

Tour ID: MEP-2017-UK-DEHRADUN Tour ID - 5984
 Project

Tour Allowance Claim Form for UPL Executives

| | | | | |
|---|--------------|------------------------|--------------------|---------------------------------|
| ENERGY EFFICIENCY SERVICES LIMITED TOUR TRAVELLING ALLOWANCE CLAIM | | | Date: - 22/01/2018 | |
| C07029 | O/088 | 10/01/2018 | 02 Day | Dehradun, Uttarakhand |
| CARD CODE | EMPLOYEE NO. | TOUR COMMENCEMENT DATE | Mth/Days Tour | DESTINATION |
| Name | Sachin Kumar | Designation | Sr. Engg. | Scale of Pay E1 Basic Pay 20540 |
| Department | MuDSM (MEEP) | H.O | 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 | 3090 | | | | | | | | |
| Cost of Ticket Dr. | | | | | | | | | |
| 2. Local Conveyance charges | 810 | | | | | | | | |
| 3- Boarding& loading charges | 1562 (Hotel)+420 (DA)=2042 | | | | | | | | |
| A. Total | 5942 | | | | | | | | |
| Less Advance drawn from: | | | | | | | | | |
| C. NET CLAIM | 5942 | | | | | | | | |

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

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

D. Refund by cheque
 Cheque No..... Dated
 On for(')).....

Recover (')).....

Accounts Officer

*The cancellation of booking was due to official reasons

NA

Name

Signature of Head of Department
 Name
 Designation

*To be furnished when cancellation charges are claimed

ON: JOURNEY DETAILS (Please Indicate Ticket No. _____)

Part I 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 | Amount Claimed () | Ticket No./MR | Remarks |
|-----------|-------|-----------|---------|-------|-----------|----------------------------------|---------------------------------|---------------------------------------|--------------------------|-----------------------|---------|
| Date | Time | Station | Date | Time | Station | | | | | No./Bus Ticket No. | |
| 10/01/18 | 23:50 | New Delhi | 11/1/18 | 05:40 | Dehradun | 2A | 12205/ Nanda Devi Exp | | 1250 | 2721926840 | |
| 11/01/18 | 17:00 | Dehradun | 11/1/18 | 22:45 | New delhi | EC | 12018/ Dehradun SHTBDI | | 1840 | 2721988343 | |

*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 |
|---------------------------|----------|----------------|---------------|----------------------------|
| Ordinary City (DA) | Dehradun | 01 | @ 480 | 480 |
| Hotel | Dehradun | 01 | | 1562 |

NOTE : Please enclose the supporting bill /declaration

1. Leave available (if any) at **NA** From **NA** to **NA**

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.


| 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 | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | Saparate Sheet Attach | | | | | | |
| | | | | | | | | | |
| Total | | | | | | | 810 | | |

CERTIFICATE:

Certified that: I was physically present at the touring station as above for the indicated days.

Counter signed

[Signature] (23-01-18)
Signature


Signature of Employee

(Name & Designation of the Controlling officer)

Mandeep Kumar
Manager (Tech.)
MEEP

Date: 22/01/2018