



SUBJECT: Ujala
Distribution
monitoring &
Awareness.
& SLNP

TOUR REPORT

DISTRIBUTION

NAME (S) : JITENDRA JAISWAL

PERIOD : *14th Sep to 15th Sep 2017.*

VENUE : *CHIRIMIRI, DIST- KORIYA*

PT3

OBJECTIVE (S): **UJALA Distribution monitoring and Awareness** *& SLNP*

BRIEF SUMMARY & TASK PERFORMED:

- Inspection the sunmega ventures godown at *Chirimiri* town place, Along with the inspection of the Kiosk, Laptop, Tabs & other accessories of the Distribution Team (Sunmega ventures)
- Physical available Defective bulbs counting
- Met with Discom officials and discussed on important issues
- Inspection the counter setup at Discom offices and other prominent location
- *Supervision & monitoring SLNP in Chirimiri*
- *Material Receiving*

CLASSIFICATION:

[] CONFIDENTIAL [] RESTRICTED

SIGNATURE (S)

SUPERVISOR

SIGNATURE

ENERGY EFFICIENCY SERVICES LIMITED

TOUR APPROVAL FORM

Details of the Employees proposing to undertake the tour:

Name	Designation	Emp. No.	Department
JITENDRA JAIWAL	ENGINEER	NC07123	U.P.L

Details of the Tour:

1.	Project Name:	SLNP & UJALA.
2.	Complete address of the place(s) to visit:	Chirimizi & Manendragadh DISTRICT - KORAYA.
3.	Contact Person:	Municipal Corporation official & CSPDCL official
4.	Purpose of the Tour:	→ for material receiving (LED bulbs) in Chirimizi for UJALA → Supervision & monitoring of SLNP in Chirimizi → Along with Counter visit.
5.	Proposed period of tour:	14th Sep 2017 to 15th Sep 2017

Details of the Movement:

S/No.	Date of Travel	Train / Flight Name & No.	Station		Class	Remarks
			From	To		
1.	14th Sep 2017	Ry Bus	Ambikapur	Chirimizi		
2	14th Sep 2017	Ry Bus	Chirimizi	Manendragadh		
3	16th Sep 2017	Ry Bus	Manendragadh	Ambikapur		

Date: 19/09/2017

Jitendra Jaiwal
Signature of the Employee

Comments of the Controlling Officer:

Comments of the HOD:

Tour Approved / Not Approved.

Signature of the MD (EESL)

(For cancellation / postponement, see overleaf)

TOUR INFORMATION REPORT

Name of Executive: JI TENDRA JAISWAL

Designation: ENGINEER

Reporting Officer: Mr. VEDRAKASH DENDRE (R.M)/C.G

Proposed Date: 14th Sep 2017 From: 14th Sep 2017 To: 15th Sep 2017

Project Details: DFLP Scheme

Purpose of Visit

Project Development

☐ Preliminary Meeting

☐ Seminar/Workshop/Presentation

☐ Other (specify): Click here to enter text.

Project Co-ordination

☒ Follow-up meeting

☐ Project Kick-off

☐ Techno-commercial Discussion

Project Implementation

☒ Project Supervision

☐ Project Execution

☐ Approved

☐ Not Approved

Approving Authority

Tour Allowance Claim Form for UPL Executives

ENERGY EFFICIENCY SERVICES LIMITED
TOUR TRAVELLING ALLOWANCE CLAIM

Date:- 19/09/2017

CARD CODE	EMPLOYEE NO.	TOUR COMMENCEMENT DATE	Mth/Days Tour	DESTINATION
	NC07123	14 th Sep 2017	- 2 D	Chirimiri, Koriya-District
Name	JITENDRA JAINWAL	Designation	ENGINEER	Scale of Pay
				E-1
Department	U.P.L	H.O	NIODA.	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		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	290/-		
2. Conveyance charges	94.25/-		
3. Boarding & loading charges	4112		
A. Total	4,496.25/-		
Less Advance drawn from:			
C. NET CLAIM	4,496/-		
	4496/-		
D. Refund by cheque			
Cheque No.....	Dated		
on	for (').....		

Pay (')..... Net Claim

Recover (').....

Accounts Office

*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

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							
14/09	9:30am	Amritkpur	14/09	1:45pm	Chirni	By Bus			130	37		
14/09	7:30pm	Chirni	14/09	8:10pm	Manendragarh	By Bus			30	045		
16/09	1:30pm	Manendragarh	16/09	8:40pm	Amritkpur	By Bus			130	202		

*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	Manendragarh	3	1300 + 312 Tax	2912
	D.A	2	600	1200
	Total			4112

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.	14/09	Chirni	Codown vihar	Badli Bazar	8	Auto	30.16	For material receiving (LEO sub)	
2.	14/09	Chirni	Counter visit & for SLNP		10	Auto	37.70	SLNP supervision & monitoring	
3.	15/09	Manendragarh	CIPDCL & Counter visit		7	Auto	26.39		
Total							94.25		

CERTIFICATE:

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

Counter signed

Signature

(Name & Designation of the Controlling officer)

Signature of Employee

Date: 19/09/2017

Hotel Hasdeo Inn

NH43, Ring Road
MANENDRAGARH
Ph.: 07771 243810/11

Reg. No. : 20864
Bill No. : 0000366 / 0
Date : 15/09/2017

MR. JITENDRA JAISWAL/EESL
Mungeli Bilaspur

Room No. : 309

Days Occupied: 2

Royal Deluxe

Arrival : 14/09/2017 Time: 9:30:16 PM

Departure: 16/09/2017 Time: 01:34:24 AM

DATE	LICENSE	EP/EH	ROOM	SRV.	RESTAUR.	PHONE	LAUNDRY	MISC	TOTAL
14/09	1300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1300.00
15/09	1300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1300.00
16/09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

TOTAL 2600.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 2600.00

Ext 0 HRS 0.00

Discount @ 0% 0.00

CBST @ 6.00% 156.00

GUTIN: 22AABCF2319R34J

SGST @ 6.00% 156.00

Advance M.R. Nos :

Total : 2912.00

Less Advance : 0.00

Net Recived/Retund : 2912.00

Rupees Two Thousand Nine Hundred Twelve Only

Signature of the Guest

For Hotel Hasdeo Inn

For,
Hotel Hasdeo Inn

छाबड़ा बस सर्विस, अम्बिकापुर

यात्री

37

तक

राया

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

बस सर्विस

यात्री

ता.

से

तक

किराया

045

बस टिकट वापस नहीं होगा
यात्री व लगेज की जिम्मेदार कंपनी नहीं होगी। हस्ता.
टिकट - राया बस, अम्बिकापुर

शमीम ट्रांसपोर्ट, अम्बिकापुर

यात्री

तक

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

BILL/CERTIFICATE
for Boarding/Lodging Charges

Certified that I have incurred expenditure of about less than Rs. 4,496/- towards
boarding/lodging expenses during the 14th Sep 2017 to 15th Sep 2017 days of calendar month
September 2016. 2017

Name- JITENDRA
JAIWAL

Designation- ENGINEER
Jitendra Jaiwal