

Energy Efficiency Services Limited

TOUR APPROVAL FORM

Tour ID : 4486, Status : Approved

Details of the Employee proposing to undertake the tour:

Employee Code	Name	Gender	Age(years)	Mobile No.	Email ID	Designation	Department	Posted At
NC06867	Abhishek Singh	Male	22	9415353501	u_asingh2@eesl.co.in	Engineer	Technical	Kolhapur

Details of the tour:

1.	Project Name:	Not mentioned in the list
2.	Complete address of the place(s) to visit:	Satara- Maharashtra
3.	City Type:	OTHER
4.	Contact Person:	Mr. Dipak Hanumant Kokate
5.	Purpose of the Tour:	Meeting with OMC dealers
6.	Proposed period of tour:	19-09-2017 - 19-09-2017

Details of the Movement

SL. No.	Date of Travel	Time of Travel	Preferred Train/Flight Name & No.	Station		Class	Need Ticket?	Remarks
				From	To			
1	19-09-2017	09:45	S.T. BUS	Kolhapur	Satara	Ordinary	No	Ticket purchase myself

Tour Advance

Total Days of Tour	Allowance Per Day(As per policy)	Total=(Allowance X Total Days) X 80%
1	Rs. 3000 (OTHER)	Rs.2040
Total Advance Sought : Rs. 1500		



Approved By EESL, Forwarded By :Manish Rai[UPL Representative]