

Energy Efficiency Services Limited, Noida

CLAIM FORM

DEARNESS ALLOWANCE (DA)

Date	Purpose	Location	Rs. (DA) per day
03-11-2017	TO Receive the cheque	Etah (UP)	400
04-11-2017	Returning	Etah to Delhi	
Total			400

Verified that the travel on the dates was actually undertaken and was duly authorised


Signature of Employee

Name: DHIRENDRA KUMAR

Employee Code: **NC07440**

Designation- : **DEO**



Project - Coole
Ajay - 2016 - UP - SL SL

Tour ID 5717

TOUR REPORT

NAME:	Dhirendra Kumar
PERIOD:	03-11-2017 to 04-11-2017
Main Person contacte	M Rambabu
VENUE:	Etah District Rural Rural Development Agencies / for
OBJECTIVE (S):	cheque receiving for the work going on ASAY Project

BRIEF SUMMARY: ETAH district Rural Development agencies for
..... presenting the Fund against the work going on
Etah constituency under Hon'ble MP
Shri Rajveer Singh.

SIGNATURE (HR)

SIGNATURE (EMPLOYEE)

SUPERVISOR
SIGNATURE

Dhirendra Kumar

Semra Kumar
EESL Noida



Power Id - 5717
Project code : AJAY-2016-UP-SL SL

44,48
24/11

ENERGY EFFICIENCY SERVICES LIMITED TOUR TRAVELLING ALLOWANCE CLAIM				Date : 24/11/2017		(UPL)	
CARD CODE		EMPLOYEE NO.	TOUR COMMENCEMENT DATE	Mth/Days Tour		DESTINATION	
NC07440		3/11/2017		1		Fath (UP)	
Name		Designation	Scale of Pay		Basic Pay		
Dhirendra Kumar		DEO			16,182		
Department		H.O.					
AJAY CELL		Corporate office					
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.			
				Amount admitted by Accounts (enter only if claims are claimed ticket, booked by company or Cheque Amount(₹))			Remarks
1. Journey Fares							
By Air		492					
By Rail & Road							
		Cost of Ticket Dr.					
2. Conveyance charges & Misc. expenses II + V							
3. Accommodation charges		540					
4. Daily allowance		400					
A. Total 1 to 4							
Less Advance drawn from:							
5. Corporate Centre							
6. From Projects, If any							
B. Total 5 & 6							
C. NET CLAIM (A-B)		1432					
Claim Date :				Pay (₹)..... Net Claim			
D. Refund by cheque				Recover (₹).....			
Cheque No..... Dated				Accounts Officer			
on for (₹).....							
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				
Total			Signature of Head of Department Name Date Designation				
			*To be furnished when cancellation charges are claimed				

Piz give it to Mr. Manish in PDIL
as he is processing all the UPL
claims from 14.9.2017 onwards.

11/2
Sheel

SECTION II : 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			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						
3/11/2017	8:18	Anandvi	3/11/17	8:10	Etah	Bus	Bus	To Collect	246	00008810	under Ajj Project
3/11/2017	7:00	Etah	4/11/17	2:25	Anandvi	Bus	Bus	cheque to From DRDA Etah, UP	246		

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

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

Midnight (00hrs) spent in	Station	Date(s)	No. of Days for DA	Rate per Day(₹)	Amount of Daily Allowance(₹)	Name of Hotel/Guest House	Amount for Hotel Accommodation(₹)	Name of persons with whom accommodation shared
Principal City	Etah	03/11/2017	1	400	400			
Ordinary City								
Journey								
Total				Total	400	Total		

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

1. Leave availed (if any) at from to
2. Both Boarding and lodging/Boarding only lodging/only was providing free of cost at from to

SECTION V : 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					
	3/11/2017	Anandvi	Sanghi	Anandvi	15	Auto	200		
	3/11/2017	Etah	Bus stop	DRDA	4	Auto	70		
	3/11/2017	Etah	DRDA	Bus stop	4	Auto	70		
	4/11/2017	Anandvi	Bus stop	Sanghi	15	Auto	200		
Total							540		

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

Counter signed

Signature

(Name & Designation of the Controlling officer)

Signature of Employee
Date :

ENERGY EFFICIENCY SERVICES LIMITED

TOUR APPROVAL FORM

Details of the Employees proposing to undertake the tour:

Name	Designation	Emp. No.	Department
Dhirendra Kumar	DEO	NE07440	AJAY

Details of the Tour:

1.	Project Name:	AJAY
2.	Complete address of the place(s) to visit:	District social development agency (DRDA,) Etah (UP)
3.	Contact Person:	Mr. Rambabu
4.	Purpose of the Tour:	To Receive the cheque from Etah, district (UP)
5.	Proposed period of tour:	1 day.

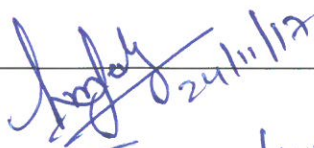
Details of the Movement:

S/No.	Date of Travel	Train / Flight Name & No.	Station		Class	Remarks
			From	To		
	03/11/2017	Bus	Anand vihar	Etah		
	04/11/2017	Bus	Etah	Anand vihar		

Date: 24/11/2017

Dhirendra Kumar
Signature of the Employee

Comments of the Controlling Officer:


Sameer Kumar
DM(1) EESL

Comments of the HOD:

Tour Approved / Not Approved.

Signature of the MD (EESL)

(For cancellation / postponement, see overleaf)



Dhirendra Kumar <u_dkumar@eesl.co.in>

Tour Approval for collecting the Demand Draft_Etah (Uttar Pradesh)

Sameer Kumar Gupta <skgupta@eesl.co.in>
To: Dhirendra Kumar <u_dkumar@eesl.co.in>
Cc: Amit Kumar Bharadwaj <abharadwaj@eesl.co.in>

Thu, Nov 2, 2017 at 6:16 PM

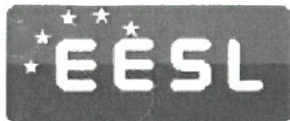
Dear Dhirendra,

Your tour is approved. Please take all necessary documents.

Thanks & Regards,

Sameer Kr. Gupta
Deputy Manager
Tel: +91-120-4783745; Mob: +91-9212145838
Email: skgupta@eesl.co.in

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Dhirendra Kumar <u_dkumar@eesl.co.in>

Tour Approval for collecting the Demand Draft_Etah (Uttar Pradesh)

Dhirendra Kumar <u_dkumar@eesl.co.in>

Thu, Nov 2, 2017 at 6:14 PM

To: Sameer Kumar Gupta <skgupta@eesl.co.in>

Cc: Amit Kumar Bharadwaj <abharadwaj@eesl.co.in>

Dear Sir,

Please provide the tour approval on mail due to non working of website : <https://apps.eeslindia.org/Tour/CreateTour/>.
The journey will be made on **03 nov 2017 at Etah District** Magistrate office for collection of Demand Draft

Please do the needful

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Regards,
Dhirendra Kumar
Mobile: 8010412579