

ENERGY EFFICIENCY SERVICES LIMITED TOUR TRAVELLING ALLOWANCE CLAIM				Date:-	
	CARD CODE	EMPLOYEE NO.	TOUR COMMENCEMENT DATE	Mth/Days Tour	DESTINATION
Name		Designation		Scale of Pay	Basic Pay
Department		H.O.			
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.		
			Amount admitted by Accounts (enter only if claims are claimed ticket, booked by company or Cheque Amount('))	Remarks	
1. Journey Fares					
By Air					
By Rail & Road					
2. Conveyance charges					
3- Boarding & loading charges					
A. Total					
Less Advance drawn from:					
C. NET CLAIM					
D. Refund by cheque					
Cheque No..... Dated					
for					
(').....					
on					
Pay ('')..... Net Claim					
Recover ('').....					
Accounts Officer					
*The cancellation of booking was due to official reasons					
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.

CDA

1. Leave availed (if any) at from to

NOTE: If the space provided is insufficient, separate sheet in the same Performa may be attached duly signed by the claimant.

CERTIFICATE:

Date:



IRCTC's e-Ticketing Service

Electronic Reservation Slip (Agent)



1. You can travel on e-ticket sent on SMS or take a Virtual Reservation Message (VRM) along with any one of the prescribed ID in original. Please do not print the ERS unless extremely necessary. This Ticket will be valid with an ID proof in original. Please carry original identity proof. If found traveling without original ID proof, passenger will be treated as without ticket and charged as per extent Railway Rules.
2. Valid IDs to be presented during train journey by one of the passenger booked on an e-ticket :- Voter Identity Card / Passport / PAN Card / Driving License / Photo ID card issued by Central / State Govt / Public Sector Undertakings of State / Central Government, District Administrations, Municipal bodies and Panchayat Administrations which are having serial number / Student Identity Card with photograph issued by recognized School or College for their students / Nationalized Bank Passbook with photograph / Credit Cards issued by Banks with laminated photograph/Unique Identification Card "Aadhaar".
3. Service Accounting Code (SAC) 996411: Local land transport services of passengers by railways for distance upto 150 Kms Service Accounting Code (SAC) 996416: Sightseeing transportation services by railways for Tourist Ticket Service Accounting Code (SAC) 996421: Long distance transport services of passengers through rail network by Railways for distance beyond 150 Kms
4. In case the ticket has been booked in advance before implementation of GST and the same is cancelled after implementation of GST, Refund amount due as per refund shall be refunded to passenger. However total amount of service charge charged at the time of booking shall not be refunded to passenger in cash/ shall not be transferred in the account in which transaction took place in case of e-Tickets etc.
5. Refund of service tax shall be made only after Ministry of Railways gets refund from the department. The cancelled ticket shall be treated be as credit note for getting refund of service tax amount.
6. General rules/ Information for e-ticket passenger have to be studied by the customer for cancellation & refund.

PNR No: 2436768911	Train No. & Name: 12958/ADI SJ RAJDHANI	Quota: GENERAL (GN)
Transaction ID: 10000984105075	Date & Time Of Booking: 19-Sep-2017 13:59:02 HRS	Class: THIRD AC (3A)
From: NEW DELHI (NDLS)	Date Of Journey: 20-Sep-2017	To: AHMEDABAD JN (ADI)
Boarding At: NEW DELHI (NDLS)	Date Of Boarding: 20-Sep-2017	Scheduled Departure: 20-Sep-2017 19:55 *
Resv. Upto: AHMEDABAD JN (ADI)	Scheduled Arrival: 21-Sep-2017 09:40 *	Adult: 3 Child: 0
Passenger Mobile No: 8373920433		Distance: 934 KM

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FARE DETAILS :

Ticket Fare **	₹ 5910.0	Rupees Five Thousand Nine Hundred and Ten Only
Catering Charges (Incl. of GST)	₹ 675.0	Rupees Six Hundred and Seventy Five Only
IRCTC Service Charge #	₹ 0.0	Rupees Zero Only
Travel Insurance Premium (Incl. of GST)	₹ 0.0	Rupees Zero Only
Travel Agent Service Charge #	₹ 40.0	Rupees Forty Only
PG Charges	₹ 65.85	Rupees Sixty Five and Eight Five Paise Only
Total Fare	₹ 6690.85	Rupees Six Thousand Six Hundred and Ninety and Eight Five Paise Only

** Inclusive of GST - ₹ 281.4 Only

Service Charges (Inclusive of GST) per e-ticket irrespective of number of passengers on the ticket.

PASSENGER DETAILS :

SNo.	Name	Age	Sex	Food Choice	Booking Status	Current Status
1	SHOAIB AHMAD	24	Male	VEG	RAC/16	RAC/10
2	SATISH CHAND	20	Male	VEG	RAC/17	RAC/11
3	RAHUL SHARMA	23	Male	VEG	RAC/18	RAC/12

Indian Railways GST Details :

Invoice Number: PS17243676891111 Address: Indian Railways New Delhi

Supplier Information		Recipient Information		Taxable Value	CGST		SGST/UGST		IGST		Total Tax
SAC Code	GSTIN	GSTIN	Name	Address	Rate	Amount	Rate	Amount	Rate	Amount	
996421	07AAAGM0289C1ZL				5628.6	2.5	140.7	2.5	140.7		281.4

AGENT DETAILS :

Principle Agent:	INTERACTIVE TRADEX INDIA PVT. LTD	Corporate Name:	AMARDEEP SINGH CHUGH
Agent Name:	AMARDEEP SINGH GHUGH	E-mail ID:	accounts@abmtravels.net
Address:	B 5 805 SECTOR 29 BEHIND SAHARA MALL M G ROAD CHAKARPUR GURGAON	Contact Number:	0
Mobile Number:	8130194245		Nathupur B.O. HARYANA - 122002

Place of Supply: NEW DELHI (NDLS) State Code/Name of Supplier : 7/Delhi

Ticket Printing Time: 19-Sep-2017 13:59:09 HRS

IMPORTANT :

1. For details, rules and terms & conditions of E-Ticketing services, please visit www.irctc.co.in.
2. *New Time Table will be effective from 1-Oct-2017. Departure time and Arrival Time printed on this ERS/VRM is liable to change. Please Check correct departure, arrival from Railway Station Enquiry, Dial 139 or SMS RAIL to 139.
3. There are amendments in certain provision of Refund Rules. Refer Amended Refund Rules w.e.f 12-Nov-2015.(details available on www.irctc.co.in under heading Refund Rule-> Cancellation of Ticket and Refund Rules 2015.)
4. The accommodation booked is not transferable and is valid only if the ORIGINAL ID card prescribed is presented during the journey. The ERS/VRM/MRM along with valid id card of any one the passenger booked on e-ticket proof in original would be verified by TTE with the name and PNR on the chart. If the Passenger fail to produced/display



IRCTCs e-Ticketing Service

Electronic Reservation Slip (Agent)



1. You can travel on e-ticket sent on SMS or take a Virtual Reservation Message (VRM) along with any one of the prescribed ID in original. Please do not print the ERS unless extremely necessary. This Ticket will be valid with an ID proof in original. Please carry original identity proof. If found traveling without original ID proof, passenger will be treated as without ticket and charged as per extant Railway Rules.

2. Valid IDs to be presented during train journey by one of the passenger booked on an e-ticket :- Voter Identity Card / Passport / PAN Card / Driving License / Photo ID card issued by Central / State Govt / Public Sector Undertakings of State / Central Government, District Administrations, Municipal bodies and Panchayat Administrations which are having serial number / Student Identity Card with photograph issued by recognized School or College for their students / Nationalized Bank Passbook with photograph / Credit Cards issued by Banks with laminated photograph/Unique Identification Card "Aadhaar".

3. Service Accounting Code (SAC) 996411: Local land transport services of passengers by railways for distance upto 150 KMs Service Accounting Code (SAC) 996416: Sightseeing transportation services by railways for Tourist Ticket Service Accounting Code (SAC) 996421: Long distance transport services of passengers through rail network by Railways for distance beyond 150 KMs

4. In case the ticket has been booked in advance before implementation of GST and the same is cancelled after implementation of GST, Refund amount due as per refund shall be refunded to passenger. However total amount of service charge charged at the time of booking shall not be refunded to passenger in cash/ shall not be transferred in the account in which transaction took place in case of e-Tickets etc.

5. Refund of service tax shall be made only after Ministry of Railways gets refund from the department. The cancelled ticket shall be treated be as credit note for getting refund of service tax amount.

6. General rules/ Information for e-ticket passenger have to be studied by the customer for cancellation & refund.



PNR No: 8419374323	Train No. & Name: 12957/SWARNA J RAJ EX	Quota: GENERAL (GN)
Transaction ID: 100000984105086	Date & Time Of Booking: 19-Sep-2017 14:01:18 HRS	Class: THIRD AC (3A)
From: AHMEDABAD JN(ADI)	Date Of Journey: 22-Sep-2017	To: NEW DELHI(NDLS)
Boarding At: AHMEDABAD JN(ADI)	Date Of Boarding: 22-Sep-2017	Scheduled Departure: 22-Sep-2017 17:40 *
Resv. Upto: NEW DELHI(NDLS)	Scheduled Arrival: 23-Sep-2017 07:30 *	Adult: 3 Child: 0
Passenger Mobile No: 8373920433		Distance: 934 KM

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FARE DETAILS :

Ticket Fare **	₹ 5910.0	Rupees Five Thousand Nine Hundred and Ten Only
Catering Charges (Incl. of GST)	₹ 585.0	Rupees Five Hundred and Eighty Five Only
IRCTC Service Charge #	₹ 0.0	Rupees Zero Only
Travel Insurance Premium (Incl. of GST)	₹ 0.0	Rupees Zero Only
Travel Agent Service Charge #	₹ 40.0	Rupees Forty Only
PG Charges	₹ 64.95	Rupees Sixty Four and Nine Five Paise Only
Total Fare	₹ 6599.95	Rupees Six Thousand Five Hundred and Ninety Nine and Nine Five Paise Only

** Inclusive of GST - ₹ 281.4 Only

Service Charges (Inclusive of GST) per e-ticket irrespective of number of passengers on the ticket.

PASSENGER DETAILS :

SNo.	Name	Age	Sex	Food Choice	Booking Status	Current Status
1	SHOAIB AHMAD	24	Male	VEG	CNF/B3/61/MIDDLE	CNF/B3/61/MIDDLE
2	SATISH CHAND	20	Male	VEG	CNF/B3/62/UPPER	CNF/B3/62/UPPER
3	RAHUL SHARMA	23	Male	VEG	CNF/B3/64/SIDE UPPER	CNF/B3/64/SIDE UPPER

Indian Railways GST Details :

Invoice Number : PS17841937432311 Address: Indian Railways New Delhi

Supplier Information		Receipt Information			Taxable Value	CGST		SGST/UGST		IGST		Total Tax
SAC Code	GSTIN	GSTIN	Name	Address		Rate	Amount	Rate	Amount	Rate	Amount	
996421	07AAAGM0289C1ZL				5628.6					5.0	281.4	281.4

AGENT DETAILS :

Principle Agent:	INTERACTIVE TRADEX INDIA PVT. LTD	Corporate Name:	AMARDEEP SINGH CHUGH
Agent Name:	AMARDEEP SINGH GHUGH	E-mail ID:	accounts@abmtravels.net
Address:	B 5 805 SECTOR 29 BEHIND SAHARA MALL M G ROAD CHAKARPUR GURGAON ,	Contact Number:	0
Mobile Number:	8130194245		Nathupur B.O, HARYANA - 122002

Place of Supply: AHMEDABAD JN(ADI) State Code/Name of Supplier : 24/Gujarat

GST on Catering Charge: 89.25

Ticket Printing Time: 19-Sep-2017 14:01:35 HRS

IMPORTANT :

- For details, rules and terms & conditions of E-Ticketing services, please visit www.irctc.co.in.
- *New Time Table will be effective from 1-Oct-2017. Departure time and Arrival Time printed on this ERS/VRM is liable to change. Please Check correct departure, arrival from Railway Station Enquiry, Dial 139 or SMS RAIL to 139.
- There are amendments in certain provision of Refund Rules. Refer Amended Refund Rules w.e.f 12-Nov-2015.(details available on www.irctc.co.in under heading Refund Rule-> Cancellation of Ticket and Refund Rules 2015.)
- The accommodation booked is not transferable and is valid only if the ORIGINAL ID card prescribed is presented during the journey. The ERS/VRM/MRM along with valid id

Energy Efficiency Services Limited

TOUR APPROVAL FORM

Tour ID : 4482, Status : Approved

Details of the Employee proposing to undertake the tour:

Employee Code	Name	Gender	Age(years)	Mobile No.	Email ID	Designation	Department	Posted At
NC07273	Satish Chand	Male	20	8750374057/7840053307	u_schand@eesl.co.in	DEO	Technical	Corporate Office

Details of the tour:

1.	Project Name:	Gujarat SLNP
2.	Complete address of the place(s) to visit:	Ahmedabad RO
3.	City Type:	PRINCIPAL
4.	Contact Person:	mr. Karthikeyan Sir
5.	Purpose of the Tour:	Meeting regarding CCMS and Vendors.
6.	Proposed period of tour:	20-09-2017 - 22-09-2017

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	20-09-2017	19:55	12958 (SWARNA J RAJ EX)	New Delhi	Ahmedabad	3rd AC	Yes	
2	22-09-2017	17:40	12958 (SWARNA J RAJ EX)	Ahmedabad	New Delhi	3rd AC	Yes	

Tour Advance

Total Days of Tour	Allowance Per Day(As per policy)	Total=(Allowance X Total Days) X 80%
3	Rs. 1700 (PRINCIPAL)	Rs.3504
Total Advance Sought : Rs. 0		

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



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