

ENERGY EFFICIENCY SERVICES LIMITED
TOUR TRAVELLING ALLOWANCE CLAIM

Date:- 23/11/17

CARD CODE	EMPLOYEE NO.	TOUR COMMENCEMENT DATE	Mth/Days Tour	04 days	DESTINATION
Name	Designation	Scale of Pay	Basic Pay		
btampati Jha	project engineer	E1	14,119		
Department	H.O.				
SL-Rajasthan					

Note : Cheque drawn in favour of Energy Efficiency Services Limited if net claim is negative.

FOR ACCOUNTS DEPTT.

[illegible]

*The cancellation of booking was due to official reasons

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 IInd 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						
6/11/17	12:30pm	S/Kar	6/11/17	11:18pm	DauSa	bus		To meet the officer	195		
10/11/17	15:21pm	DauSa	10/11/17	17:21pm	S/Kar	bus		ULB dauSa	195		

*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
CDA	DauSa	04	750	3000
Total			Total 3000	

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					
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)

Pranpreet Singh
Signature of Employee

Date: 23/11/17

BILL/CERTIFICATE
for Boarding/Lodging Charges

Certified that I have incurred expenditure of about less than Rs. 3390 towards
boarding/lodging expenses during the 6/11/17 to 10/11/17 days of calendar month
23/11/2017

Name- Banpalika

Designation- Project Engineer

ENERGY EFFICIENCY SERVICES LIMITED

TOUR APPROVAL FORM

Details of the Employees proposing to undertake the tour:

Name	Designation	Emp. No.	Department
Bhanpati Jha	project engineer	0/162	street light

Details of the Tour:

1.	Project Name:	Dausa
2.	Complete address of the place(s) to visit:	Nagar parishad dausa (Rajasthan)
3.	Contact Person:	Mr. Commissioner and chairman
4.	Purpose of the Tour:	To monitoring SL on going project of LED street lights in Dausa ULB (Phase-3) dausa.
5.	Proposed period of tour:	4 days.

Details of the Movement:

S/No.	Date of Travel	Train / Flight Name & No.	Station		Class	Remarks
			From	To		

Date: 23/11/17

Bhanpati Jha
Signature of the Employee

Comments of the Controlling Officer:

Comments of the HOD:

Tour Approved / Not Approved.

Signature of the MD (EESL)

(For cancellation / postponement, see overleaf)



		SUBJECT: Street Light Project
TOUR REPORT		REF:
DISTRIBUTION	NAME(s): Ganpati Jha	
1. Mr. Girja Shankar	PERIOD: 04 Days	
2. Mr. Aman Meherda	MEETINGS: Inception meeting	
	VENUE: Dausa	
	MAIN PERSONS CONTACTED: Commissioner and Chairman Municipal Council Dausa.	

BRIEF SUMMARY:

1. Inception meeting with commissioner and chairman municipal council dausa.
2. To monitoring the on going project of dausa.
3. Subsequent of meeting implementation plan.

Follow-up Items

CLASSIFICATION:	SIGNATURE (S)	SUPERVISOR SIGNATURE
<input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> RESTRICTED	<i>Ganpati Jha</i>	