

ENERGY EFFICIENCY SERVICES LIMITED				Date : 18/1/18.	
TOUR TRAVELLING ALLOWANCE CLAIM					
CARD CODE		EMPLOYEE NO.	TOUR COMMENCEMENT DATE	Mth/Days Tour	DESTINATION
		AK-06761.	3/01/2018 To 10/1/2018	2.	SHIMLA - HAMIRPUR - UNA - SHIMLA.
Name		ZISHAN SHEKH.	Designation	ENGINEER	Scale of Pay
					25,740/-
Department		TECHNICAL (USALA)	H.O	NOIDA.	Basic Pay
					22,236/-

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.

		FOR ACCOUNTS DEPTT.									
		Amount Claimed (to be filled in by the employee)(₹)	Amount admitted by Accounts (enter only if claims are claimed ticket, booked by company or Cheque Amount(₹))								Remarks
1. Journey Fares											
By Air											
By Rail & Road											
Cost of Ticket Dr.											
2. Conveyance charges & Misc. expenses II + V											
3. Accommodation charges											
4. Daily allowance		1,200/-									
A. Total 1 to 4		1,200/-									
Less Advance drawn from:											
5. Corporate Centre											
6. From Projects, If any											
B. Total 5 & 6											
C. NET CLAIM (A-B)		1,200/-									

Pay (₹)..... Net Claim

Claim Date :

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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 Signature of Head of Department Name Designation Date *To be furnished when cancellation charges are claimed
Total			

SECTION II : 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						
9/1/18	8 AM	SHIMLA	9/1/18	4 PM	HAMIRPUR	OFFICE LAR	—		—	—	By OFFICE LAR.
10/1/18	9 AM	HAMIRPUR	10/1/18	12 PM	UNA	OFFICE LAR	—		—	—	
10/1/18	12 PM	UNA	10/1/18	7 PM	SHIMLA	OFFICE LAR	—		—	—	

*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	HAMIRPUR	9/1/18	1	600/-	600/-	—	—	—
Journey	UNA	10/1/18	1	600/-	600/-	—	—	—
Total			2	Total	1,200/-	Total	—	

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					

Total

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 : 18/1/18

NAME: Mr. BRIJESH KUMAR
R.M. (H.R.)

NAME: ZISHAM SHEKH.
DE-4 : ENGINEER
EMP. CODE: MC 06761