

Tour Allowance Claim Form for UPL Executives

ENERGY EFFICIENCY SERVICES LIMITED
TOUR TRAVELLING ALLOWANCE CLAIM

Date:- 13/12/2017

CARD CODE	EMPLOYEE NO.	TOUR COMMENCEMENT DATE	Mth/Days	TOUR	DESTINATION
	NC07123	07/12/2017	10/3	JASHPUR DISTRICT	
Name	JITENDRA JAISWAL	Designation	ENGINEER	Scale of Pay	E-1
Department	U.P.L.	H.O.	NOTIOA	Basic Pay	

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	290/-		
2. Conveyance charges	74/-		
3. Boarding & loading charges	1880/-		
D.A.	1800/-		
A. Total	4,044/-		
Less: Advance drawn from:	Zero		
C. NET CLAIM	4,044/-		
	4044/-		

Pay (₹) _____ Net Claim

Recover (₹) _____

Accounts Officer

D. Refund by cheque

Cheque No. _____ Dated _____
on _____ for _____

*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

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SECTION I : JOURNEY DETAILS (Please Indicate Ticket No. or attach M/R wherever fare claimed is for other than 11nd 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						
07/12/17	10:30 am	Balrampur	07/12/17	4:45 pm	Jashpur	Ordinary	By Bus		140/-	486	
08/12/17	11:30 am	Jashpur	08/12/17	1:25 pm	Pathalgam	Ordinary	By Bus		80/-	072	
09/12/17	11:20 am	Pathalgam	09/12/17	3:25 pm	Anulika	Ordinary	By Bus		70/-	190	

*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
1	Jashpur	1	800	800/-
1	Pathalgam	1	1080	1080/-
1	District Jashpur	3	600	1800/-
Total				3680/-

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/-	07/12	Jashpur	Bus Stand	CSPDCL Office	4.3 km	Auto	16/-	for Bulb's handovering to CSPDCL E.E (O&M) office	
2/-	07/12	Jashpur	CSPDCL Office	Hotel	4.3 km	Auto	16/-		
3/-	08/12	Pathalgam	Bus Stand	CSPDCL Office	4.2 km	Auto	15/-		
4/-	08/12	Pathalgam	CSPDCL Office	Bus Stand	4.2 km	Auto	15/-		
5/-	09/12	Anulika	Bus Stand	Base location	3.2 km	Auto	12/-		
Total							74/-		

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 Jaswal
Signature of Employee
Date: 13/12/2017

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BILL/CERTIFICATE
for Boarding/Lodging Charges

Certified that I have incurred expenditure of about less than Rs. 4,044/- towards
boarding/lodging expenses during the 07/12/2017 to 09/12/2017 days of calendar month
December 2016-2017

Titendra Jaiswal
13/12/2017.

Name- TITENDRA JAISWALDesignation- ENGINEER.mob:- 9039232923