

ENERGY EFFICIENCY SERVICES LIMITED				Date : 2/2/2018.	
TOUR TRAVELLING ALLOWANCE CLAIM					
CARD CODE	NCO7428	EMPLOYEE NO.	15/01/2018	Mth/Days Tour	04 CHANDIGARH, SHIMLA.
Name		Designation		Scale of Pay	Basic Pay
VAIBHAV GUPTA.		SR. ENGINEER		E-I	28,089
Department		H.O.			
SLNP.		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.

1. Journey Fares	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(₹))										
By Air												
By Rail & Road ✓	320											
	Cost of Ticket Dr.											
2. Conveyance charges & Misc. expenses II + V	400											
3. Accommodation charges	3567											
4. Daily allowance	2400											
A. Total 1 to 4	6687/-											
Less Advance drawn from:												
5. Corporate Centre	-											
6. From Projects, If any	-											
B. Total 5 & 6	-											
C. NET CLAIM (A-B)	6687/-											

Pay (₹)..... Net Claim

Claim Date :

D. Refund by cheque
 Cheque No..... Dated
 on for (₹).....

Recover (₹).....

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
Total			

Signature of Head of Department
 Name
 Date
 Designation

*To be furnished when cancellation charges are claimed

SECTION II : 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						
15/11/18	08:30	Bilaspur	15/11/18	14:00	Chandigarh	CC	BUS	Meep Training at Chandigarh.	170	591186/794460	
18/11/18	09:00	Shimla	18/11/18	18:30	Bilaspur	CC	BUS		150		

*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								
Ordinary City	Chandigarh Shimla	15/11/18	4	600	2400	Hotel Alpine Pluto Shimla	3567	NA -
Journey								
Total			4	Total	2400	Total	3567	

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.

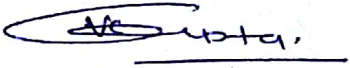
Sl No.	Date	Station	Place of Visit (specify Locality)		Distt. In Kms. (approx)	Means of Travel	Amount (₹)	Purpose (in brief)	Station-wise weekly total
			From	To					
1.	15/11/18	Bilaspur	Room	Bus stand	5	Auto	50	Meep Training at Chandigarh and Reviews Meeting at Shimla RO.	
2.	15/11/18	Chandigarh	Bus stand	Hotel	20	Auto	100		
3.	16/11/18	Chandigarh	Hotel Alpine	Hotel Hyatt	10	Auto	50		
4.	17/11/18	Shimla	Hotel	Shimla RO	5	Auto	50		
5.	18/11/18	Shimla	Hotel	Bus stand	10	Auto	100		
6.	18/11/18	Bilaspur	Bus stand	Room	5	Auto	50		
Total							400		

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 : 2/2/2018.

TOUR REPORT	Subject: MEEP Training at Chandigarh and Review meeting at Shimla RO.
TOUR ID	6202
PROJECT NAME	SLNP
PROJECT CODE	HPEE630002
NAME	<u>Vaibhav gupta</u>
EMPLOYEE CODE	NC07428
DESIGNATION	Senior Engineer
PERIOD	15/01/18 To 18/01/18
DURATION	4 Days
VENUE	Hyatt Chandigarh, Shimla RO.
	PURPOSE OF TOUR
	<u>MEEP training and review meeting.</u>
	ACTIVITIES DONE
	MEEP training given by IPH trainer at Chandigarh, and review meeting conducted by regional manager at Shimla RO where all projects discussed at a brief.