

ENERGY EFFICIENCY SERVICES LIMITED
TOUR TRAVELLING ALLOWANCE CLAIM

Date:- 18/11/17.

Section I : Calculation of total TA admissible
Note : Cheque drawn in favour of Energy Efficiency Services Limited if net claim is negative.

D. Refund by cheque
Cheque No..... Dated
on for(').....

Recover (').....

Accounts Officer

Signature of Head of Department
Name
Designation

*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 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.	
01/11/17	19:09	Nellore	02/11/17	00:05	Tirupati	BUS	TWA81101	walk-through	132	TWA81101	
06/11/17	10:11	Tirupati	06/11/17	15:15	Nellore	BUS	TWA30028	audit for	130	TWA30028	
								Railway			
								Service bldg			

*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
Total				Total

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

(Name & Designation of the Controlling officer)


Signature of Employee

Date: 18/11/17

Tour Allowance Claim Form for UPL Executives

BILL/CERTIFICATE
for Boarding/Lodging Charges

Certified that I have incurred expenditure of about less than Rs. 10,584 towards boarding/lodging expenses during the 02/11/17 to 06/11/17 days of calendar month November, 2017.

Name- S. Sunny.

Designation- Engineer.

दौरा मंजूरीकरणआरूप/TOUR APPROVAL FORM

दौरा प्रस्तावक कर्मिक का व्यौरा- Details of the Employees proposing to undertake the tour:

परियोजना का नाम - कोड/PROJECT NAME/ CODE*	BLD - 2016 - DL - AC		
नाम Name	पदनाम- Designation	कर्मिक सं. Emp. No.	विभाग Department
S. Suman.	Engineer	NCO7116	SLNP.

दौरा विवरणDetails of the Tour:

1.	पूर्ण पता - जहां दौरा करना है Complete address of the place(s) to visit:	Railway Service buildings in Tirupathi, Renigunta & Pakala Sections.
2.	संपर्क अधिकारी Contact Person:	1. Mr. Rammohan. (AE/Railways/Tirupathi) 2. Mr. Kumar (AE/Railways/Renigunta). 3. Mr. G.V. Narayanarao (JEE/Railways/Pakala)
3.	दौरा का उद्देश्य -Purpose of the Tour:	To conduct walkthrough audit for Railway Service buildings.
4.	दौरा कि प्रस्तावित अवधि-Proposed period of tour:	05 days.

Details of the Movement:

क्र.सं S/No.	यात्राकी तारीख Date of Travel	रेल/वायु यात्रा नाम/सं Train / Flight Name & No.	स्थान /Station		श्रेणी / Class	टिप्पण /Remarks
			से-From	तक -To		
1	01/11/17	BUS/TWA81101	Nellore	Tirupathi.		
2.	06/11/17	BUS/TWA300281	Tirupathi	Nellore.		

तारीख - Date: 18/11/17



Signature of the Employee

कर्मिक के हस्ताक्षर

नियंत्रक अधिकारी की टिप्पणी :

Comments of the Controlling Officer: _____

विभागाध्यक्ष की टिप्पणी

Comments of the Unit Head (s): _____

मंजूर / नामंजूर

Approved / Not Approved

सक्षम अधिकारीकेहस्ताक्षर

Signature of the C.A.


*वायुयान/रेलवे बुकिंग के किसी अनुरोध पर परियोजना/कोड के न भरे जाने की स्थिति में कोई कार्रवाई नहीं की जायेगी

*Any requests for Air &, Rail booking without filling name of the Project/ Code would not be entertained/रद्दीकरण अथवा स्थगन आरूप पृष्ठांकित ह



TOUR REPORT		SUBJECT: Tour Report	
		REF: BLD - 2016 - DL - AC .	
DISTRIBUTION :	NAME (S): S. Sunny.		
DGM (SK)	DATE: 02-11-17 to 06/11/17 .		
	PERIOD: 05 days .		
	MAIN PESONS CONTACTED: 1. Mr. Pammohan (AE/Railways/TPTY). 2. Mr. Kumar (AE/Railways/Renigunta). 3. Mr. Narayana (JEE/Railways/Pakala).		
	OBJECTIVE (S): → To Conduct walk through audit for the railway buildings. → To check whether the given inventory matches with the Existing light fixtures. → To note the additional quantity of light fixtures and Existing types of fixtures.		

BRIEF SUMMARY: To Conduct a walk through audit for Railway Service buildings of 1. Tirupati, 2. Renigunta, 3. Pakala and check the Existing fixtures are matching with the inventory given, if not, I had noted down the additional fixtures available on site and the hours of operation of the appliances and made a detailed report & submitted to the Zonal office.

CLASSIFICATION: <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> RESTRICTED	SIGNATURE (S) 		
		SUPERVISOR SIGNATURE	