

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						
15/10/17	21:40	Gumrahati	15/10/2017	23:30	Kolkata	Flight Economy	SG-3217	Committee visit for financial matters	—	PGFR2C	
18/10/17	12:40	Kolkata	18/10/2017	14:30	Gumrahati	Flight Economy	6E-321		—	XYVNAS	

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 (00 hrs) spent	Station	No. of Days	Slab Rates	Boarding & Lodging Charges
3 days	Kolkata	4 days	750	12250

NOTE : Please enclose the supporting bill /declaration

1. Leave availed (if any) at		from		to	
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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)		Distance in KM. (Approx)	Means of Travel	Amount	Remarks	Station wise weekly total
			From	To					
1	15/10/17	Shillong	Shillong	Gumrahati	107 Km	Local cab	351/-		
2	18/10/17	Gumrahati	Gumrahati	Shillong	117 Km	Local cab	351/-		
3									
4									
5									
6									
7									
Total									

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)

Arachandog. Hembram.
Signature of Employee

Date: 27/11/2017

ENERGY EFFICIENCY SERVICES LIMITED TOUR TRAVELLING ALLOWANCE CLAIM					DATE : 27/11/2017				
CARD CODE		EMPLOYEE NO.	TOUR COMMENCEMENT DATE		Mth/Days Tour		DESTINATION		
Name		Designation	Scale of Pay		Basic Pay		22,236		
Department		H.O							
TECHNICAL		No 20A							

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 Department												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	Rs. 702/-														
2. Conveyance Charges															
3. Boarding & Loaging Charges	Rs. 2250/-														
A. Total	Rs. 2952/-														
B. Less :- Advance Drawn From	—														
C. NET CLAIM	Rs. 2952/-														

D. Refund by Cheque

Cheque No..... Dated.....

on for().....

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

Mahendra Math Hembaram
27/11/2017



Mahendra Nath Hembram <u_mhembram@eesl.co.in>

Approved :Tour Approval Request: 15-10-2017 To 18-10-2017[Mahendra Nath Hembram]

no_reply@eesl.co.in <no_reply@eesl.co.in>

Fri, Oct 13, 2017 at 4:34 AM

To: traveldesk@eesl.co.in

Cc: manishraiupl@gmail.com, u_mhembram@eesl.co.in

Dear Travel Desk, You are requested to book the tickets as per the below form:

TOUR APPROVAL FORM

Tour ID : 4726

Details of the Employee proposing to undertake the tour:

Employee Code	Name	Gender	Age(years)	Mobile No.	Email ID	Designation	Department	Posted At
NC07397	Mahendra Nath Hembram	Male	25	9038643601	u_mhembram@eesl.co.in	Engineer	Technical	MEGHALAYA

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

Remarks : Approved

Details of the tour:

1. Project Name: COMMITTEE VISIT FOR FINANCIAL MATTER
2. Complete address of the place(s) to visit: ENERGY EFFICIENCY SERVICES LIMITED,DN/53,1ST FLOOR, WECS BUILDING,SECTOR-5,SALT LAKE CITY,KOLKATA-700091(WB)
3. City Type: METRO
4. Contact Person: Mrs. USHA MENON BOSE
5. Purpose of the Tour: MEETING FOR COMMITTEE VISIT FOR FINANCIAL MATTER
6. Proposed period of tour: 15-10-2017 - 18-10-2017

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	15-10-2017	21:40	SPICEJET SG-3217	GUWAHATI	KOLKATA	ECONOMY	Yes	
2	18-10-2017	12:40	INDIGO 6E-321	KOLKATA	GUWAHATI	ECONOMY	Yes	

Tour Advance

Total Days of Tour	Allowance Per Day(As per policy)	Total=(Allowance X Total Days) X 80%
4	Rs. 3000 (METRO)	Rs.9600
Total Advance Sought : Rs. 0		

Mahendra Nath Hembram
20/11/2017

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

SUBJECT: Committee visit
for
financial matter

TOUR REPORT

DISTRIBUTION	NAME: MAHENDRA NATH KEMBRAM
Mrs. Usha Menon Bose	PERIOD: 15/10/2017 - 18/10/2017 VENUE: KOLKATA (R-O) OBJECTIVE (s): COMMITTEE VISIT FOR FINANCIAL MATTER

BRIEF SUMMARY & TASK PERFORMED:

- 1) Attended (review) meeting for the purpose of discussion of the outstanding amounts by the D.A's of West Bengal and N.E. States.
- 2) Future scope of work and points for streamlining the work/handling the D.A's were discussed.


CLASSIFICATION: [] CONFIDENTIAL [] RESTRICTED	SIGNATURE: Mahendra Nath Kembram 27/11/2017	SUPERVISOR: Mrs. Usha Menon Bose SIGNATURE:
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SHARP TRAVELS
112 SOMDUTT CHAMBER 2
BIKAJI CAMA PLACE
Delhi
Phone: 46005555

E - Ticket Ticketed

PNR : SG- P6FR2C
Issued Date : Sat 14 Oct 2017

Passenger Name	Ticket Number	Frequent flyer no
Mr Mahendra Nath Hembram	P6FR2C	

Flight	Departure	Arrival	Status
 SpiceJet SG 3217 L Class Aircraft: DH8	GAU (Borjhar,Guwahati) 9:40 PM Sun, 15/Oct/2017	CCU (Calcutta,Kolkata) Terminal: 2 11:15 PM Sun, 15/Oct/2017	Confirmed Baggage: 15 KG Meal: 1 Platter Non stop

Payment Details

This is an Electronic ticket. Please carry a positive identification forCheck in.

Fare:	Rs. 3,975.00
K3/GST:	Rs. 0.00
Fee & Surcharge:	Rs. 685.00
Meal Charge :	Rs. 180.00
Txn Fee:	Rs. 0.00
Total Amount:	Rs. 4,840.00

Carriage and other services provided by the carrier are subject to conditions of carriage which hereby incorporated by reference. These conditions may be obtained from the issuing carrier. If the passenger's journey involves an ultimate destination or stop in a country other than country of departure the Warsaw convention may be applicable and the convention governs and in most cases limits the liability of carriers for death or personal injury and in respect of loss of or damage to baggage.

Don't Forget to purchase travel insurance for your Visit. Please Contact your travel agent to purchase travel insurance.


Mahendra Nath Hembram.
27/11/2017

SHARP TRAVELS
112 SOMDUTT CHAMBER 2
BIKAJI CAMA PLACE
Delhi
Phone: 46005555

**E - Ticket
Ticketed**

PNR : 6E-XYVNQS
Issued Date : Sat 14 Oct 2017

Passenger Name	Ticket Number	Frequent flyer no.
Mr Mahendra Nath Hembram	XYVNQS	

Flight	Departure	Arrival	Status
 IndiGo 6E 321 L Class Aircraft: 320	CCU (Calcutta,Kolkata) 12:40 PM Wed, 18/Oct/2017	GAU (Borjhar,Guwahati) 1:55 PM Wed, 18/Oct/2017	Confirmed Baggage:15 KG Meal:1 Platter Seat No : 22C Non stop

Payment Details

This is an Electronic ticket. Please carry a positive identification forCheck in.

Fare:	Rs. 1,275.00
K3/GST:	Rs. 0.00
Fee & Surcharge:	Rs. 1,208.00
Meal Charge :	Rs. 250.00
Txn Fee:	Rs. 0.00
Total Amount:	Rs. 2,733.00

Carriage and other services provided by the carrier are subject to conditions of carriage which hereby incorporated by reference. These conditions may be obtained from the issuing carrier. If the passenger's journey involves an ultimate destination or stop in a country other than country of departure the Warsaw convention may be applicable and the convention governs and in most cases limits the liability of carriers for death or personal injury and in respect of loss of or damage to baggage.

Don't Forget to purchase travel insurance for your Visit. Please Contact your travel agent to purchase travel insurance.

Mahendra Nath Hembram
27/11/2014

BILL/CERTIFICATE
for Boarding/Lodging Charges

Certified that I have incurred expenditure of about less than 2952/-
towards boarding/lodging expenses during the tour period from 15/10/2017 to
18/10/2017 days of calendar month October, 2017

Mahendra Nath Membran
27/11/2017

Name- MAHENDRA NATH
MEMBRAM

Designation- ENGINEER (UPL)



Passenger Name

HEMBRAM/MAHENDRANA

Date

15Oct17

Conf #

P6FR2C

From

Guwahati

(GAU)

Depart

2140

Arrive

2315

To

Kolkata

(CCU)

SSR(s)

Y/SBZ 2017

SEQ NUMBER

10

Seat Number

19B

Flight

SG3217

Time

2110

Gate

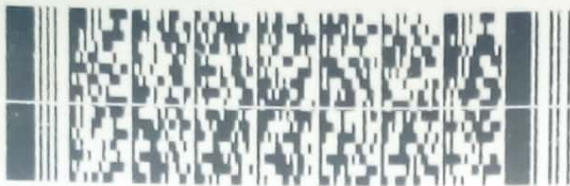
1

please retain boarding pass until end of journey.

frisking of passenger and checking of hand baggage is mandatory. Boarding gate will be closed 20 minutes prior to the departure time for domestic flights and 25 minutes for international flights. For more information, visit spicejet.com, call: +91 987 180 3333; +91 965 400 3333. log on to spicejet.com

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As a courtesy to fellow passengers please place your carry-on items in the overhead bin above your own seat.

Name **HEMBRAM/MAHENDRAN/**

From **KOLKATA** To **GUWAHATI**

Flight **6E 321** Date **18 Oct 17**

Boarding time **1155** Departure Time **1240**

Sequence **136** Class **L**

Gate **21** Seat Number **22C**

Boarding gate closes 25 minutes prior to departure. Please check the flight information screen for latest updates.
Passengers are requested to co-operate with the airport security.
Call 0 99 10 38 38 38 / 0124 661 3838

Boarding gate numbers are subject to change, please check the flight information screen for latest updates.
Carrying photo Id and handbag is a mandatory procedure.
Have a pleasant flight

Don't be late, your flight won't wait