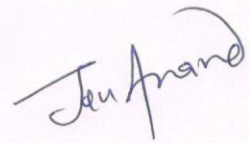
Name : SH. BRIJESH KUMAR

Designation : REGIONAL MANAGER, HP



**BILL/CERTIFICATE**  
**for Boarding/Lodging Charges**

Certified that I have incurred expenditure of about less than Rs. 4450 towards  
boarding/lodging expenses during the 21 to 23 days of calendar month  
Dec 2017.



Name- JETIN ARON

Designation- SENIOR ENGINEER