

ENERGY EFFICIENCY SERVICES LIMITED				Date:- 30/11/17			
TOUR TRAVELLING ALLOWANCE CLAIM							
CARD CODE	EMPLOYEE NO.	TOUR COMMENCEMENT DATE	Mth/Days	DESTINATION			
	1203203		Tour				
Name	Sumit Kr. Datta	Designation	Sr. Engg.	Scale of Pay		Basic Pay	28,083/-
Department	S.L.	H.O.	Noida				

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

[illegible]

\*The cancellation of booking was due to official reasons

Signature of Head of Department  
Name  
Designation

\*To be furnished when cancellation charges are claimed

SECTION I: JOURNEY DETAILS (Please Indicate Ticket No. or attach M/R wherever fare claimed is for other than 11nd Class and for air journey and bus journey enclose used ticket/folders)

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

1503

1500	
Total	


1. Leave availed (if any) at  from  to

NOTE: If the space provided is insufficient, separate sheet in the same Performa may be attached duly signed by the claimant.

Total	<u>1701</u> -
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Certified that: I was physically present at the touring station as above for the indicated days.

Signature \_\_\_\_\_

  
Signature of Employee



Tour Allowance Claim Form for UPL Executives  
(Name & Designation of the Controlling officer)

Date: 30/11/17

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

Certified that I have incurred expenditure of about less than Rs. 3173/- towards  
boarding/lodging expenses during the 25/10/17 to 26/10/17 days of calendar month  
1 2017.

Name- Sumit Kr. Dutta.

Designation- St. Egg (UPL)