Project code - ASAY-2016 - UP-SLSL DUR ID- 5452

Tour Allowance Claim Form for UPL Executives

	CY SERVICES LIMITED ALLOWANCE CLAIM	Date:-	1/2018
	30/14/2017		
CARD EMPLOYEE NO.	. TOUR COMMENCEMENT	DATE $\frac{\text{Mth/Days}}{\text{Tour}}$ \mathcal{S} do	Less DESTINATION CHANGE Franchis
Name ANKUR AGG ARW	Designation Sr Empire	Scale of Pay 3	3068 Basic Pay 28089
Department ATAY PR	OTECT H.O Corps	rate office, Noice	Pa
	f total TA admissible vn in favour of Energy Efficiency	Services Limited if net clai	m is negative.
	0,	T	ACCOUNTS DEPTT.
Section-I	Amount Claimed (to be filled in by the employee)(`)	Amount admitted by Ac (enter only if claims are of ticket, booked by comp Cheque Amount()	counts laimed Remarks
Journey Fares			
By Air By Rail & Road	2250		
	Cost of Ticket Dr.		
2. Conveyance charges	446		
3- Boarding& loading charges	9298		
A. Total	6994		
Less Advance drawn from:		_	
C. NET CLAIM	6994		
-		Pay (`)	Net Claim
D. Refund by cheque	Dated		
on	for(`)	6	Accounts Officer
*The cancellation of bookin	g was due to official reasons		
	Section of the Control of the Contro		
	r	1	ignature of Head of Department Name Designation
*To be furnished when can	cellation charges 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)

	Donor	turo				ma be		$\overline{}$		useu ticket/ic			
	Depart	ture		Arriva			Mode		Train	Purpose		Ticket No./M	R
Date	Time	Ctation	Data	T.			& Clas	ss	No./	Journey	AND	No./Bus Ticke	
Date	Time	Station	Date	Time	Stat	tion	of	.	Train	(Please giv	ve Claimed	No.	Remarks
0.11	(1)		511		,		trave	_	Name	details)	()	140.	
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*Note:	Wher	e tickets a	are provid	ded by th	ne co	mpar	ny the	fare	may b	e indicated i	in remarks col	umn.	
SECT	ION II	DETAILS	OF CLAIN	1 FOR Bo	ardir	ng /L	odging						
													1
	Midr	night	1							Slab	Boarding & L	odging charges	1
	/00L	Contraction Compa			- 1				1			oognig charges	
	(00hrs)	spent	Sta	tion	- 1	No.	of days			Rates			
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NOTE · I	Planca (anclose the			ī			l					
NOTE : Please enclose the supporting bill /declaration													
1. Leave availed (if any) at from to													
SECTION III: 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.													
NOTE: IT	the sp	ace provid	ed is insuf	ficient, se	parat	te she	et in th	e sa	me Per	forma may be	attached duly	signed by the c	laimant.
- 1	1		Plac	e of Visit	- 1	Dist	o 2011						
SI No.	Date	Station	(specif	y Locality	()	Kn		Me	ans of	Amount		/· · · · · · ·	Station-
			From	Т-		(app		Т	ravel	(`)	Purpose	(in brief)	wise weekly
				То		(app	10,						total
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Total Total													
CERTIFICATE:													
Certified that: I was physically present at the touring station as above for the indicated days.													
Counters	Counter signed Law Y												
	8075	Signa	ture	Tool I	U			1.					
(Nam	(Name & Designation of the Controlling of the Contr						oyee						
Date:													

Energy Efficiency Services Limited, Noida

CLAIM FORM

COMPOSITE DEARNESS ALLOWANCE (CDA)

Date	Purpose	Location	Rs. (CDA) per day		
30-11-2017	Meetings with MP's	Shivpuri	600		
01-12-2017	Official	Shivpuri	600		
02-12-2017		Shivpuri	600		
04-12-2017		Ashoknagar	600		
	2400				

Verified that the travel on the dates was actually undertaken and was duly authorised

Signature of Employee

Name: Ankur Aggarwal

Employee Code: NC07552

Designation- Sr. Engineer