

Energy Efficiency Services Limited

TOUR APPROVAL FORM

Tour ID : 5802, Status : Approved

Details of the Employee proposing to undertake the tour:

Employee Code	Name	Gender	Age (years)	Mobile No.	Email ID	Designation	Department	Posted At
NC06763	Ayush Chauhan	Male	27	9805179794	u_achauhan2@eesl.co.in	Engineer	Technical	Himachal Pradesh

Details of the tour:

1.	Project Name:	HPBU000001
2.	Complete address of the place(s) to visit:	EESL Head Office noida.
3.	City Type:	METRO
4.	Contact Person:	Amir siddiqui and Mukesh kumar
5.	Purpose of the Tour:	Ujala training regarding punjab and haryana
6.	Proposed period of tour:	19-12-2017 - 22-12-2017

Details of the Movement

SL. No.	Date of Travel	Time of Travel	Preferred Train/Flight Name & No.	Station		Class	Need Ticket?	Remarks
				From	To			
1	19-12-2017	5:30 pm	By bus	Bilaspur	Shimla	ordinary	Yes	Rs 136
2	20-12-2017	11:00 am	By Bus	Shimla	Delhi	AC Volvo	Yes	Rs 801
3	22-12-2017	8:00 pm	By Bus	Delhi	Shimla	AC volvo	Yes	Rs 942

Tour Advance

Total Days of Tour	Allowance Per Day (As per policy)	Total=(Allowance X Total Days) X 80%
4	Rs. 3000 (METRO)	Rs.9600
Total Advance Sought : Rs. 0		



5802

Approved By EESL, Forwarded By :Manish Rai[UPL Representative]

Tour Allowance Claim Form for UPL Executives

ENERGY EFFICIENCY SERVICES LIMITED TOUR TRAVELLING ALLOWANCE CLAIM				Date:- 04/01/2018	
	NC06763	19/12/17		04	BESL H.O. NOIDA
CARD CODE	EMPLOYEE NO.	TOUR COMMENCEMENT DATE	Mth/Days Tour		DESTINATION
Name	AYUSH CHAUHAN	Designation	ENGINEER		Scale of Pay 28,531/- Basic Pay 22,000/-
Department	UJALA H.P.		H.O. 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.						Remarks
		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 ✓	Rs 1879/-							
	Cost of Ticket Dr.							
2. Conveyance charges	Rs. 408/-							
3- Boarding & loading charges	Rs. 3000/-							
A. Total	Rs.							
Less Advance drawn from:								
C. NET CLAIM	Rs. 5287/-							

Pay ('')..... Net Claim

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.

Midnight (00hrs) Spent	Station	No. of days	Slab Rate	Boarding & Lodging charges
Principa City				
Ordinary City				
Metro City (CDA)	DELHI	No. 4	Rs. 750/-	

1. Leave availed (if any) at from to

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

CERTIFICATE:

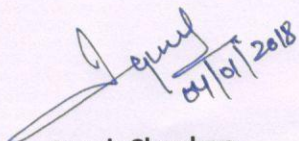
Counter signed

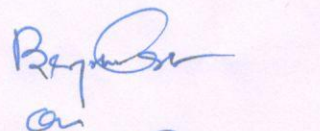
(Name & Designation of the Controlling officer)

Signature of Employee

Date: 04/01/2018

TOUR REPORT	Subject: Ujala Meeting for Punjab and Haryana
TOUR ID PROJECT NAME PROJECT CODE NAME EMPLOYEE CODE DESIGNATION PERIOD DURATION VENUE	5802 UJALA HPBU000001 Ayush Chauhan NC06763 Engineer 19/12/17 To 22/12/17 4 Days EESL Head Office Noida PURPOSE OF TOUR UJALA Meeting for Punjab and Haryana ACTIVITIES DONE Had a meeting with Mr. Mukesh kumar (Engineer), Preliminary Meeting Officials, and Executions ULALA and current Status for Both the States and Detailed Discussion or Overview for Projects 19/12/17 To 22/12/17 at EESL Delhi Head Office


 Ayush Chauhan
 04/01/2018


 Rajendra
 04/01/18

[illegible]



हिमाचल पथ परिवहन निगम

HIMACHAL ROAD TRANSPORT CORPORATION

JOURNEY CUM RESERVATION TICKET



JOURNEY DATE	DEP. TIME	TRIP. NO.	SEAT NO.	TICKET NO.
20/12/2017	11:15	2	23, 24	MC 740620
SERVICE CLASS	BOARDING PLACE	DESTINATION		
HIMSAUTA AC VOLVO	SHIMLA ISBT	TUTUKAUDI		
SCANIA 2X2		DELHI ISBT KASHMIRI GATE		
SPL FARE	CH UP	JK	HR	UK
96	50	0	848	0
				HP
				540
				PB
				130
				RJ
				0
M + A CHR	DISC	NET AMT		
138.00	आरक्षण शुल्क	कुल किराया		
	RESERVE	TOTAL 502.00		
STAMP/SIGNATURE				

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1/03/2018

HRTC Official Website for Online Bus Ticket Booking - hrtchp.com

Email : hrtchq@gmail.com
Customer Support

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Ticket Enquiry

HIMACHAL ROAD TRANSPORT CORPORATION
JOURNEY CUM RESERVATION TICKET

Onward Journey Ticket Details

Service No : 8, HIMACHAL BHAWAN DELHI - SHIMLA ISBT TUTIKANDI : 20:00 HRS

TICKET NO.	SERVICE NO	SERVICE CLASS
201712220008652	8	HIMSUTA AC VOLVO / SCANIA 2X2
SOURCE	JOURNEY DATE	Boarding Time
HIMACHAL BHAWAN DELHI	22-Dec-2017	20:00 HRS
DESTINATION	TRANSACTION REF.NO.	
SHIMLA ISBT TUTIKANDI	OB2017200212865	

BOARDING PLACE : HIMACHAL BHAWAN DELHI ALTERNATE BOARDING POINT : ALIGHTING POINT : SHIMLA ISBT TUTIKANDI

No. of Seats : 2(Adults: 2 Children: 0)

Total Fare Details

Original Basic Fare	1714.00	Concession Amount	0
Basic Fare	1714	Concession Type	No Discount
Toll Fee	30	Service Charges	28
Total Levies	112		

Total Fare: 1884 / 2 = 942

Passenger Information

Seat No	Passenger Name	Age	Gender
23 ; 24	AYUSH CHAUHAN ; PARUL GAZTA	27 ; 25	MALE ; MALE

Enroute Refreshment

Refreshment Rates

Passenger who has to carry the Identity card in original.

Note : You have to pay discount given, if you failed to produce Smart Cards on demand during journey.

Terms and Conditions :

- The arrival and departure of the bus will depend up on the condition of roads, weather and the natural calamity.
- Travelling without Ticket is offence. However in case of e-Tickets, if your e-Ticket is confirmed i.e appearing in your account booking history, you can travel without Printout of e-Ticket at your Mobile/Laptop along with any ID Proof.
- Passenger is himself responsible for his luggage.
- In case of any technical problem, the traveller will be allowed to travel in other HRTC buses or refund will be made for the remaining journey.
- Any ID proof must be carried with you at the time of travelling.
- No Email request will be entertained for cancellation of e-Tickets.
- GST & Service Charges are Non-Refundable.
- Website url: <http://www.hrtchp.com>

Excerpts from Regulation

- e-Tickets can be booked upto 4 hours prior to departure time of the bus from originating station of the route.
- Customer will only get the e-Ticket when the transaction has been done completely. For any incomplete transaction HRTC will not be responsible.
- Passengers who fail to Board the Bus at the Source Station mentioned in the e-Ticket have no right to claim refunds in such cases.
- Claims for refunds in case of reduced or diverted services will not be entertained.
- e-Tickets are not transferable and do not confer any priority upon the holder over genuine passenger.
- Tickets which are loaned, lost or stolen will not be replaced.
- HRTC has full rights to change Bus fares/Bus Departure Time/cancellation rules any time Depending on the Rules and Regulations.

In Case of Cancelling Tickets

- An amount of 10% of fare will be deducted in case the cancellation of e-tickets is upto 12 hours prior to the departure time of the bus (from originating station of the route).
- An amount of 25% of fare will be deducted in case the cancellation of e-tickets is with in 4 to 12 hours prior to the departure time of the bus (from originating station of the route). After this no cancellation is allowed.
- The e-Tickets can only be cancelled by the User himself upto 4 hours prior to the Departure Time of the bus (from the originating station of the route) by logging in to his/her account and then clicking on Print/Cancel link shown against the e-Ticket and then clicking on Cancel Button appeared on Tickets Detail Page. e-Tickets can not be cancelled at HRTC Counters.
- The service charges are non-refundable in case of e-Tickets cancellation.
- No refund will be made in case of e-tickets after departure of bus (from the originating station of the route).
- e-Tickets can only be cancelled by the User himself upto 4 hours prior to the Departure Time of the bus from the Originating Station of the Route by logging in to his/her account and then clicking on Print/Cancel link shown against the e-Ticket. e-Tickets can not be cancelled with in 4 hours prior to the Departure Time of the bus from the Originating Station of the route through any mode.
- For example : If an e-Ticket is booked from Shimla-Delhi for Rampur-Delhi route departing at 5:00PM from Rampur (Originating Station of the Route) and 9:30PM from Shimla (Source of the Passenger), then the cancellation rules will be applicable from the Departure Time from Rampur (Originating Station of the Route) and not from Shimla (Source Station of the Passenger e-Ticket). This e-Ticket can be cancelled by the user himself upto 1:00PM. No cancellation will be allowed for this e-Ticket after 1:00PM through any mode. No Email request will be entertained for cancellation of tickets.