

**Tour Allowance Claim Form for UPL Executives**

<b>ENERGY EFFICIENCY SERVICES LIMITED</b>				<b>Date:- 23.10.17</b>	
<b>TOUR TRAVELLING ALLOWANCE CLAIM</b>					
CARD CODE	EMPLOYEE NO.	TOUR COMMENCEMENT DATE	Mth/Days Tour	DESTINATION	
	NC6762	14.09.17	05	Bajmath and Sulah	
Name		Designation	Scale of Pay	Basic Pay	
RAJESH KUMAR		Engineer	23300	16000	
Department		H.O.			
VTALA (H.P)		EESL (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	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 Bus		
By Rail & Road	Rs 478		
	Cost of Ticket Dr.		
2. Conveyance charges	—		
3- Boarding & loading charges (CPA)	4x750 = 3000		
A. Total	3478.00		
Less Advance drawn from:	0 — 0		
C. NET CLAIM	Rs 3478		

Pay (')..... Net Claim

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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



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)

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

NOTE : Please enclose the supporting bill /declaration

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.

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)

Signature of Employee

Date: 23.10.17

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### SELF-DECLARATION FORM

I, RAJESH KUMAR, hereby declare that I have deputed to conduct **CSR Inauguration** Activity at **Sulah and Baijnath** constituencies of **himachal Pradesh**, during period **14-09-17 to 18-09-2017**. Kindly approve my **composite DA** as per policy for total no of days i.e. **4days** and total amount of **Rs.**  
750X4 = 3000 (In words) Three thousands only.

Name:- Rajesh Kumar

Employee No:- NLO 6762

Signature:- (Rajesh Kumar)

Date: - 10/11/2017

Place:- Shimla (R.O.)