

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						
31-10-17	7:00 PM	Durgapur	01-11-17	6:30 AM	Jaipur			Meet with Girdja Shankar	650	1455	
01-11-17	9:00 PM	Jaipur	02-11-17	8:30 AM	Durgapur	BUS		stn to submit the invoice	650	677	
									1300		

*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
26(Hrs)	Jaipur	1	750	750 (CAF)
Total				Total 750

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)

Arjani Cent
Signature of Employee

Date: 18-11-17

ENERGY EFFICIENCY SERVICES LIMITED

TOUR APPROVAL FORM

Details of the Employees proposing to undertake the tour:

Name	Designation	Emp. No.	Department
Anjani Kant	Engineer	NCO7208	SLNP

Details of the Tour:

1. Complete address of the place(s) to visit:	Jaipur office
2. Contact Person:	Mr. Girja Shankar sir
3. Purpose of the Tour:	Submit the invoice
4. Proposed period of tour:	31-10-17 to 01-11-17

Details of the Movement:

S No	Date of Travel	Train / Flight Name & No.	Station		Class	Remarks
			From	To		
1.	31-10-17	1455	Durgapur	Jaipur	AC	
2.	01-11-17	677	Jaipur	Durgapur	AC	

Date: 01-11-17

Anjani Kant
Signature of the Employee

Comments of the Controlling Officer:

Comments of the HOD:

Tour Approved / Not Approved.

Signature of the CEO (EESL)

(For cancellation / postponement, see overleaf)