

TOUR ID: 5452

*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 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 details)	Amount Claimed (₹)	Ticket No./MR No./Bus Ticket No.		Remarks
Date	Time	Station	Date	Time	Station							
30/11/17	6:30	NPLS	30/11/17	9:28	GWL	12072	EC	Assessment of ground condition	900	2720291923	Train	Bus
5/12/17	00:30	Gurgaon	5/12/17	11:30	NPLS	04006	AC		1350	1618683		

*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
3	Shimla		E1, 1450+455 600, 480 (CDA, D A)	1800
2	Ashok Nagar			2259
1	Cun a to Delhi			240
Total				Total
				4298

NOTE : Please enclose the supporting bill /declaration

1. Leave availed (if any) at from to

SECTION III : DETAILS OF CONVEYANCE 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					
	30/11/17	Delhi	Home	NPLS	12km	taxi	233	CA Approval taken for Taxi	
	5/12/17		NPLS	Home	13km	taxi	213		
Total							446		

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)

Sameer Kumar
DM(T), CESL

Signature of Employee
Date:

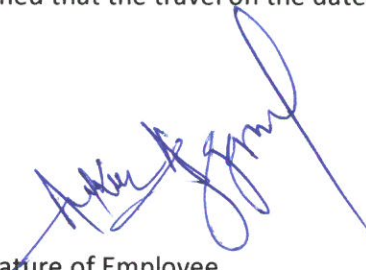
Energy Efficiency Services Limited, Noida

CLAIM FORM

COMPOSITE DEARNESS ALLOWANCE (CDA)

Date	Purpose	Location	Rs. (CDA) per day
30-11-2017	Meetings with MP's Official	Shivpuri	600
01-12-2017		Shivpuri	600
02-12-2017		Shivpuri	600
04-12-2017		Ashoknagar	600
Total			2400

Verified that the travel on the dates was actually undertaken and was duly authorised



Signature of Employee

Name: Ankur Aggarwal

Employee Code: **NC07552**

Designation- **Sr. Engineer**