

## Energy Efficiency Services Limited

## TOUR APPROVAL FORM

Tour ID : 4707, 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
NC07392	Vikas Kumar Pandey	Male	29	8409294307	u_vpandey@eesl.co.in	Engineer	Technical	Chhattisgarh

Details of the tour:

1.	Project Name:	STL-2017-CH-RAIGARH
2.	Complete address of the place(s) to visit:	Raigarh Chhattisgarh
3.	City Type:	OTHER
4.	Contact Person:	Mr. Ved Prakash Dindore
5.	Purpose of the Tour:	Monitoring & Supervision of street lights in Raigarh.
6.	Proposed period of tour:	24-08-2017 - 20-09-2017

Details of the Movement

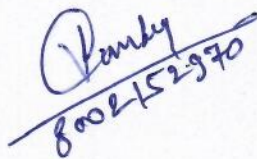
SL. No.	Date of Travel	Time of Travel	Preferred Train/Flight Name & No.	Station		Class	Need Ticket?	Remarks
				From	To			
1	24-08-2017	8:10am	13287, South Bihar Exp	Raipur	Raigarh	SL	No	trave by train
2	08-09-2017	9:00am	by bus	raigarh	ambikapur	odinary	No	trave by bus

Tour Advance

Total Days of Tour	Allowance Per Day(As per policy)	Total=(Allowance X Total Days) X 80%
28	Rs. 3000 (OTHER)	Rs.57120
Total Advance Sought : Rs. 0		

  
4707

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

  
8002152970





Vikash Kumar Pandey &lt;u\_vpandey@eesl.co.in&gt;

**Tour Approval Request: 24-08-2017 To 20-09-2017[Vikas Kumar Pandey]**

2 messages

no\_reply@eesl.co.in &lt;no\_reply@eesl.co.in&gt;

To: vdindore@eesl.co.in

Cc: u\_vpandey@eesl.co.in

Thu, Oct 12, 2017 at 6:42 PM

You have received a tour request form for approval.

<b>TOUR APPROVAL FORM</b>																	
								Tour ID : 4707									
<b>Details of the Employee proposing to undertake the tour:</b>																	
Employee Code	Name	Gender	Age(years)	Mobile No.	Email ID	Designation	Department	Posted At									
NC07392	Vikas Kumar Pandey	Male	29	8409294307	u_vpandey@eesl.co.in	Engineer	Technical	Chhattisgarh									
<b>Approved By EESL, Forwarded By:</b>			<b>Remarks :</b> Dear Sir, I would like to inform you, that I am work on field for SLNP project in Chhattisgarh state, Raigarh dist. From 24.08.2017 to 07.09.2017. & 08.09.2017 to 20.09.2017. In Ambikapur district Due to continues movements of mine I couldn't take tour approval for that, so please, kindly approve my tour on back date which I mentioned above.														
<div style="display: flex; justify-content: space-between;"> <div>           1. Project Name:            2. Complete address of the place(s) to visit:            3. City Type:            4. Contact Person:            5. Purpose of the Tour:            6. Proposed period of tour:         </div> <div> <b>Details of the tour:</b>            STL-2017-CH-RAIGARH            Raigarh Chhattisgarh            OTHER            Mr. Ved Prakash Dindore            Monitoring &amp; Supervision of street lights in Raigarh.            24-08-2017 - 20-09-2017         </div> </div>																	
<b>Details of the Movement</b>																	
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				From	To												
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<b>Tour Advance</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Total Days of Tour</th> <th>Allowance Per Day(As per policy)</th> <th>Total=(Allowance X Total Days) X 80%</th> </tr> <tr> <td>28</td> <td>Rs. 3000 (OTHER)</td> <td>Rs.57120</td> </tr> <tr> <td colspan="3">Total Advance Sought : Rs. 0</td> </tr> </table>									Total Days of Tour	Allowance Per Day(As per policy)	Total=(Allowance X Total Days) X 80%	28	Rs. 3000 (OTHER)	Rs.57120	Total Advance Sought : Rs. 0		
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28	Rs. 3000 (OTHER)	Rs.57120															
Total Advance Sought : Rs. 0																	
Please Login into apps.eeslindia.org for any action.																	
This is an auto-mailer. Please do not reply to this mail as it will go nowhere																	

no\_reply@eesl.co.in &lt;no\_reply@eesl.co.in&gt;

To: manishraiupl@gmail.com

Cc: vdindore@eesl.co.in, u\_vpandey@eesl.co.in

Sat, Oct 14, 2017 at 12:00 AM

Dear Manish Rai, You have been forwarded a tour request form for approval.

<b>TOUR APPROVAL FORM</b>								
								Tour ID : 4707
<b>Details of the Employee proposing to undertake the tour:</b>								
Employee Code	Name	Gender	Age(years)	Mobile No.	Email ID	Designation	Department	Posted At
NC07392	Vikas Kumar Pandey	Male	29	8409294307	u_vpandey@eesl.co.in	Engineer	Technical	Chhattisgarh
<b>Approved By EESL, Forwarded By:</b>			<b>Remarks :</b>					
[Quoted text hidden]								

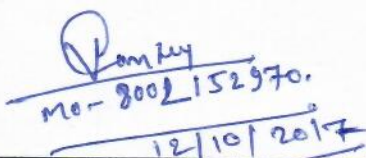
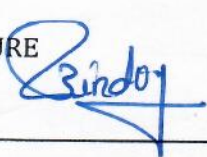
800 2152970



		SUBJECT: <b>SLNP (CU)</b>
TOUR REPORT		REF:
<b>DISTRIBUTION</b> <u>Designation</u>  <u>ENGINEER</u>	NAME(s): <b>VIKASH KUMAR PANDEY</b> PERIOD: <b>8/9/2017 to 20/9/2017</b> MEETINGS: VENUE: <b>AMBIKAPUR MUNICIPAL CORPORATION, (CU)</b> MAIN PERSONS CONTACTED: <b>MR. VED PRAKASH DINDORE</b>	

**BRIEF SUMMARY:**

- \* For SLNP project supervision & metering.
- \* met with municipal corporation official in Ambikapur (CU) and work start & field visit.
- \* for SLNP material receiving in Ambikapur
- \* Along with site visit.

CLASSIFICATION:  [ ] CONFIDENTIAL [ ] RESTRICTED	SIGNATURE (S)   no-8002152970. 12/10/2017	SUPERVISOR  SIGNATURE 
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## TOUR INFORMATION REPORT

Name of Executive: VIKASH KUMAR PANDEY  
Designation: ENGINEER  
Reporting Officer: Mr. VED PRAKASH DINDORE  
Proposed Date: 12/10/2017 From: 08/09/2017 To: 20/09/2017  
Project Details: SLNP (CU)

### 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): Click here to enter text.

Implementation for

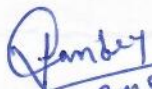
Distribution process

Training on ground

☒ Approved

☐ Not Approved

  
Approving Authority

  
MO-8002152970  
12/10/2017

**ENERGY EFFICIENCY SERVICES LIMITED**

**TOUR APPROVAL FORM**

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

Name	Designation	Emp. No.	Department
VIKASH KUMAR PANDEY	ENGINEER	NC 07392	SLNP (C.V)


**Details of the Tour:**

1.	Complete address of the place(s) to visit:	AMBIKAPUR, MUNICIPAL CORPORATION (C.V)
2.	Contact Person:	Mr. VED PRAKASH DINDORE
3.	Purpose of the Tour:	* For supervision & monitoring of SLNP in Ambikapur Distric (C.V) * for material Reciving (SLNP) in Ambikapur. * Along with site visit.
4.	Proposed period of tour:	08/09/2017 to 20/09/2017

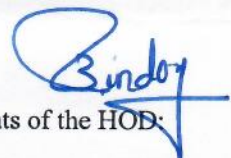
**Details of the Movement:**

S/No.	Date of Travel	Train / Flight Name & No.	Station		Class	Remarks
			From	To		
I)	08/09/2017	BUS	Raigarh	Ambikapur	SL	Self Booked.
II)	20/09/2017	BUS	Ambikapur	Raipur	SL	Self Booked

Date: 12/10/2017.

  
Signature of the Employee  
mo-8002152970

Comments of the Controlling Officer:

  
Comments of the HOD:

Tour Approved / Not Approved.

Signature of the MD (EESL)

(For cancellation / postponement, see overleaf)



**Tour Allowance Claim Form for UPL Executives**

<b>ENERGY EFFICIENCY SERVICES LIMITED TOUR TRAVELLING ALLOWANCE CLAIM</b>				Date:- <u>12/10/2017</u>	
	<u>NC-07392</u>	<u>8/09/2017</u>		<u>1</u>	<u>3</u> <u>AMBIKAPUR</u>
CARD CODE	EMPLOYEE NO.	TOUR COMMENCEMENT DATE	Mth/Days Tour	DESTINATION	
Name	<u>VIKASH KUMAR PANDEY</u>	Designation	<u>ENGINEER</u>	Scale of Pay	<u>24,994/-</u>
				Basic Pay	<u>22,236/-</u>
Department	<u>UPL</u>	H.O.	<u>NOIDA (UP)</u>		

**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	<u>3501/-</u>							<u>Self Booked</u>
2. Conveyance charges	<u>1654.72/-</u>							
3- Boarding & loading charges	<u>16900 1/-</u>							<u>Auto Self Booked</u>
A. Total	<u>18,904.72/-</u>							<u>Self Booked.</u>
Less Advance drawn from:								
C. NET CLAIM	<u>18904/-</u>							

18904/-

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

Name

\*To be furnished when cancellation charges are claimed

*[Signature]*  
No-8002132970



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	Remarks
Date	Time	Station	Date	Time	Station					No./Bus Ticket No.	
8/9/17	9:00 AM	Rajgarh	8/9/17	3:00 PM	Ambikapur	SL	BUS	Super Vison & membership of SLNP jor Ambikapur (C.V.)	300/-	095	
29/9/17	9:00 AM	Ambikapur	29/9/17	5:00 PM	Raipur	SL	BUS		350/-	H2	

\*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
8/09/2017 to 20/9/2017	AmBikapur (64)	13	1300	16900/-
				1
	13 Days.			16900/-
	Total			Total

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)	8/9/17	Rajgarh	Hotel	Budstana	7 Km	Auto	25	*Supervision & monitoring of SLNP in Ambikapur (C.G) *for SLNP Material Receiving in Ambikapur (C.G)	45 +1609.72 <hr/> 1654.72
2)	8/9/17	Ambikapur	Budstana	Hotel	5 Km	Auto	20		
3)		Ambikapur							
4)									
SHEETS ATTACHED.									
Total							45		

CERTIFICATE:

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

Counter signed

Bindy  
Signature

(Name & Designation of the Controlling officer)

Pandey  
Signature of Employee 8002152970

Date: 12/10/2017.



Designation - Engineer

Employ Code - NC 07392

Local Travel - Auto

Place:

Am Bika Pur (C-67) Period: 8/9/2010

Period: 8/9/2011 to

20/9/2017

Project: ~~DELP~~

SLNP(C, G)

[illegible]



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

Certified that I have incurred expenditure of about less than Rs. 18904/- towards boarding/lodging expenses during the 8/9/2017 to 20/9/2017 days of calendar month September 2017

Approved  
Bindori

Name- VIKASH KUMAR PANDEY

Designation- ENGINEER

Pandey  
Mo-8002152970  
12/10/2017