

TIN No. 09S18700187
Reg. No. 407/10 सराय-II

BILL / CASH MEMO

☎ (0551) : 2337630
: 2331831

GSTIN-09AABPH1930P1ZW



HOTEL MARINA

GOLGHAR, GORAKHPUR - 273001

No. **0995**

Date **30-9-12**

Shri **Prigevrat Tomar**

Room No. **207-2012**

Sl. No.	PARTICULARS	RATE	AMOUNT	
			Rs.	P.
1.	Lodging Charges for days (3) From 27-9-12 (Time 6:30 pm) To 30-9-12 (Time 8:30 pm)	1300/-	3900/-	
2.	Extra Bed Person			
3.	Local Call			
4.	Truck Call/Telegram			
5.	Misc.			
6.	Blanket/Towels			
7.	Boarding			
8.				
9.				
	Total		3900/-	
	Luxury Tax	CGST 6% SGST 6%	234/- 234/-	
	Total		4368/-	
	Less Adv. vide Receipt No.			
	Nett Total Payable/Returnable	Advance		
		Balance		

Signature of Customer


Receptionist

U.P.S.R.T.C.

AWADH DEPOT

No:00020260 27/09/17 07:49:02

AC 3X2 UP33H15206 UER:01.66
POLYTECHNIC TO GORAKHPUR

(TOT. JOURNEY KMS = 0281)

FULL : 1 x 364.00 = Rs. 364.00

₹

364.00

Verdy

VIKRAM-348 001 BUDGET / 17 BUDGET

!! AAPKA APNA SATH !!

ENERGY EFFICIENCY SERVICES LIMITED

TOUR APPROVAL FORM

Details of the Employees proposing to undertake the tour:

Name	Designation	Emp. No.	Department
Priyanshu Tomar	Engineer	NC07513	SLNP

Details of the Tour:

1.	Complete address of the place(s) to visited:	Gorakhpur
2.	Contact Person:	Mr. Taran Taya
3.	Purpose of the Tour:	SLNP WORK
4.	Proposed period of tour:	4 days

Details of the Movement:

S/No.	Date of Travel	Train / Flight Name & No.	Station		Class	Remarks
			From	To		
1.	27-9-17	UPSRTC BUS	LKO	Gorakhpur	3A.C	Tickets Attached
2.	30-9-17	UPSRTC BUS	Gorakhpur	LKO	3A.C	Tickets

Date: 27-9-17

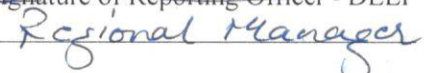

 Signature of the Employee

Comments of the Controlling Officer:



Comments of the HOD:

Tour Approved / Not Approved.

Signature of Reporting Officer - DELP


TOUR TRAVELLING ALLOWANCE CLAIM

NC07513		04	
CARD CODE	EMPLOYEE NO.	TOUR COMMENCEMENT DATE	Mth/Days Tour
Name	Designation	Scale of Pay	Basic Pay
Department	H.O.		

Section I : Calculation of total TA admissible (Please fill this Section after filling Section II to V)
 Note : Cheque drawn in favour of Energy Efficiency Services Limited if net claim is negative.

	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	728 /-		
Cost of Ticket Dr.			
2. Conveyance charges & Misc. expenses II + V	1004		
3. Accommodation charges	4368 /-		
4. Daily allowance	1920		
A. Total 1 to 4	7292		
Less Advance drawn from:			
5. Corporate Centre	12000 -/		
6. From Projects, If any			
B. Total 5 & 6			
C. NET CLAIM (A-B)			

Claim Date :	Pay (₹).	Net Claim
D. Refund by cheque	Recover (₹).	
Cheque No..... Dated		
on for (₹).....		Accounts Officer

SECTION II : Details of Miscellaneous Expenses incidental To Tour

NOTE : Enclose receipts for amount claimed

S.No.	Particulars of Expenses	Amount (₹)	*The cancellation of booking was due to official reasons
Total			

Signature of Head of Department
 Name
 Date
 Designation

*To be furnished when cancellation charges are claimed

Verified
 Vamshu
 H. Executive

SECTION II : 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						
27-9-17	7:02	LKO	27-9-17	1:00pm	GKP	3 A.C	BUS	SLNP WORK	364		Tickets Attached Tickets Attached
30-9-17	10:14pm	GKP	1-10-17	4:30Am	LKO	"	"	"	364		
									728		

*Note: Where tickets are provided by the company the fare may be indicated in remarks column.

SECTION IV : DETAILS OF CLAIM FOR DA & EXPENDITURE INCURRED FOR ACCOMMODATION (Excluding leave availed)

Midnight (00hrs) spent in	Station	Date(s)	No. of Days for DA	Rate per Day(₹)	Amount of Daily Allowance(₹)	Name of Hotel/Guest House	Amount for Hotel Accommodation(₹)	Name of persons with whom accommodation shared
Principal City								
Ordinary City	GKP	27-9-17 to 30-9-17	4	480	1920	Marina Hotel	4368	
Journey								
Total				Total	1920	Total	4368	

NOTE : Please enclose the supporting bill & receipt for the amount paid on account of hotel/guest house accommodation charges

1. Leave availed (if any) at from to
2. Both Boarding and lodging/Boarding only lodging/only was providing free of cost at from to

SECTION V : DETAILS OF CONVEYANCE CHARGES CLAIMED

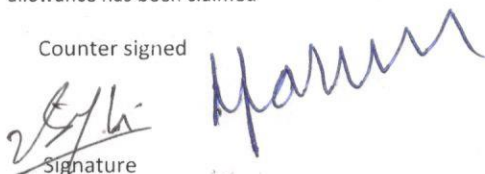
NOTE: If the space provided is insufficient, separate sheet in the same Performa may be attached duly signed by the claimant.

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	28-9-17	GKP	GNN	Ward 89/71	22km	Auto		Site visit	
2	29-9-17	GKP	GNN	Vijay Chauraha Bargaon Bithyala	30km	Auto		Site visit	
3	30-9-17	GKP	GNN	Nawala main road	21km	Auto		SLNP WORK	
Total							276		

CERTIFICATE :

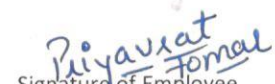
Certified that: (i) Wherever lodging charges for stay in a hotel have been claimed, Company Guest house accommodation was not available.
(ii) I am/am not in receipt of HRA of availing the facility of leased accommodation at any of the tour stations for which daily allowance has been claimed

Counter signed



Signature

(Name & Designation of the Controlling officer)


Signature of Employee
Date : 27-9-17

VIPUL SINGH
Asstt. Manager (T) - USOLA

Sl.No.	STATION	DATE	NO. OF DAYS FOR DA	RATE PER DAY	AMOUNT OF DAILY ALLOWANCE
1	GORAKHPUR	27-09-2017 TO 30-09-2017	4	480	1920