

Energy Efficiency Services Limited

TOUR APPROVAL FORM

Tour ID : 6046, Status : Approved

Details of the Employee proposing to undertake the tour:

Employee Code	Name	Gender	Age(years)	Mobile No.	Email ID	Designation	Department	Posted At
NC06858	Sukanya Gaur	Female	28	8262864056	u_sgaur@eesl.co.in	Sr. Engineer	Technical	Himachal Pradesh

Details of the tour:

1.	Project Name:	HPBU000001
2.	Complete address of the place(s) to visit:	Regional Office Shimla, Thakur Niwas, First Floor, Opp.HDFC Life,Khalini,171002
3.	City Type:	OTHER
4.	Contact Person:	Mr. Brijesh Kumar
5.	Purpose of the Tour:	Review Meeting
6.	Proposed period of tour:	16-01-2018 - 18-01-2018

Details of the Movement

SL. No.	Date of Travel	Time of Travel	Preferred Train/Flight Name & No.	Station		Class	Need Ticket?	Remarks
				From	To			
1	16-01-2018	11:40 AM	Luxury AC Mini Bus	Kullu	Shimla	AC	Yes	Start Date
2	18-01-2018	10:40 AM	Luxury AC Mini Bus	Shimla	Kullu	AC	Yes	End Date

Tour Advance

Total Days of Tour	Allowance Per Day(As per policy)	Total=(Allowance X Total Days) X 80%
3	Rs. 3000 (OTHER)	Rs.6120
Total Advance Sought : Rs. 0		

Approved By EESL, Forwarded By :Manish Rai[UPL Representative]

6046

Sukanya Gaur



TOUR REPORT	Subject: Review Meeting
TOUR ID	6046
PROJECT NAME	UJALA
PROJECT CODE	HPBU000001
NAME	Sukanya Gaur
EMPLOYEE CODE	NC06858
DESIGNATION	Senior Engineer
PERIOD	16/01/2018 to 18/01/2018
DURATION	3 Days
VENUE	Regional Office H.P. Thakur Niwas , First Floor, Opp. HDFC Life, Khalini, Shimla, 171002
PURPOSE OF TOUR	Review Meeting
ACTIVITIES DONE	UJALA & SLNP PRESENTATION Discussion on execution of new projects in HP

Name: Sukanya Gaur

RM Signature

Designation: Senior Engineer

Emp. Code: NC06858


30/1/18



TOUR REPORT		SUBJECT: <i>Review Meeting</i>
		REF:
DISTRIBUTION	NAME(s): <i>Sukanya Gaur</i> PERIOD: <i>16-01-18 to 18-01-18</i> MEETINGS: <i>Review Meeting</i> VENUE: <i>Shimla Regional Office, Khalini, 171002</i> MAIN PERSONS CONTACTED: <i>Mr. Brijesh Kumar</i>	

BRIEF SUMMARY: *WTALA & SLNP Presentation*
Discussion on execution of new
Projects in H.P.

Follow-up Items

CLASSIFICATION: <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> RESTRICTED	SIGNATURE (S) <i>Sukanya Gaur</i> <i>30/1/18</i>	SUPERVISOR SIGNATURE
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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)

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						
16-01-18	11:40am	Kullu	16-1-18	8:00pm	Shimla	Luxury AC mini bus		Review Meeting	458	201801150003143	
18-01-18	10:40am	Shimla	18-1-18	6:00pm	Kullu	Ac mini Bus			451	201801170004897	

*Note: Where tickets are provided by the company the fare may be indicated in remarks column.

SECTION II : DETAILS OF CLAIM FOR Boarding /Lodging

Midnight (00hrs) Spent	Station	No. of days	Slab Rate	Boarding & Lodging charges
Principal City				
Ordinary City ✓	Shimla	3	600	
Metro City	Kullu		1	
TOTAL			1800	

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.

Sl. No.	Date	Station	Place of Visit (Specify Location)		Distt. In Kms. (approx)	Means of Travel	Amount (Rs.)	Perpose (in brief)	Station-wise weekly total
			From	To					
1.	16-01-18	Shimla	ISBT Shimla	Sanyaoli	11/km	Cab	250 Rs.		
2.	17-01-18	Shimla	Sanyaoli	Office	5 km	Bus	7 Rs		
3.	17-01-18	Shimla	Office	Sanyaoli	5 km	Bus	7 Rs		
4.	18-01-18	Shimla	Sanyaoli	ISBT Shimla	11/km	Cab	270 Rs		
TOTAL							534		

CERTIFICATE:

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

Counter signed

Signature

(Name & Designation of the Controlling officer)

Signature of employee

Date: 30-01-18

Name - Mr. Brijesh Kumar
R.M. (H.O.).

ENERGY EFFICIENCY SERVICES LIMITED TOUR TRAVELLING ALLOWANCE CLAIM				Date:- 16-01-18			
	NC06858	16-01-18 to 18-01-18					
CARD CODE	EMPLOYEE NO.	TOUR COMMENCEMENT DATE	Mth/Days	DESTINATION			
			Tour	Kullu - Shimla - Kullu			
Name	Bukanya Gauri	Designation	Senior Engineer	Scale of Pay	31, 712	Basic Pay	20,536
Department	UJALA	H.O	NOIOA				

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	
Section-I											
1. Journey Fares		458+451									
By Air		= 909									
By Rail & Road ✓											
Cost of Ticket Dr.											
2. Conveyance charges		534 Rs.									
3- Boarding & loading charges		600x3 = 1800 Rs.									
A. Total		2,334									
Less Advance drawn from:											
C. NET CLAIM		3,243									

Accounts Officer

Signature of Head of Department
Name
Designation

*To be furnished when cancellation charges are claimed

BILL/CERTIFICATE
for Boarding/Lodging Charges

Certified that I have incurred expenditure of about less than Rs. 3,243 towards
boarding/lodging expenses during the 16-01-2018 to 18-01-18 days of calendar month
January, 2018.

Name- Sukanya Gaur

Designation- Senior Engineer

Sukanya Gaur