

ENERGY EFFICIENCY SERVICES LIMITED TOUR TRAVELLING ALLOWANCE CLAIM				Date:- 14/10/2017			
NC07047		23-09-2017		015		Durg, Chhattisgarh.	
CARD CODE	EMPLOYEE NO.	TOUR COMMENCEMENT DATE		Mth/Days Tour		DESTINATION	
Name BALKRISHNA KUMAR		Designation Engineer		Scale of Pay E-1		Basic Pay	
Department SLNP		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 1. Journey Fares By Air By Rail & Road ✓		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	
2. Conveyance charges		Cost of Ticket Dr.					
3- Boarding & loading charges + DA		21,000 + 9,600					
A. Total		30,645 /-					
Less Advance drawn from: →		17,789 /-					
C. NET CLAIM		12,856 /-					
		<div style="border: 1px solid black; padding: 5px; display: inline-block;"> 12856/- </div>					
D. Refund by cheque Cheque No..... Dated on For (').....				Pay (')..... Net Claim 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							

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)

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

Midnight (00hrs) spent	Station	No. of days	Slab Rates	Boarding & Lodging charges
23/09/2017 to 07/10/2017	Durg	15	1400/-	21,000/-
	* DA	16	600/-	9,600/-
	Total			30,600/- 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.

CERTIFICATE:

Counter signed

Signature of Employee
Date: 14/10/2017