

Tour Allowance Claim Form for UPL Executives

ENERGY EFFICIENCY SERVICES LIMITED				Date:- 01/12/17			
TOUR TRAVELLING ALLOWANCE CLAIM							
CARD CODE	EMPLOYEE NO.	TOUR COMMENCEMENT DATE	Mth/Days Tour	DESTINATION			
Name	Sumit Kr. Dutta.	Designation	Jr. Engg.	Scale of Pay	Basic Pay 28,089/-		
Department	J.L.		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.

[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

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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)

Departure			Arrival			Model & Class of travel	Train No./ Train Name	Purpose of Journey (Please give details)	Amount Claimed (₹)	Ticket No./MR	Remarks
Date	Time	Station	Date	Time	Station					No./Bus Ticket No.	
16/11/17	5:40 AM	SGNR	16/11/17	10:50 PM	Bikarher	SL	22982	meeting with P.S.	230/-		
17/11/17	8:30 AM	Bikarher	18/11/17	01:00 AM	SGNR	Bus	-		280/-		
									510/-		

*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 Rates	Boarding & Lodging charges
00	Bikarher	02	750/- (CDA)	1500/- (CDA) only
Total				1500/-

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.

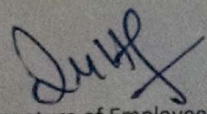
Sl No.	Date	Station	Place of Visit (specify Locality)		Distt. In Kms. (approx)	Means of Travel	Amount (₹)	Purpose (in brief)	Station-wise weekly total
			From	To					
01)	16/11/17	SGNR	Home	R-Station	8 km	Auto	30/-		
02)	16/11/17	Bikarher	R-Station	Home	7 km	Auto	25/-		
03)	17/11/17	Bikarher	Home	Meeting Place	8 km	Auto	30/-		
04)	17/11/17	Bikarher	Meeting Place	B-Stop	8 km	Auto	30/-		
05)	18/11/17	SGNR	B-Stop	Home	7 km	Auto	25/-		
Total							140/-		

CERTIFICATE:

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

Counter signed

Signature


Signature of Employee

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(Name & Designation of the Controlling officer)

Date: 01/12/17

BILL/CERTIFICATE
for Boarding/Lodging Charges

Certified that I have incurred expenditure of about less than Rs. 2150/- towards
boarding/lodging expenses during the 16/11/17 to 17/11/17 days of calendar month
1 2018.

Name- Sumit Kr. Datta.

Designation- Sr. Exg.