

ENERGY EFFICIENCY SERVICES LIMITED				Date : <u>9/10/2017</u>	
TOUR TRAVELLING ALLOWANCE CLAIM					
	<u>NC06955</u>	<u>27/09/2017</u>		<u>1</u>	<u>Shimla (HP) to Solan (HP)</u>
CARD CODE	EMPLOYEE NO.	TOUR COMMENCEMENT DATE	Mth/Days Tour	DESTINATION	
Name	<u>JETIN ANAND</u>	Designation	<u>SENIOR ENGINEER</u>	Scale of Pay	<u>30,952</u>
		n		Basic Pay	<u>20,536</u>
Department	<u>SLNP HP</u>	H.O	<u>EESL</u>		

Section I : Calculation of total TA admissible (Please fill this Section after filling Section II to V)
 Note : Cheque drawn in favour of Energy Efficiency Services Limited if net claim is negative.

	Amount Claimed (to be filled in by the employee)(₹)	FOR ACCOUNTS DEPTT.										Remarks
		Amount admitted by Accounts (enter only if claims are claimed ticket, booked by company or Cheque Amount(₹))										
1. Journey Fares												
By Air												
By Rail & Road												
Cost of Ticket Dr.												
2. Conveyance charges & Misc. expenses II + V												
3. Accommodation charges												
4. Daily allowance												
A. Total 1 to 4	<u>600</u>											
	<u>600</u>											
Less Advance drawn from:												
5. Corporate Centre												
6. From Projects, If any												
B. Total 5 & 6												
C. NET CLAIM (A-B)	<u>600</u>											

Claim Date : <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"></table>	Pay (₹)..... Net Claim
D. Refund by cheque Cheque No..... Dated on for (₹).....	Recover (₹)..... Accounts Officer

SECTION II : Details of Miscellaneous Expenses incidental To Tour
NOTE : Enclose receipts for amount claimed

S.No.	Particulars of Expenses	Amount (₹)	*The cancellation of booking was due to official reasons <div style="text-align: right;"> Signature of Head of Department Name Date Designation </div>
Total			*To be furnished when cancellation charges are claimed

[illegible]

SECTION IV : DETAILS OF CLAIM FOR DA & EXPENDITURE INCURRED FOR ACCOMMODATION (Excluding leave availed)

NOTE : Please enclose the supporting bill & receipt for the amount paid on account of hotel/guest house accommodation charges

2. Both Boarding and lodging/Boarding only lodging/only was providing free of cost

SECTION V : DETAILS OF CONVEYENCE CHARGES CLAIMED

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) Wherever lodging charges for stay in a hotel have been claimed, Company Guest house accommodation was not available.

(ii) I am/am not in receipt of HRA of availing the facility of leased accommodation at any of the tour stations for which daily allowance has been claimed

Signature

Date : 9/10/2017

NAME: SH. BRIJESH KUMAR
Designation: REGIONAL MANAGER
EESL HP