

Tour Allowance Claim Form for UPL Executives

ENERGY EFFICIENCY SERVICES LIMITED TOUR TRAVELLING ALLOWANCE CLAIM				DATE: 27/11/2017			
NC07394		15/11/2017		001		GOWAHATI	
CARD CODE	EMPLOYEE NO.	TOUR COMMENCEMENT DATE		Mth/Days Tour		DESTINATION	
Name	MAHENDRA NATH KEMBRAM	Designation	ENGINEER (UPL)	Scale of Pay	E1	Basic Pay	22236
Department	TECHNICAL	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 Department												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	—													
	Cost of Ticket Dr.													
2. Conveyance Charges	Rs 702/-													
3. Boarding & Loaging Charges	—													
A. Total	Rs 702.													
B. Less :- Advance Drawn From	—													
C. NET CLAIM	Rs 702.													

D. Refund by Cheque

Recover ( ).....

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

on for().....

Accounts Officer

\*The cancellation of booking was due to official reasons

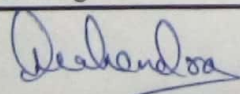
Signature of Head of Department

Name

Name

Designation

\*To be furnished when cancellation charges are claimed

  
 Mahendra Nath Kembram  
 27/11/2017

**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 IInd Class and for air journey and bus journey enclose used ticket)

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						

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 ( 00 hrs) spent	Station	No. of Days	Slab Rates	Boarding & Lodging Charges
0	Gubkoti	1 day	75/-	250/-

NOTE : Please enclose the supporting bill /declaration

1. Leave availed (if any) at	from	to
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**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)		Distance in KM. (Approx)	Means of Travel	Amount	Remarks	Station weekly
			From	To					
1	15/11/17	Gubkoti							
2	15/11/17	Shillong							
3									
4	15/11/17	Shillong	Shillong	Gubkoti	117km	Local cab	351/-		
5	15/11/17	Gubkoti	Gubkoti	Shillong	117km	Local cab	351/-		
6									
7									
Total									

**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)

*Debashis Karmakar*  
Signature of Employee

Date: 27/11/2017

**BILL/CERTIFICATE**  
**for Boarding/Lodging Charges**

Certified that I have incurred expenditure of about less than Rs. 702.  
towards boarding/lodging expenses during the tour period from 15/11/2017 to  
15/11/2017 days of calendar month November, 2017

Maheendra Nath Hembram.  
27/11/2017

Name- MAHEENDRA NATH  
HEMBRAM

Designation- ENGINEER (UPL)





Mahendra Nath Hembram &lt;u\_mhembram@eesl.co.in&gt;

## Approved :Tour Approval Request: 15-11-2017 To 15-11-2017[Mahendra Nath Hembram]

no\_reply@eesl.co.in &lt;no\_reply@eesl.co.in&gt;

To: manishraiupl@gmail.com

Cc: manishraiupl@gmail.com, u\_mhembram@eesl.co.in

Fri, Nov 17, 2017 at 10:18 PM

Your tour request has been approved.

### TOUR APPROVAL FORM

Tour ID : 5167

#### Details of the Employee proposing to undertake the tour:

Employee Code	Name	Gender	Age(years)	Mobile No.	Email ID	Designation	Department	Posted At
NC07397	Mahendra Nath Hembram	Male	25	9038643601	u_mhembram@eesl.co.in	Engineer	Technical	MEGHALAYA

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

Remarks : Approved

#### Details of the tour:

- Project Name: UJALA
- Complete address of the place(s) to visit: THE LILLY HOTEL, GUWAHATI
- City Type: PRINCIPAL
- Contact Person: MR. RAVI PRAKASH
- Purpose of the Tour: NORTH EAST REVIEW MEETING
- Proposed period of tour: 15-11-2017 - 15-11-2017

#### 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	15-11-2017	5:00 AM	LOCALCAB	SHILLONG	GUWAHATI	NA	No	
2	15-11-2017	4:30 PM	LOCAL CAB	GUWAHATI	SHILLONG	NA	No	

#### Tour Advance

Total Days of Tour	Allowance Per Day(As per policy)	Total=(Allowance X Total Days) X 80%
1	Rs. 3000 (PRINCIPAL)	Rs.2040
Total Advance Sought : Rs. 0		

*Mahendra Nath Hembram*  
27/11/2017

Please Login into apps.eeslindia.org for any action.

This is an auto-mailer. Please do not reply to this mail as it will go nowhere



SUBJECT: N.E.  
Review meeting

### TOUR REPORT

DISTRIBUTION	NAME: MAHENDRA NATH HEMBRAM PERIOD: 15/11/2017 - 15/11/2017 VENUE: GUWAHATI OBJECTIVE (s): NORTH EAST REVIEW MEETING.
Mrs. Usha Menon Bose	

#### BRIEF SUMMARY & TASK PERFORMED:

- 1) Attended meeting for North-East region's Distribution faced.
- 2) Discussed for the further scope of work and need to be done.

CLASSIFICATION:	SIGNATURE: Mahendra Nath Hembram 27/11/2017	SUPERVISOR: Mrs. Usha Menon Bose SIGNATURE:
[ ] CONFIDENTIAL [ ] RESTRICTED		