

TOUR APPROVAL FORM

Tour ID : 5019

Details of the Employee proposing to undertake the tour:

Employee Code	Name	Gender	Age(years)	Mobile No.	Email ID	Designation	Department	Posted At
NC07123	Jitendra Jaiswal	Male	25	9039232923	u_jjaiswal@eesl.co.in	Engineer	Technical	CHHATISHGARH
Approved By EESL, Forwarded By: Manish Rai[UPL Representative]				Remarks : Approved				

Details of the tour:

1.	Project Name:	CGBU000001
2.	Complete address of the place(s) to visit:	District- koriya, Chirimiri & District- Surajpur
3.	City Type:	OTHER
4.	Contact Person:	CSPDCL Officials E.E (O&M)
5.	Purpose of the Tour:	Material receiving, Bulb handover to CSPDCL & For Agreement with IOCL & BPCL "R.O"
6.	Proposed period of tour:	08-11-2017 - 09-11-2017

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	08-11-2017	8.00am	By bus	Ambikapur	chirimiri	ordinary	No	Travel by bus
2	09-11-2017	8.30 am	By Bus	Chirimiri	Surajpur	ordinary	No	for material receiving

Tour Advance

Total Days of Tour	Allowance Per Day(As per policy)	Total=(Allowance X Total Days) X 80%
2	Rs. 3000 (OTHER)	Rs.4080

Total Advance Sought : Rs. 0

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

TOUR INFORMATION REPORT

Name of Executive: JITENDRA JAISWAL
Designation: ENGINEER
Reporting Officer: Mr. VEDPRAKASH DINDORE

Proposed Date: 08/11/2017 From: 08/11/2017 To: 09/11/2017

Project Details: DELP Scheme UJALA.

Purpose of Visit

Project Development

☒ Preliminary Meeting

☐ Seminar/Workshop/Presentation

Project Co-ordination

☒ Follow-up meeting

☐ Project Kick-off

☐ Techno-commercial Discussion

Project Implementation

☒ Project Supervision

☐ Project Execution

☐ Other (specify): Click here to enter text.

- For material receiving LED Bulbs (UJALA) in Chizimiri, Surajpur
- for handover the bulbs to CSPDCL E.E (08m) Koriya & Surajpur district
- To attending meeting with BPCL & IOCL "R.O." (Outlets).

☐ Approved

Approving Authority

☐ Not Approved

ENERGY EFFICIENCY SERVICES LIMITED TOUR TRAVELLING ALLOWANCE CLAIM

Date:-

CARD CODE	NC07123	EMPLOYEE NO.	08/11/2017	TOUR COMMENCEMENT DATE	-02	Days	Chittrikoot (Karnal - Dist) 2 Surajpur	DESTINATION
Name	JITENDRA JAISWAL	Designation	ENGINEER	Scale of Pay	E-2	Basic Pay		
Department	U.P.L.	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 DEPT.	
		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	250/-		
2. Conveyance charges	327/-		
3. Boarding & loading charges	950/-		
A. Total + D.A	1200/-		
Less Advance drawn from	2,727/-		
C. NET CLAIM	2,727/-		

Pay () Net Claim

2 7 2 7 4

Recover ()

D. Refund by cheque
Cheque No. _____ Dated _____
on _____

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

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							
08/11	8:00am	Amritsar	06/11	11:45pm	Chinioti	By Bus		for material receiving (LED bulbs & handover bulbs to CSPCL)	130/-	149		
08/11	3:45pm	Chinioti	08/11	5:50pm	Barkhuthra	By Bus			40/-	211		
09/11	10:30am	Barkhuthra	09/11	12:15pm	Surajpur	By Bus			40/-	121		
09/11	7:00pm	Surajpur	09/11	8:10pm	Amritsar	By Bus			40/-	285		

*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
1	Koriya	2	950/-	950/-
	D.A	2	600/-	1200/-
Total				2150/-

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	08/11	Koriya	Bus stand	godown	12	Auto	45	for material receiving & Handover bulbs to CSPCL EE(chem)	
2	08/11	Koriya	Koriya - godown CSPCL	godown	35	Auto	135		
3	08/11	Koriya	godown	bus stand	4	Auto	12		
4	09/11	Surajpur	bus stand	godown	10	Auto	30		
5	09/11	Surajpur	godown	CSPCL office	15	Auto	56		
6	09/11	Surajpur	CSPCL office	Bus stand	13	Auto	49		
Total							327/-		

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)

[Signature]
 Signature of Employee

Date: 10/11/2017

BILL/CERTIFICATE
for Boarding/Lodging Charges

Certified that I have incurred expenditure of about less than Rs. 2727/- towards boarding/lodging expenses during the 08/11/17 to 09/11/2017 days of calendar month November 2016-2017

Name- JITENDRA
JAIN

Designation- ENGINEER

Jitendra Jain

HOTEL

BILL

STD: 07836
PH: 232555
232580

AAWAS

Main Road, BAIKUNTHPUR, (Korea) C.G.

No. **1567**

Date **8/11/17**

Serial No. Room No. **107** Person **1**

Shri **Vitendra Jainwal**

Date of Arrival **8/11/17** Time **6:00 PM**

Date of Departure **9/11/17** Time **10:00 AM**

PARTICULARS	Rs.	P.
Room Rent @ Rs. 950 for 1 Days	950.00	
Trunk Call		
Local Call		
Others		
Luxury Tax		
Total Amount		
Adv. Receipt No. Date		
Received		
Balance Refunded	950.00	

Rupees

This Bill must be paid on presentation Cheques not
accepte Check out time 24 Hours.

Vitendra Jainwal
Customer's Signature

[Signature]
Receptionist

राजधानी ट्रांसपोर्ट, अम्बिकापुर
ता. से 149 यात्री तक
किराया

कटा टिकट वापस नहीं होगा
छुटी यात्री लगेज की जिम्मेदार कंपनी नहीं होगी। हस्ता.

रशीद बस सर्विस अम्बिकापुर

यात्री किराया
से 285 तक 40

नोट-कटा टिकट वापस नहीं होगा छुटी यात्री व
लगेज की जिम्मेदारी कंपनी की नहीं होगी।

.....बस सर्विस.....
ता. से यात्री तक

किराया 121
कटा टिकट वापस नहीं होगा
छुटी यात्री लगेज की जिम्मेदार कंपनी नहीं होगी।
हस्ता.

न्यू शमीम ट्रांसपोर्ट, अम्बिकापुर

ता. नं.
यात्री किराया
कहां से 21 कहां तक
हस्ताक्षर

नोट-कटा टिकट वापस नहीं होगा छुटी यात्री
व लगेज की जिम्मेदारी कंपनी की नहीं होगी।