Tour Allow ENERGY EFFICIENCY SERVICES LIMITE TOUR TRAVELLING ALLOWANCE CLA				Date:-		30/11/17			
CARD EMPLOYEE NO.		TOUR CO	TOUR COMMENCEMENT		Mth/Days Tour	DESTINATION			
17007203		Designation	esignation Sr. Evg		Scale of Pay		Basic Pay	28,083/	
Department 3.1		н.о		M	rida				
Section Note :	l : Calculation o Cheque drav	f total TA adm vn in favour of	nissible f Energy Efficie	ncy Serv	ices Limited i	if net claim is ne	gative.		
					FOR ACCOUNTS DEPTT.				
		Amount Claimed (to be filled in by the employee)(")		(en	Amount admitted by Accou (enter only if claims are clain ticket, booked by company Cheque Amount(")		med Remarks		
Section-I			93		Cheque	Amount()			
1. Journe									
By Air By Rail & Road		15	03/-						
		Cost of Ti	cket Dr.						
2. Conveyance charges		1701-							
3- Boarding& loading charges		12001-							
A. Total		31731-							
Less Adva	ance drawn from:								
C. NET CLAIM		317	3 -						
					Par	у (`)	N	let Claim	
						, , , , , , , , , , , , , , , , , , , ,			
D. Refun	d by cheque	Dated	Dated			cover (*)			
on	ue Nu	for(`)	***************************************					Accounts Office	
*The can	cellation of booki	ng was due t	o official reaso	ons					
							Signature of Head of Department Name		
				Na	me	Des	Designation		

Tour Allowance Claim Form for UPL Executives

SECTION 1: 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 Model Train Purpose of Arrival Ticket No./MR Journey Amount & Class No./ No./Bus Ticket Remarks Date Time Station Claimed Date Time Station of Train (Please give No. Name details) travel 25 1917 9:00 BO Bahun 25/19/7 12:10 PM Amyl Soth BHB NA 1251-STOLD ISOM ALMERTA 25/1917 OSUPPIN EMANAN BUS NIA STOLABISOM GOREMMUZZANDA DEID AM JUPYY BYD 570 NIA RAMIA COSTONAL GAVENMEN BUD MA *Note: Where tickets are provided by the company the fare may be indicated in remarks column. 503 SECTION II: DETAILS OF CLAIM FOR Boarding /Lodging Boarding & Midnight Slab Lodging charges No. of (OOhrs) spent Station days Rates ANUR 00 10 10 milet 750H 00 1500 Total Tota NOTE: Please enclose the supporting bill /declaration to from 1. Leave availed (if any) at 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. Place of Visit Station-Distt. In (specify Locality) Means of Amount Purpose (in brief) wise weekly Date Station Kms. SI No. Travel () total (approx) From 25INA SINR FKM 25 Home DYOSHIP Auto ESIMH ATHREAK BYTP 301-2Km Auto 8Km Ayto 301-9Km 30 1-Auto 301-9km Auto HCM 170 Total CERTIFICATE: Certified that: I was physically present at the touring station as above for the indicated days. Counter signed Signature of Employee Signature

Date: 30/11/17

BILL/CERTIFICATE for Boarding/Lodging Charges

Certified that I have incurred expenditure of about less than Rs. 3173 — towards boarding/lodging expenses during the 25/10/17 to 26/10/17 days of calendar month

Name-Sumit Kr. Dutta.

Designation- St. Egg (UP)