

ENERGY EFFICIENCY SERVICES LIMITED  
TOUR TRAVELLING ALLOWANCE CLAIM

Date:- 21/11/2017

|            |                  |                        |  |              |                |
|------------|------------------|------------------------|--|--------------|----------------|
|            |                  | NCO7549                | 29 <sup>th</sup> Oct. to 27 <sup>th</sup> Nov. | 24 days      | Surat, Gujarat |
| CARD CODE  | EMPLOYEE NO.     | TOUR COMMENCEMENT DATE | <u>Mth/Days</u><br>Tour                        |              | DESTINATION    |
| Name       | Sanjog S. Mohite | Designation            | Engineer                                       | Scale of Pay | Basic Pay      |
| Department | SLNP (Tech.)     | H.O                    | Surat.   |              |                |

**Note :** Cheque drawn in favour of Energy Efficiency Services Limited if net claim is negative.

|                               |  | Amount Claimed<br>(to be filled in by the<br>employee)(') | FOR ACCOUNTS DEPTT.  |  |  |  |  |  |  |  |
|-------------------------------|--|---|--|--|--|--|--|--|--|--|
|                               |  |   | Amount admitted by Accounts<br>(enter only if claims are claimed<br>ticket, booked by company or<br>Cheque Amount(') |  |  |  |  |  |  |  |
| <b>Section-I</b>              |  |   |  |  |  |  |  |  |  |  |
| 1. Journey Fares              |  |   |  |  |  |  |  |  |  |  |
| By Air                        |  |   |  |  |  |  |  |  |  |  |
| By Rail & Road                |  | 282/-   |  |  |  |  |  |  |  |  |
|                               |  | Cost of Ticket Dr.  |  |  |  |  |  |  |  |  |
| 2. Conveyance charges         |  |   |  |  |  |  |  |  |  |  |
| 3- Boarding & loading charges |  | 39.20/-   |  |  |  |  |  |  |  |  |
| A. Total                      |  | 4202/-  |  |  |  |  |  |  |  |  |
| Less Advance drawn from:      |  |   |  |  |  |  |  |  |  |  |
| C. NET CLAIM                  |  | 4202/-  |  |  |  |  |  |  |  |  |
|                               |  |   |  |  |  |  |  |  |  |  |
|                               |  |   |  |  |  |  |  |  |  |  |

Pay (' )..... Net Claim

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