

Tour Allowance Claim Form for UPL Executives

ENERGY EFFICIENCY SERVICES LIMITED TOUR TRAVELLING ALLOWANCE CLAIM				Date:- 11/12/2017			
CARD CODE		EMPLOYEE NO. NC07047		TOUR COMMENCEMENT DATE 13/10/2017		Mth/Days/Tour 01/0	
Name BAL KRISHNA KUMAR		Designation Engineer		Scale of Pay E-1		Basic Pay	
Department SLNP		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 ✓	70/-											
	Cost of Ticket Dr.											
2. Conveyance charges	840/-											
3- Boarding & loading charges + DA	14,000 + 6600											
A. Total	21,510/-											
Less Advance drawn from:												
C. NET CLAIM	21,510/-											
	<div style="border: 1px solid black; display: inline-block; padding: 5px;"> 21510/- </div>											
		Pay ('))..... Net Claim										
		Recover (')).....										
D. Refund by cheque Cheque No..... Dated on For (')).....		Accounts Officer										

***The cancellation of booking was due to official reasons**

Name

Signature of Head of Department

Name

Designation

***To be furnished when cancellation charges are claimed**

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 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						
13-10-17	7:30 AM	Raipur	13-10-17	9:00 AM	Durg	GEN	BY BUS	Installation	35/-	636	
23-10-17	12:30 PM	Durg	23-10-17	2:10 PM	Raipur	GEN	BY BUS	and monitoring of Street Light at Durg.	35/-	1542	

*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
13/10/2017 to 23/10/2017	Durg	10	1400/-	14000/-
	DA	11	600/-	6600/-
Total:				20,600/-

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.	13-10-17	Durg	Busstand	Nigam Office Hotel	7 Km	By Auto	35/-		
2.	13-10-17	Durg	Hotel	Field Area	10 Km	By Auto	50/-		
3.	13-10-17	Durg	Field Area	Hotel	10 Km	By Auto	50/-		
4.	14-10-17	Durg	Hotel	Field Area	12 Km	By Auto	50/-		
5.	14-10-17	Durg	Field Area	Hotel	10 Km	By Auto	50/-		
6.	16-10-17	Durg	Hotel	Nigam Office and Field	12 Km	By Auto	50/-		
7.	16-10-17	Durg	Field	Hotel	5 Km	By Auto	25/-		
8.	17-10-17	Durg	Hotel	Poti's Chowdary	10 Km	By Auto	50/-		
9.	17-10-17	Durg	Poti's	Hotel	10 Km	By Auto	50/-		
									410/-

Tour Allowance Claim Form for UPL Executives

10.	18-10-17	Durg	Hotel	Ward No. 1,2 (Field)	12Km	By Auto	50/-	430/-
11.	18-10-17	Durg	Field	Hotel	10Km	By Auto	50/-	
12.	20-10-17	Durg	Hotel	Field	5Km	By Auto	25/-	
13.	20-10-17	Durg	Field	Hotel	5Km	By Auto	25/-	
14.	21-10-17	Durg	Hotel	Field (Bathers)	10Km	By Auto	50/-	
15.	21-10-17	Durg	Baghera	Hotel	10Km	By Auto	50/-	
16.	22-10-17	Durg	Hotel	Field (Bors)	12Km	By Auto	55/-	
17.	22-10-17	Durg	Field	Hotel	10Km	By Auto	50/-	
18.	23-10-17	Durg	Hotel	Nagar Nigam Office	6Km	By Auto	25/-	
19.	23-10-17	Durg	Nigam Office	Hotel	6Km	By Auto	25/-	
20.	23-10-17	Durg	Hotel	Bugstew	6Km	By Auto	25/-	
Total :							840/-	

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)

Salprishna

Signature of Employee

Date: 11/12/2017