Tour ID :- 5903 ④

JITENDRA JAISWAL

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						
06/01/18	10 am	Ambikapur	06/01/18	12:45pm	Surajpur	ordinary	By Bus	UJALA: for material receiving (LED Bulbs) & for IECL & BPCL agreement	40/-	451	
06/01/18	9 pm	Surajpur	07/01/18	6:00am	Jashpur	ordinary	By Bus		200/-	006	
09/01/18	3pm	Jashpur	09/01/18	8:45pm	Ambikapur	ordinary	By Bus		160/-	156	

*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
2	Jashpur	3 Days	800/-	1600/-
D.A	Surajpur & Jashpur	4 Days	600/-	2400/-
	Total			4000/- Total

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) From	Place of Visit (specify Locality) To	Distt. In Kms. (approx)	Means of Travel	Amount (`)	Purpose (in brief)	Station-wise weekly total
1.	06/01/18	Ambikapur	Base location	New Bus Stand	3.1	Auto	12/-	UJALA: Material receiving (LED Bulb's) in Surajpur & Jashpur district. And for IECL & BPCL (R.O) agreement. And for fresh Bulb handover to CSPDCL	
2.	06/01/18	Surajpur	Bus Stand	godown	4	Auto	15/-		
3.	06/01/18	Surajpur	godown	Bus Stand	4	Auto	15/-		
4.	08/01/18	Jashpur	Bus Stand	BPCL (R.O) kailash pump	10	Auto	37/-		
5.	09/01/18	Jashpur	Bus Stand	godown & CSPDCL office	14	Auto	52/-		
						Total	131/-		

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)

Jitendra Jaiswal

Signature of Employee

Date: 11/01/2018

mob:- 9039232923

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