

# ADARSH

## FEEL AT HOME

MAIN ROAD OLD BUS STAND  
COLLECTORATE CHOWK BALRAMPUR, DISTT-BALRAMPUR (C.G.)

09407706262  
09165796263

A/C एवं NON A/C , रूम ठहरने का उत्तम प्रबंध

Date: 4/01/18

BILL No:

650

MRS/MR. मिहिरा जयराव

ROOM No. 12

ADDRESS. मुंडोली

ADULTS 01

CHILDRENS X

ARRIVAL

DATE 2/01/18 TIME 2:00 PM

DEPARTURE DATE 4/1/18

TIME 5:30 PM

Particulars	Rate		Days	Total	
	Rs.	Ps.		Rs.	Ps.
Room Rent	800		2	1600	
Guest Charge					
L. Tax					
Room Service					
Calls					
Laundry					
Miscellaneous					
Net Total Amount				1600	मात्र

Please forward bill to:

Bill payable on presentation  
verified and found correct

Signature of Guest

Less Advance

Net Payable Amount

Net Total Amount. (in words)

Adarsh Lodge

Purana Bus Stand Balrampur

Distt. Balrampur (C.G.)

For-Adarsh Lodge

CHECK OUT TIME 24 HOURS

Thanks, Welcome Again

अंजीला गुप्ता बस सर्विस, बलरामपुर  
ता. यात्री

से तक  
किराया 0516

कटा टिकट वापस नहीं होगा  
दुई यात्री व लगेज की जिम्मेदार कंपनी नहीं होगी। हस्ता.

*Fileandra Jain*

स सर्विस, अम्बिकापुर  
से यात्री तक

442  
वापस नहीं होगा  
की जिम्मेदार कंपनी नहीं होगी। हस्ता.

*Fileandra Jain*



Your tour request has been approved.

**TOUR APPROVAL FORM**

Tour ID : 5782

**Details of the Employee proposing to undertake the tour:**

Employee Code	Name	Gender	Age(years)	Mobile No.	Email ID	Designation	Department	Posted At
NC07123	Jitendra Jaiswal	Male	26	+919039232923	u_jaiswal@eesl.co.in	Engineer	Technical	CHHATISHGARH
Approved By EESL, Forwarded By: Manish Rai[UPL Representative]					Remarks : Approved			

**Details of the tour:**

1. Project Name:	CGBU000001
2. Complete address of the place(s) to visit:	BALRAMPUR DISTRICT
3. City Type:	OTHER
4. Contact Person:	E.E (O&M) Balrampur Division & CSC D.M , IOCL & BPCL (R. O)
5. Purpose of the Tour:	For Tubelights despatch & BPL consumers verification process supervision, & To meet with CSC D.M & For agreement with IOCL & BPCL (R. O) , Godown inspection
6. Proposed period of tour:	02-01-2018 - 04-01-2018

**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	02-01-2018	10 am	By Bus	Ambikapur(sarguja district)	Balrampur district	Ordinary	No	
2	04-01-2018	10 am	By Bus	Balrampur District	Ambikapur(Sarguja district)	Ordinary	No	Returned to base location, returning time would be changes

**Tour Advance**

Total Days of Tour	Allowance Per Day(As per policy)	Total=(Allowance X Total Days) X 80%
3	Rs. 3000 (OTHER)	Rs.6120
Total Advance Sought : Rs. 0		

Please Login into [apps.eeslindia.org](https://apps.eeslindia.org) for any action.

This is an auto-mailer. Please do not reply to this mail as it will go nowhere

*Self attested*  
*Jitendra Jaiswal*  
*Engineer IOCL*  
*2039232923*



## TOUR INFORMATION REPORT

Name of Executive: JITENDRA JAISWAL

Designation: ENGINEER

Reporting Officer: Sh. VEDPRAKASH DINDORE (Sr. R.M Tech.) C.G

Proposed Date: 02/01/2018 From: 02/01/2018 To: 04/01/2018

Project Details: UJALA Scheme

### Purpose of Visit

#### Project Development

- ☒ Preliminary Meeting
- ☐ Seminar/Workshop/Presentation

#### Project Co-ordination

- ☐ Follow-up meeting
- ☐ Project Kick-off
- ☐ Techno-commercial Discussion

#### Project Implementation

- ☒ Project Supervision
- ☐ Project Execution

☐ Other (specify):

☐ Approved

Approving Authority

☐ Not Approved



Town ID :- 5782. ②  
JITENDRA JAISWAL.

Tour Allowance Claim Form for UPL Executives

ENERGY EFFICIENCY SERVICES LIMITED		TOUR TRAVELLING ALLOWANCE CLAIM		Date:- 05/01/2018	
CARD CODE	EMPLOYEE NO.	TOUR COMMENCEMENT DATE	Mth Days	Tour	
Name		Designation	Scale of Pay	Basic Pay	
JITENDRA JAISWAL		ENGINEER	E-1		
Department		H/O			
U.P.L.		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		FOR ACCOUNTS DEPTT.									
		Amount Claimed (to be filled in by the employee)(₹)	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		120 /-									
		Cost of Ticket Dr.									
2. Conveyance charges		57.99 /-									
3- Boarding & loading charges		16.00 /-									
+ D.A		+ 18.00									
A. Total		3,577.99 /-									
Less Advance drawn from:											
C. NET CLAIM		3,577.99 /-									

Pay (₹) \_\_\_\_\_ Net Claim

3,577.99/-

D. Refund by cheque

Cheque No. \_\_\_\_\_ Dated \_\_\_\_\_  
on \_\_\_\_\_

Recover (₹) \_\_\_\_\_

Accounts Officer

\*The cancellation of booking was due to official reasons

Signature of Head of Department  
Name  
Designation

Name

\*To be furnished when cancellation charges are claimed

Self attested  
Jitendra Jaiswal  
Engineer  
9039232923



Tour ID :- 5782 (4)  
JITENDRA JAINWAL

### 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 details)	Amount Claimed (₹)	Ticket No./MR No./Bus Ticket No.		Remarks
Date	Time	Station	Date	Time	Station							
02/01/2018	10:00 am	Ambikapur	02/01/18	1:00 pm	Balaram pur	ordinary	By Bus	Vijaya program	60	051		
04/01/18	6:00 pm	Balaram pur	04/01/18	3:00 pm	Ambika pur	ordinary	By Bus		60	442		

\*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
2	Balaram pur	3	800	1600/-
D.A	Balaram pur	3	600	1800/-
Total				3400/-

NOTE : Please enclose the supporting bill /declaration

1. Leave availed (if any) at  from  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					
1.	2/01/18	Ambikapur	Bus Stand	Bus Stand	3.2	Auto	12.00	for LED Tubelight	
2.	03/01/18	Balaram pur	Hotel	BPCL Pump Station	6	Auto	22.62	dispatch (3K Nos.)	
3.	03/01/18	Balaram pur	BPCL	Academy	6.2	Auto	23.37	for supervision of stickering (label) Price tag & Counting for Agreement with BPCL (E.O).	
Total							57.99/-		

### 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)

*Jitendra Jainwal*  
Signature of Employee

Date: 05/01/2018  
Mob: - 9039232923

Town ID :- 5782  
JITENDRA JAISWAL

Tour Allowance Claim Form for UPL Executives

**BILL/CERTIFICATE**  
**for Boarding/Lodging Charges**

Certified that I have incurred expenditure of about less than Rs. 3,577/- towards  
boarding/lodging expenses during the 02/01/2018 to 04/01/2018 days of calendar month  
JANUARY 2018.

Name- JITENDRA JAISWAL

Designation- Engineer

Jitendra Jaiswal  
2039232923