

ENERGY EFFICIENCY SERVICES LIMITED  
TOUR TRAVELLING ALLOWANCE CLAIM

Date: - 22/01/2018

MC07029	O/088	15/01/2018	02 Day	Chandigarh
CARD CODE	EMPLOYEE NO.	TOUR COMMENCEMENT DATE	Mth/Days Tour	DESTINATION
Name	Sachin Kumar	Designation	Sr. Engg.	Scale of Pay
			EI	Basic Pay
				20540
Department	MuDSM (MEEP)	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	Amount Claimed (to be filled in by the employee)( <sup>1</sup> )	FOR ACCOUNTS DEPTT.	
		Amount admitted by Accounts (enter only if claims are claimed ticket, booked by company or Cheque Amount( <sup>2</sup> ))	Remarks
1. Journey Fares			
By Air			
By Rail & Road	3325		
	Cost of Ticket Dr.		
2. Local Conveyance charges	810		
3. Boarding & loading charges	1605 (Hotel)+480 (DA)=2085		
A. Total	6220		
Less Advance drawn from:			
C. NET CLAIM	6220		

Pay (<sup>3</sup>)..... Net Claim

D. Refund by cheque

Cheque No..... Dated .....

On ..... for(.....)

Recover (<sup>4</sup>).....

Accounts Officer

\*The cancellation of booking was due to official reasons

\_\_\_\_\_ NA \_\_\_\_\_

Name

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)

\*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
Ordinary City (DA)	Chandigarh	01	@ 480	480
Hotel	Chandigarh	01		1605 (Bill Attach)

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

(Name & Designation of the Controlling officer)

Manager (Tech.)  
MEEP

Date: 22/01/17