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

Departure		T		ney and b			ed ticket/folde	131				
	Т	-рап	1	-	Arrival		Model & Class	W - 500000	Purpose of Journey	Amount	Ticket No./MR	
Date		Time	Station	Date	Time	Station	of	Train	(Please give	Claimed	No./Bus Ticket No.	Remarks
15/1	d	14:45	DEL	15/10	12105	HYD	travel	Name	details)	()		
			HYD			DEL	E	UKSSS	allin a	0	PIVWPU	Masi
	\perp		1,7,5	1.7.70	/3/3	DUU	E	UK858	officer	0	PEVWPU	Morgh
								1	1		1244	1
*Note	e: \	Where	e tickets a	re provide	ed by th	e comp	ny the f	re may be	indicated in r	emarks sol	umn	
SEC	TIC	N II :	DETAILS (OF CLAIM	FOR Bo	arding /	Lodging	ire illay be	illuicateu III I	eniarks cor	umm.	
							rding &	1				
Midnight			No. of	Slab	Lodgir	g charges						
(00hrs) spent		Station	days	Rates								
				'								
			Mular	3	Su	$\overline{}$			1200			
			Hydor		300	1						
						-]				
				Total		Tot	al					
NOTE	: Pl	ease e	nclose the	supportin	g bill /d			•				
			availed (if			fro			to			
SECTIC	N	III : DE	TAILS OF O	CONVEYEN	CE CHA	RGES CLA	IMED					
NOTE:	If t	he sp	ace provid	ed is insuff	icient, s	eparate s	heet in th	e same Per	forma may be a	ttached dul	signed by the cl	aimant.
				Place of Visit		1 1)	Distt. In Kms.	Means of Travel	Amount			Station- wise weekly
SI No.	D	ate	Station	(specify Local						Purpose (in	e (in brief)	
		- 1		From	To	, (a	pprox)	Havei	'			total
1.	ĸ	10	Auders	Birber	offi	ce 3	6,4,	OLA	7-63			
2.	15	$\overline{}$	DEL	office	Dup		8.6.	OLA	374			
3.	~		Hyd:	· <i>)</i>)	11		6-1	OLA	561			
4.		'		Dupor	blow			Buto	105.			
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	_							atal .	1002			
ERTIF	IC/	ΔTF.					- 10	otal	1803			
			vas physicall	v present at	the touri	ng station a	s above fo	r the indicate	d davs.			
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			Coun	ter signed	Λ						\bigcirc	
- Xane										رع _		
			✓		N .	_					Your	
			Signa	ture	W						Signature of Em	plovee
			2.5.10								, 0	
/41-		0.0-	ianatiaa -	ftha Car	rolling	officer\					Date:	
ınar	(Name & Designation of the Controlling officer)										Jake.	

	NERGY EFFICIENC	Tour	Allowance Clai							
TOUR	NERGY EFFICIENC	LLOWANC	E CLAIM		yabad					
TOUR TRAVELLING ALLOWANCE CLAIM					STINATION					
CARD EMPLOYEE NO. TOUR COMMENCEMENT										
CODE	EIVIPLOTEE NO.	1001100		7	Basic Pay					
Name	Kerhul Shaema	Designation	Assistant	Scale of Pay		Basic Fay				
epartme	SLNI		н.о 🔃 💦	4010						
Section Note :	I: Calculation o	f total TA adn	nissible f Energy Efficiency	Services Limited if	net claim is negat	cive.				
				1	FORT	S DEPTT.				
Section-I		(to be f	unt Claimed illed in by the mployee)(`)	(enter only if cla	ed by Accounts ims are claimed by company or Amount(`)	Remarks				
1. Journ			D							
	By Air		0	1 - 1 - 1						
	By Rail & Road									
		Cost of	Ticket Dr.							
2. Conv	eyance charges		1803							
3- Boardi	ng & loading charge		500 <u> </u>							
A. Total		2	300/-							
Less Ad	vance drawn from:	1	0		T T T	7				
C. NET	CLAIM	33	03/-							
				P	Net Claim					
	_									
		,—		1	Recover (`)					
D. Ref Ch	und by cheque eque No	Da	ted		(,					
		TOT				Accounts Off				
on										
*The	cancellation of bo	oking was du	e to official reaso	ins						
Name		Name Designation	of Head of Departm							
TARTHE	a furnished when	cancellation	n charges are clair	ned						

FY