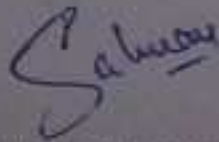


TOUR REPORT

TOUR REPORT	Subject : UJALA/PAVAN Scheme Punjab
NAME	Mohd Salman Ansari
DESIGNATION	ENGINEER
PERIOD	22/09/17 – 23/09/17
VENUE	Bathinda
	PURPOSE OF TOUR :
	<ul style="list-style-type: none">• Follow-up and coordination with IOCL• Meeting & Presentation BPCL
	ACTIVITIES DONE
	<ul style="list-style-type: none">• Follow-up for petrol pumps agreements with IOCL incharge Mr. Nipun• Meeting with Mr. Kuldeep Gulathi for BPCL agreement signing• Presentation has been given to BPCL dealers.



MOHD SALMAN ANSARI
(ENGINEER)

Mr. NITIN BHATT
(MANAGER PR)

ENERGY EFFICIENCY SERVICES LIMITED
TOUR TRAVELLING ALLOWANCE CLAIM

0	114	22-9-17 to 23-9-17	02	Bathinda
CAR/1 CODE	EMPLOYEE NO.	TOUR COMMENCEMENT DATE	Mth/Days Tour	DESTINATION
Name	Mohd. SAGHAN ANSARI	Designation	ENGINEER	Scale of Pay
				Basic Pay 22,236
Department	WTALA (Punjab)	H.O.	Naide	

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	30/-								
	Cost of Ticket Dr.								
2. Conveyance charges	140/-								
3. Boarding & loading charges	1700/-								
A. Total	1870/-								
Less Advance drawn from:									
C. NET CLAIM	1870/-								

Pay (₹)..... Net Claim

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D. Refund by cheque

Recover (₹).....

Cheque No..... Dated

for

(₹).....

on

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

Tour Allowance Claim Form for UPL Executives

SECTION I : JOURNALS OF TRAVEL (Please indicate Ticket No. or attach M/R wherever fare claimed is for other than 1st 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						
22/9/17	8:10	Fazilke	23/9/17	12:40	Bathinda	General	54783	follow up meeting & presentation	30	94090029	Ticket lost
23/9/17	17:05	Bathinda	23/9/17	19:45	Fazilke				0	-	

*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
(DA)	Bathinda	2	600/-	1200/-
Hotel	Bathinda	1	500/-	500/-
				1
Total				Total 1700/-

NOTE: Please enclose the supporting bill /declaration

1. Leave availed (if any) at from to

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.

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					
1	22/9/17	Fazilke	Leom	Bus Stand	2	Auto	30/-		
2	22/9/17	Bathinda	Bus Stand	ICCL	7.5	Auto	20/-		
3	22/9/17	Bathinda	ICCL	Hotel	7.5	Auto	20/-		
4	22/9/17	Bathinda	Hotel	BPCL	7.5	Auto	20/-		
5	23/9/17	Bathinda	BPCL	Bus Stand	7.5	Auto	20/-		
6	23/9/17	Fazilke	Bus Stand	Leom	2	Auto	30/-		
Total							140/-		

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)

Solomon

Signature of Employee

Date:

BILL/CERTIFICATE
for Boarding/Lodging Charges

Certified that I have incurred expenditure of about less than Rs. 1870/- towards
boarding/lodging expenses during the 22 to 23 days of calendar month
Sep 2017

Name- MOHD SALMAN
ANSARI

Designation- ENGINEER

Salman

शुभ यात्रा HAPPY JOURNEY			L 94090029
JICA JICA I		22/09/2017	
Rs. 30/- JOURNEY		0029	
UTS : 1242BX909A			
फ़ाज़िल्का भाटिंडा जं. इ. स.		11 ORDINARY	
FAZILKA JN. To BATHINDA JN.		KM 123	
VIA KKP		Rs. 30/-	
NO: 1 CH: 0		Commence Journey Within 3Hrs of Dep. of First Train	
GAC:996411 IR:03NAGM0289012T			
Passenger Helpline No: 138		PAY MODE: CASH	
<small> 138 नम्बर पर 24x7 सहायता हे. 138 / 138 नं. पर, जे. एच. आर. सेवक से सहायता हे. 138 138 नम्बर पर सहायता हे. 138 / 138 नं. पर, जे. एच. आर. सेवक से सहायता हे. 138 138 नम्बर पर सहायता हे. 138 / 138 नं. पर, जे. एच. आर. सेवक से सहायता हे. 138 </small>			

fazilka to Bathinda - 30/-

Saham