

Approved :Tour Approval Request: 01-02-2018 To 02-02-2018[Sachin Kumar]

Thu, Feb 1, 2018 at 11:41 AM

no_reply@eesl.co.in <no_reply@eesl.co.in>
 To: manishraiupl@gmail.com
 Cc: manishraiupl@gmail.com, u_skumar1@eesl.co.in

Your tour request has been approved.

TOUR APPROVAL FORM															
									Tour ID: 8161						
Details of the Employee proposing to undertake the tour:															
Employee Code	Name	Gender	Age(years)	Mobile No.	Email ID	Designation	Department	Posted At							
NC07029	Sachin Kumar	Male	34	8239267947	u_skumar1@eesl.co.in	Sr Engineer	Technical	CO							
Approved By EESL, Forwarded By: Manish Rai[UPL Representative]					Remarks : Approved										
<p>Details of the tour:</p> <p>1. Project Name: MEP-2017-CH-CHNDGRH 2. Complete address of the place(s) to visit: PMDC Office, Chandigarh 3. City Type: OTHER 4. Contact Person: Chief Engineer PMDC & Commissioner of 3 ULB's 5. Purpose of the Tour: For IGEA finalization in 6 nos of Cities of Punjab 6. Proposed period of tour: 01-02-2018 - 02-02-2018</p>															
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	01-02-2018	07:40	12011/ KALKA SHTBDI	New Delhi	Chandigarh	EC	No	Self booked							
2	02-02-2018	18:23	12012/ Kalka SHTBDI	Chandigarh	New Delhi	EC	No	Self Booked							
<p>Tour Advance</p> <table border="1"> <thead> <tr> <th>Total Days of Tour</th> <th>Allowance Per Day(As per policy)</th> <th>Total=(Allowance X Total Days) X 80%</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>Rs. 3000 (OTHER)</td> <td>Rs 4080</td> </tr> </tbody> </table> <p>Total Advance Sought: Rs. 0</p>										Total Days of Tour	Allowance Per Day(As per policy)	Total=(Allowance X Total Days) X 80%	2	Rs. 3000 (OTHER)	Rs 4080
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2	Rs. 3000 (OTHER)	Rs 4080													
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															

[Signature]
 (07.02.2018)
 (05:06PM)
 Mandeep Kumar
 Manager (T)
 MEEP

[Signature]
 Sachin Kumar
 Engg. (T)
 MEEP

Project code: MEP-2017-CH-CHNDGRH

Tour ID - 6161

Tour Allowance Claim Form for UPL Executives

ENERGY EFFICIENCY SERVICES LIMITED
TOUR TRAVELLING ALLOWANCE CLAIM

Date: - 06/02/2018

NC07029	O/088	01/02/2018	02 Day	Chandigarh
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	3360											
Cost of Ticket Dr.												
2. Local Conveyance charges	1146											
3- Boarding & loading charges	1606 (Hotel)+960 (DA)=2566											
A. Total	7072											
Less Advance drawn from:												
C. NET CLAIM	7072											

Pay (')..... Net Claim

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D. Refund by cheque

Cheque No..... Dated
On for(').....

Recover (').....

Accounts Officer

*The cancellation of booking was due to official reasons

NA

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 11nd 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.

SECTION II : DETAILS OF CLAIM FOR Boarding /Lodging

NOTE : Please enclose the supporting bill /declaration

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.


CERTIFICATE:

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

Counter signed

J. Kumar (07.02.2018)
Signature

(Name & Designation of the Controlling officer)


Signature of Employee

Signature of Employee

Date: 06/02/2018