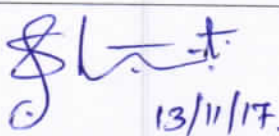
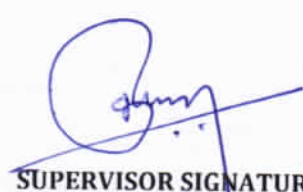




		SUBJECT: Gujarat Street Light National Project
TOUR REPORT		REF: SLNP GUJARAT
DISTRIBUTION :	<p><b><u>NAME (S):</u></b> ANUSH THORAT</p> <p><b><u>PERIOD:</u></b> 30/10/2017 TO 31/10/2017 (2 days)</p> <p><b><u>MAIN PERSONS CONTACTED:</u></b></p> <ol style="list-style-type: none"><li>1. MR. KULDEEP KUMAR SIR</li><li>2. MR. SUNIL PRABHU</li><li>3. MR. RAMKRISHNA</li><li>4. MISS. ABOLEE</li></ol> <p><b><u>OBJECTIVE (S):</u></b></p> <ol style="list-style-type: none"><li>1. Meeting regarding pending claims.</li></ol>	

**BRIEF SUMMARY:**

1. To know the process of claims.
2. List of documents (enclosures) to be attached with claims.
3. How to apply the circular's provisions to respective claims.

CLASSIFICATION: <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> RESTRICTED	 13/11/17. SIGNATURE	 SUPERVISOR SIGNATURE
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## Tour Allowance Claim Form

ENERGY EFFICIENCY SERVICES LIMITED  
TOUR TRAVELLING ALLOWANCE CLAIM

Date:- 13/11/2017

CARD CODE	EMPLOYEE NO.	TOUR COMMENCEMENT DATE	Mth/Days Tour	DESTINATION
	NC07571	30/10/2017	02	Mumbai zonal office
Name	Designation	Grade/ Scale of Pay	Basic Pay	
Anush Thosar	Finance Assistant	W3		
Department	R.O			
SLNP-surat	surat regional office			

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	120/-		Surat to Panvel (Mum- bai)
By Air			
✓ By Rail & Road	60+50 = 110/-		Borivali to Surat (Return Journey)
	Cost of Ticket Dr.		
2. Conveyance charges	600/-		
3- Boarding & loading charges	(500x2 = 1000/-)		(Composite daily Allowance)
A. Total	1830/-		@ nce CDA ⇒ @ 500/day.
Less Advance drawn from:			
C. NET CLAIM	1830/-		

Pay (' )..... Net Claim

D. Refund by cheque

Cheque No..... Dated .....

on .....

Recover (' ).....

Accounts Officer

\*The cancellation of booking was due to official reasons

Signature of Head of Department

Name

Name

Designation

\*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 IIInd 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						
28/10/17	18:45	Surat	29/10/17	ZAM	panvel	General	RMR DBTS	meeting with Mumbai	120/-	95024306	departure from surat to mumbai
31/10/2017	23:05	Borivali	1/11/17	10:56	Surat	General	Avadh Express	Return Journey	110/-	66127558	Return journey

\*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
—	—	—	—	NA
—	—	—	—	NA
Total				Total

{ Composite daily Allowance : CDA @ 500/day  
∴ 500X2 = 1000/- }

NOTE : Please enclose the supporting bill /declaration

1. Leave availed (if any) at — from — to —

#### SECTION III : DETAILS OF CONVEYANCE CHARGES CLAIMED

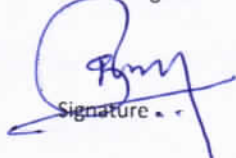
NOTE: If the space provided is insufficient, separate sheet in the same Performa may be attached duly signed by the claimant.

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	30/10/17	Mumbai	Kharghar	Nariman Point	41	Auto	150/-	Home to office	
2	30/10/17	—	Nariman Point	Kharghar	41	Auto	150/-	office to Home	
3	31/10/17	—	—	—	—	—	150/-	Home to office	
4	31/10/17	—	—	—	—	—	150/-	office to Home	
Total							600/-		

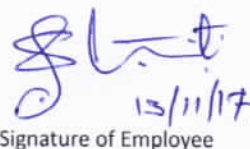
#### CERTIFICATE:

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:



શુભ યાત્રા  
HAPPY JOURNEY

095024306

28/10/2017

સરનામું: 120/- JOURNEY 430/-  
UTS: 80410V95CD

સુરત અનેલ દુ. પ  
સુરત To PRMVA  
VIA BSP DIVA  
AD: 1 CH: 0  
JCU ON: 28/10/2017  
SAC: 994421 IR: 24AAAGM0289C17  
Passenger Helpline No: 138  
R17224 28/10/2017 18:45  
ST W 9

verified  
જાહેર

WESTERN RAILWAY (UTS)  
CFPL MUM 01/2017  
ALL INDIA PASSENGER HELPLINE NO. 138  
SIL 130 GSM (+5%) ALL INDIA P.A.S-SENDER HELPLINE NO.

શુભ યાત્રા  
HAPPY JOURNEY

060127558

31/10/2017

સરનામું: 50/- JOURNEY 7558  
UTS: 8000VCA9C

બોરવલી અનેલ દુ. પ  
BORIVALI To VAPI  
VIA  
AD: 1 CH: 0  
Commence Journey Within 3Hrs or Dep. of First Train  
SAC: 994411 IR: 2/AAAGM0289C22  
Passenger Helpline No: 138  
R19116 31/10/2017 23:05  
PVI W 7

verified  
જાહેર

WESTERN RAILWAY (UTS)  
ALL INDIA PASSENGER HELPLINE NO. 138  
CFPL MUM 12/2016  
SIL 130 GSM (+5%)

શુભ યાત્રા  
HAPPY JOURNEY

055117878

01/11/2017

સરનામું: 50/- JOURNEY 7878  
UTS: 896CBV011A

વપી અનેલ દુ. પ  
VAPI To SURAT  
VIA  
AD: 1 CH: 0  
Commence Journey Within 3Hrs or Dep. of First Train  
SAC: 994411 IR: 24AAAGM0289C17  
Passenger Helpline No: 138  
R19174 01/11/2017 10:56  
VAPI W 7

verified  
જાહેર

WESTERN RAILWAY (UTS)  
ALL INDIA PASSENGER HELPLINE NO. 138  
CFPL MUM 12/2016  
SIL 130 GSM (+5%)

જાહેર  
13/11/17.