

Project Code: MEP-2017-HR-KARNAL

Tour Allowance Claim Form for UPL Executives

ENERGY EFFICIENCY SERVICES LIMITED TOUR TRAVELLING ALLOWANCE CLAIM			Date: - 22/01/2018		
NC07029	O/088	07/01/2018	02 Day	Tour ID - 5894 Karnal, Haryana	
CARD CODE	EMPLOYEE NO.	TOUR COMMENCEMENT DATE	Mth/Days Tour	DESTINATION	
Name	Sachin Kumar	Designation	Sr. Engg.	Scale of Pay	E1
				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)(')	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									
	By Rail & Road	3040								
	Cost of Ticket Dr.									
2. Local Conveyance charges		878								
3- Boarding& loading charges		1568 (Hotel) +720 (DA)=2288								
A. Total		6206								
Less Advance drawn from:										
C. NET CLAIM		6206								

Pay (")..... Net Claim

D. Refund by cheque

Cheque No..... Dated

On for()

Recover (').

Accounts Officer

*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 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)	Amount Claimed (₹)	Ticket No./MR No./Bus Ticket No.		Remarks
Date	Time	Station	Date	Time	Station							
07/01/18	20:28	NZM	07/1/18	23:05	Karnal	2A	11077/ JHELUM Exp	MEEP	1520	9603353949		
08/01/18	18:39	Karnal	08/1/18	21:05	Delhi	2A	14218/ Unchaar Exp.	Kickoff MEETING	1520	8404543328		

*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
Ordinary City (DA)	Karnal	1.5	@ 480	480+240 = 720
Hotel	Karnal	01		1568

NOTE : Please enclose the supporting bill /declaration

1. Leave availed (if any) at NA From NA 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							878		

CERTIFICATE:

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

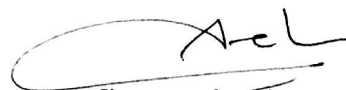
Counter signed


Signature

(Name & Designation of the Controlling officer)

Mandeep Kumar

Manager (Tech) MEEP


Signature of Employee

Date: 22/01/2018