

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

Date:-05/12/2017

CARD CODE	EMPLOYEE NO.	TOUR COMMENCEMENT DATE	Mth/Days Tour	DESTINATION
	NC07046	07-11-2017	12	
Name	Sajan Goyal	Designation	Engineer	Scale of Pay
				Basic Pay
Department	UJALA	H.O	NOIDA	

Section I : Calculation of total TA admissible

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

Section-I	Amount Claimed (to be filled in by the employee)(`)	FOR ACCOUNTS DEPTT.	
		Amount admitted by Accounts (enter only if claims are claimed ticket, booked by company or Cheque Amount(`))	Remarks
1. Journey Fares			
By Air			
By Rail & Road			
	Cost of Ticket Dr.		
2. Conveyance charges	1446.00		
3- Boarding & loading charges	16659.00		
A. Total	18105.00		
Less Advance drawn from:			
C. NET CLAIM	18105.00		

Pay (`)..... Net Claim

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**

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 IIInd Class and for air journey and bus journey enclose used ticket/folders)

Departure			Arrival			Mode of travelling	Purpose of tour	Claimed	Remarks
Date	Time	Station	Date	Time	Station				
07-11-2017	10:00am	Faridabad	07-11-2017	6:00pm	Panchkula	Bus&Bike	For Inauguration	177+575=752	
08-11-2017	10:15am	Panchkula	08-11-2017	1:30pm	Fatehgarh Sahib	Bus		15+50=65	
10-11-2017	09:00am	Fatehgarh Sahib	10-11-2017	05:30pm	Amritsar	Bus		70+180=250	
14-11-2017	09:30am	Amritsar	14-11-2017	04:30pm	Nangal	Bus		179+20=199	
18-11-2017	04:00pm	Nangal	18-11-2017	11:00pm	Amritsar	Bus		45+45+90=180	
							Total	1446	

*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	Total
07-11-2017	Panchkula	1	1440+600	1652+600	2252
08-11-2017 to 09-11-2017	Fatehgarh Sahib	2	1440+600	2812+1200	4012
10-11-2017 to 13-11-2017	Amritsar	4	750	3000	3000
14-11-2017	Nangal	1	750	750	750
15-11-2017 to 17-11-2017	Nangal	3	1440+600	4095+1800	5895
18-11-2017	Amritsar	1	750	750	750
				Total	16659

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 Locality)		Distt. In Kms. (approx)	Means of Travel	Amount (₹)	Purpose (in brief)	Station-wise weekly total
			From	To					

Total

CERTIFICATE:

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

Counter signed

Signature


Signature of Employee

Date	From	To	Mode	Amount
07-11-2017	Faridabad	Delhi	Bike	177
07-11-2017	Delhi	Panchkula	Bus	575
08-11-2017	Panchkula	Chandigarh	Bus	15
08-11-2017	Chandigarh	Sirhind(Fatehgarh Sahib)	Bus	50
10-11-2017	Gobindgarh(Fatehgarh Sahib)	Ludhiana	Bus	70
10-11-2017	Ludhiana	Amritsar	Bus	180
14-11-2017	Amritsar	Una	Bus	179
14-11-2017	Una	Nangal	Bus	20
18-11-2017	Una	Hoshiarpur	Bus	45
18-11-2017	Hoshiarpur	Jalandhar	Bus	45
18-11-2017	Jalandhar	Amritsar	Bus	90
			Total	1446

Happy Journey !

TOUR REPORT	Subject: Inaugurations at different locations of Punjab
NAME	SAJAN GOYAL
DESIGNATION	ENGINEER
PERIOD	07/11/2017 & 18/11/2017
VENUE	Haryana & Punjab
	PURPOSE OF TOUR <ul style="list-style-type: none"> For inaugurations in different districts of Punjab.
	ACTIVITIES DONE <ol style="list-style-type: none"> Preparation done for inauguration at Fatehgarh Sahib. Done physical inspection of stock of M/s Amar Construction. Meet SDO's & XEN to finalize the date of inaugurations. Transfer stock from Amritsar to Gurdaspur, Pathankot and Hoshiarpur. Preparation for inauguration at Fatehgarh Churia. Successfully inauguration done at Fatehgarh Churia by respective MLA Mr. Tript bajwa Ji on 13th November 2017. Preparation done for Nangal inauguration. Meet JE & SDO of Nangal to prepare the thing and finalize the venue of inauguration. Arrange necessary things for inaugurations. Successfully launched UJALA scheme in Nangal by respected Speaker Mr. K.P rana on 17th of November 2017. Then move forward for the preparation of Inauguration at Pathankot



Sajan Goyal
ENGINEER

Mr. NITIN BHATT
MANAGER (P.R.)

Tour Allowance Claim Form for UPL Executives

BILL/CERTIFICATE
for Boarding/Lodging Charges

Certified that I have incurred expenditure of about less than Rs. 18105/- towards boarding/lodging expenses during the 07/11/2017 to 18/11/2017 days of calendar month November 2017

Name- Sayan Choudhary

Designation- Engineer



★★★ HOTEL Shiraaz

A Unit of PRATIKSHA HOTELS AND MOTELS PVT. LTD.
Site No. 5 (Opp. Bus Stand) Sector 10, Panchkula,
Tel. : +91 172 5066734, 5066735, 25602122, Cell : +91 9256222224
Email: hotelshiraaz@yahoo.com, Website : www.shiraazhotels.in

GSTIN:06AABCP8070D1ZM

Bill No : 12524

Folio : 11864

Reg. No. : 11870

Room No(s) : 206
Guest Name : Mr. SAJAN/MANOJ
Company : WALK IN
Address : H NO-3074 SEC-55 FARIDABAD, FARIDABAD

Arrival Date : 07/11/2017
Arrival Time : 19:15
Departure Date : 11/11/2017
Departure Time : 09:33:40

Party's GSTIN :

No. of Persons : 2+ 0

Date	V.No.	Room	Description	HSN/SAC Code	Debit	Credit	Balance
07/11	0	206	Room Charges #206		2800.00		2800.00
07/11	0	206	CGST(R)@ 9.00% #206		252.00		3052.00
07/11	0	206	SGST(R)@ 9.00% #206		252.00		3304.00
08/11	0	206	Room Charges #206		2800.00		6104.00
08/11	0	206	CGST(R)@ 9.00% #206		252.00		6356.00
08/11	0	206	SGST(R)@ 9.00% #206		252.00		6608.00
09/11	0	206	Room Charges #206		2800.00		9408.00
09/11	0	206	CGST(R)@ 9.00% #206		252.00		9660.00
09/11	0	206	SGST(R)@ 9.00% #206		252.00		9912.00
10/11	0	206	Room Charges #206		2800.00		12712.00
10/11	0	206	CGST(R)@ 9.00% #206		252.00		12964.00
10/11	0	206	SGST(R)@ 9.00% #206		252.00		13216.00

Rs. Thirteen Thousand Two Hundred Sixteen only

11/11 16121 206 Credit Card Receipt

Net Amount 13216.00

only one day
stay of nine
Total = 3304
Occupancy double
3304 = 1652.00
2
Sajan Royol only claims 1652.00 Rs
From this bill for
rest of the days bill is
attached.

Thank you for being with us !!!

Terms & Conditions

Pratiksha Hotels & Motels Pvt Ltd.
(Hotel Shiraaz)
Authorised Signatory

Bill verified & recommended for payment. I agree to be held personally liable for payment of this bill regardless of charges & Instructions

Office Copy

Guest Signature

Pg. 1/ 1

TERMS & CONDITIONS :

1. All the time of check-out please check your belongings and deposit your room key.
2. Subject to Panchkula jurisdiction.
3. Parking at your own risk.
4. Regardless of charges instructions, I agree to be held personally liable for payment

BILL CASH

Taj Motel

No.

183

Check in Date... 08-11-17

Check In Date.....
Check Out Date...09-11-17

Name Sajan Goyal. E.E.S.L. Noida.
2-22-999978

Subject.....103.....Mob.....9844099878

All Disputes are Subject to Fatehgarh Sahib Jurisdiction Only

Only
For The Taj Motel
Signature

E.&O.E.

Tin no 03672196686

BILL/CASH

M. 9023318319

Service tax No AAMFN7035QSD2

8194925739

NEW GLASSI JUNCTION

Opp. Petrol Pump, Bassi Road, Sirhind

No.

38

Date

9/11/17

Name

Sajan Goyal EESL Noiaa

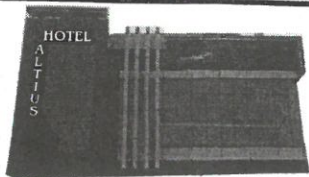
Qty.	PARTICULARS	Rate	Amount	
			Rs.	P.
	Room No 207			
	F. No - 178			
	Room Rent.		1300/-	
	2.7. Tex 87.		112	
			1412/-	
			1	
		TOTAL	1400/-	

1. if the bill is not paid within 7 days of the date of bill interest @2% PM will be charged.

FOR NEW GLASSI JUNCTION

Signature

Partner



Hotel Altius

Opp. Railway Station,
Nangal Dam, Distt. Ropar (PB.)

Ph. 01887-226817,

Mob. 92169-02200, 92168-10600

E-mail : honey1362009@gmail.com

www.HotelAltius.com

GSTIN : 03AAVPL7314F1ZO

Bill No. **433**

Date. **18-11-17**

Name & Address. **Sajan goyal**
C/o EESL

GST No.

Arrv. Date. **15-11-17** Time. **7:00 PM**

Dep. Date. **18-11-17** Time. **11:45 AM**

Room No. **106** No. of Days Stayed. **3 Days**

follow us : **HotelAltiusNangal@HotelAltiusNangal**

DESCRIPTION

Rate

AMOUNT

Rs.

Room Charges

1300 X 3

1300

3900 -

Extra Person

Service Charges

Misc.

Amount in words

**Four thousand
ninety five
only**

Bank Detail :

Bank : Andhra Bank,
A/C No. : 281911100000025
IFSC Code : ANDB0002819
Branch : Nangal, Distt. Ropar (Pb.)

Add. CGST @ **2.5 %**

97.50 -

Add. SGST @ **2.5 %**

97.50

Add. IGST @ **%**

Tax Amt. GST

195

Total Amt.

After Tax

4095 -

Check Out Time :

12-00 Noon

Thanks for Visit

Guest is responsible for his own belonging

Signature

2/11/19

Herewith to General

M. Pur. Doaba Tpt. Co. Ltd.	Hoshiarpur:	
Hoshiarpur—Singhwala	Hoshiarpur—Purvian	
Singhwala—Nasrula	R. Mader—R. Jahan	
Nasrula—Kathar	R. Jahan—Phagwara	
Kathar—Adampur	Hoshiarpur—Bagrajpur	
Adampur—Jandusanga	Hertana—Bassi	
Jandusanga—J. Cant.	Darya—Mirpur	
J. Cant.—Jalandhar	Nangal—Branamur	
A. Pur.—Nangal Salian	Anandpur—Khatpur	
N. Salian—Bagrajpur	Goraya—Ludhiana	
Bagrajpur—Pacifica	Una—Nangal	
Pacifica—Bhawal	Jalandhar—Korthala	
Bhawal—Ludhiana	Wag. of Corer	

45/-

18/11/17 16:38:59

22-4H YKHN103

ORDINARY TRICL... HOSHIARPUR

DISTANCE: 42.0 KMS

Distance: 46.0 km

FARE: 1610

TOLL: 0.00 INS:2 00RTC HYC:00

$$11 \times 45 = 495$$

Index

700

5915379

045355 00126 501
NOT TRANSFERABLE

NOT TRANS. CRABBLE
HAVE A NICE DAY

HAVE A NICE TRIP!
HAPPY JOURNEY

100% **RECYCLED**