

Tour Allowance Claim Form for UPL Executives

**ENERGY EFFICIENCY SERVICES LIMITED
TOUR TRAVELLING ALLOWANCE CLAIM**

Date:-

23.10.17

CARD CODE	EMPLOYEE NO.	TOUR COMMENCEMENT DATE	Mth/Days Tour	DESTINATION
	NC06762	4th Oct, 2017	12 days	Rudra Prayag (U.K.)
Name	RAJESH KUMAR	Designation	ENGINEER	Scale of Pay
				23300
Department	UTALA (CHP)	H.O.	EESLC (NOIDA)	
			Basic Pay	16000

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.

Section-I	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	Rs 826		
By Rail & Road	By Bus		
	Cost of Ticket Dr.		
2. Conveyance charges/DA	600 X 12 = 7200		
3- Boarding & loading charges	15700		
A. Total	23726		
Less Advance drawn from:			
C. NET CLAIM	Rs 23726		

Pay ('))..... Net Claim

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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

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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)

4.10.1
5.10.17
15.10.17

SECTION II : DETAILS OF CLAIM FOR Boarding /Lodging

NOTE : Please enclose the supporting bill /declaration

SECTION III : DETAILS OF CONVEYANCE CHARGES CLAIMED

NOTE: If the space provided is insufficient, separate sheet in the same Performance may be attached.

Total

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

Date: 23.10.17

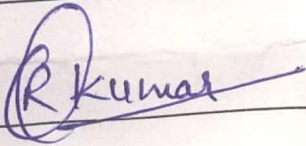
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SELF-DECLARATION FORM

I, Rajesh Kumar, hereby declare that I have deputed to conduct **Sawachtha Pakhwara** Activity at **Rudra Prayag** distt of **Uttarakhand**, during period **4-10-17 to 15-10-2017**. Kindly approve my **DA** as per policy for total no of days i.e. **12 days** and total amount of Rs. $12 \times 600 = 7200$ (In words) Seven thousands and two hundred only.

Name:- RAJESH KUMAR

Employee No:- NC06762

Signature:- 

Date: - 9/11/2017

Place:- Nahan (HP)