




		SUBJECT:
TOUR REPORT		REF:
DISTRIBUTION 1. BRIJESH KUMAR. 2. PRABHAT KUMAR.	NAME(S): VAIBHAV GUPTA. PERIOD: 3 DAYS. MEETINGS: STREET LIGHT SAFETY TRAINING. VENUE: CO NOIDA. MAIN PERSONS CONTACTED: PANKAJ MOHAN (AGM), BB GUPTA.	

BRIEF SUMMARY:

Training on Safety Workshop for "safe Installation and Maintenance Practices of street lighting Solutions."

This Training the Main objective is that How to overcome the Accidents in Sites. Training focuses on the Basic Terminology of safety, OSH, Accidents, the cause and cost of accidents, Project Safety and Risk Management.

Follow-up Items

CLASSIFICATION: [] CONFIDENTIAL [] RESTRICTED	SIGNATURE (S)  27/12/2017	SUPERVISOR SIGNATURE
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ENERGY EFFICIENCY SERVICES LIMITED TOUR TRAVELLING ALLOWANCE CLAIM				Date : 27/12/2017	
CARD CODE	MCO7428	EMPLOYEE NO.	20/12/2017	Mth/Days Tour	03 DELHI.
Name		Designation		Scale of Pay	
VAIBHAV GUPTA		SR. ENGINEER		E-I	
Basic Pay		28,089			
Department		H.O.			
STREET LIGHT.		SHIMLA (H.P)			
Section I : Calculation of total TA admissible (Please fill this Section after filling Section II to V) Note : Cheque drawn in favour of Energy Efficiency Services Limited if net claim is negative.					
		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(₹))	
1. Journey Fares					
By Air					
By Rail & Road ✓		3262			
		Cost of Ticket Dr.			
2. Conveyance charges & Misc. expenses II + V		750			
3. Accommodation charges		-			
4. Daily allowance		2250			
A. Total 1 to 4		6262			
Less Advance drawn from:					
5. Corporate Centre					
6. From Projects, If any					
B. Total 5 & 6					
C. NET CLAIM (A-B)		6262/-			
Claim Date :		Pay (₹)..... Net Claim			
D. Refund by cheque		Recover (₹).....			
Cheque No..... Dated					
on for (₹).....					
		Accounts Officer			
SECTION II : Details of Miscellaneous Expenses incidental To Tour					
NOTE : Enclose receipts for amount claimed					
S.No.	Particulars of Expenses	Amount (₹)	*The cancellation of booking was due to official reasons Signature of Head of Department Name Designation Date *To be furnished when cancellation charges are claimed		
	Total				

SECTION II : 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			Mode! & 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						
20/12/17	21:30	Bilaspur	21/12/17	10:00	Delhi	CC	BUS	Street	1515	TKAX54697295	
23/12/17	21:15	Delhi	24/12/17	10:00	Bilaspur	CC	BUS	light Safety Training	1747	TK9686552677	

*Note: Where tickets are provided by the company the fare may be indicated in remarks column.

SECTION IV : DETAILS OF CLAIM FOR DA & EXPENDITURE INCURRED FOR ACCOMMODATION (Excluding leave availed)

Midnight (00hrs) spent in	Station	Date(s)	No. of Days for DA	Rate per Day(₹)	Amount of Daily Allowance(₹)	Name of Hotel/Guest House	Amount for Hotel Accommodation(₹)	Name of persons with whom accommodation shared
Principal City	Delhi	21/12/17	3	750	2250			
Ordinary City								
Journey								
Total			3		2250			

NOTE : Please enclose the supporting bill & receipt for the amount paid on account of hotel/guest house accommodation charges

1. Leave availed (if any) at from to
2. Both Boarding and lodging/Boarding only lodging/only was providing free of cost at from to

SECTION V : DETAILS OF CONVEYANCE 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.	20/12/17	Bilaspur	Bilaspur	Delhi	18	Auto	50	Street light Safety Training	
2.	21/12/17	Delhi	Kashmiri	Noida	25	Auto	100		
3.	21/12/17	Noida	Noida	Uttam Nagar	35	Auto	150		
4.	22/12/17	Delhi	Uttam Nagar	Noida	35	Auto	150		
5.	22/12/17	Noida	Noida	Uttam Nagar	35	Auto	150		
6.	23/12/17	Delhi	Uttam Nagar	Bus Stand	35	Auto	150		
Total							750		

CERTIFICATE :

Certified that: (i) Wherever lodging charges for stay in a hotel have been claimed, Company Guest house accommodation was not available.
(ii) I am/am not in receipt of HRA of availing the facility of leased accommodation at any of the tour stations for which daily allowance has been claimed

Counter signed

Signature
(Name & Designation of the Controlling officer)

Signature of Employee
Date: 27/12/2017