

Approved :Tour Approval Request: 24-10-2017 To 27-10-2017[Sachin Kumar]

Oct 23 (8 days ago)

no_reply@eesl.co.in
to manishraiupl, manishraiupl, ma

Your tour request has been approved.

TOUR APPROVAL FORM								
Details of the Employee proposing to undertake the tour:								
Employee Code	Name	Gender	Age(years)	Mobile No.	Email ID	Designation	Department	Posted At
NC07029	Sachin Kumar	Male	33	8239267947	u_skumar1@eesl.co.in	Sr. Engineer	Technical	CO
Approved By EESL, Forwarded By: Manish Rai[UPL Representative]					Remarks : Approved			
Details of the tour:								
1.	Project Name:			MEP-2017-CH-CHNDGRH				
2.	Complete address of the place(s) to visit:			PMDC, Sector-32, Chandigarh, Firozpur, Moga, Muktsar				
3.	City Type:			OTHER				
4.	Contact Person:			Chief Engineer PMDC & City Nodal Officers				
5.	Purpose of the Tour:			For Kickoff meeting regarding MEEP in Punjab				
6.	Proposed period of tour:			24-10-2017 - 27-10-2017				
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	24-10-2017	07:40	Kalka SHTBDI/ 12011	New Delhi	Chandigarh	EC	No	Self Booked
2	25-10-2017	6:30	By Bus	Chandigarh	Firozpur	AC	No	Self Booked
3	26-10-2017	6:00	By Bus	Firozpur	Moga	AC	No	Self Booked
4	27-10-2017	6:00	By Bus	Moga	Chandigarh	AC	No	Self Booked
5	27-10-2017	18:23	Kalka SHTDI	Chandigarh	New Delhi	EC	No	Self Booked
Tour Advance								
Total Days of Tour	Allowance Per Day(As per policy)	Total=(Allowance X Total Days) X 80%						
4	Rs. 3000 (OTHER)	Rs.8160						
Total Advance Sought : Rs. 7000								
Please Login into apps.eeslindia.org for any action.								

No advance amount
has been Issued.

Arul

*Reporting officer
Mr. Mandeep Kumar
Manager (T)
MEEP*

*Sachin Kumar
Sr. Engg.
MEEP*

Tour Allowance Claim Form for UPL Executives

ENERGY EFFICIENCY SERVICES LIMITED
TOUR TRAVELLING ALLOWANCE CLAIM

Date: - 31/10/2017

NC07029	O/088	24/10/2017	04 Day	Chandigarh, Ludhiana Punjab
CARD CODE	EMPLOYEE NO.	TOUR COMMENCEMENT DATE	Mth/Days Tour	DESTINATION
Name	Sachin Kumar	Designation	Sr. Engg.	Scale of Pay
			E1	Basic Pay
				28540
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.							Remarks
		Amount admitted by Accounts (enter only if claims are claimed ticket, booked by company or Cheque Amount('))							
1. Journey Fares									
By Air									
By Rail & Road	7683								
Cost of Ticket Dr.									
2. Local Conveyance charges	2624								
3- DA+Boarding& loading charges	8075								
A. Total									
Less Advance drawn from:									
C. NET CLAIM	18382								

Pay (')..... Net Claim

D. Refund by cheque

Cheque No..... Dated
On for(').....

Recover (').....

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)

Departure			Arrival			Model & Class of travel	Train No./ Train Name	Purpose of Journey (Please give Kickoff meeting in Chandigarh. Firozpur.Moga.	Amount Claimed (₹)	Ticket No./MR No./Bus Ticket No.		Remarks
Date	Time	Station	Date	Time	Station							
24/10/17	07:40	New Delhi	24/10/17	11:05	Chandigarh	EC	12011		1635	2177198866		Self booked
25/10/17	07:00	Chandigarh	25/10/17	9:20	Ludhiana	CC	12411		565	2366245455		Self booked
25/10/17	10:00	Ludhiana	25/9/17	11:10	Moga	By Bus			70	006734		Self booked
26/10/17	06:25	Ludhiana	25/10	10:20	Firozpur	2A	13307		1520	2165953243		Self booked
26/10/17	18:25	Firozpur	26/10	10:30	Ludhiana	2A	13308		1520	2166865388		Self booked
27/10/17	05:50	Ludhiana	27/10	9:20	Mukthsar	By Bus			170	021640		Self booked
27/10/17	14:50	Mukthsar	27/10	17:20	Ludhiana	AC Bus			413	050768		Self booked
27/10/17	18:55	Ludhiana	27/10	23:55	New Delhi	EC	12030		1790	3155654354		Self booked

Total= 7683/-

*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	Hotel Slab Rates (Per day)	Daily Allowance Rates (Per day)
Ordinary City	Chandigarh	01 @	1440+172=1613/-	480/-
Principal City	Ludhiana	02 @	1800+216=2016/-	600*2=1200 for 2 Days + 750 As Composite DA for 27/10/2017
Total		03 Days	Rs. 5645/-	Rs. 2430/-

NOTE : Please enclose the supporting bill /declaration

1. Leave availed (if any) at

NA

from

NA

T

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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					
Saparate Sheet Attach for Local Conveyance									
Total							2624		

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 (T)
MEEP

Signature of Employee

Date: 31/10/2017