

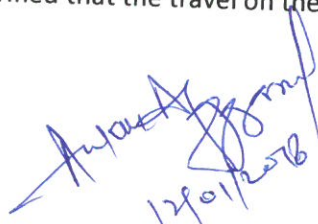
Energy Efficiency Services Limited, Noida

CLAIM FORM

DEARNESS ALLOWANCE (DA)

Date	Purpose	Location	Rs. (DA) per day
03-12-2018	MP's representative of Guna constituency	Ashok Nagar	600
05-12-2018	Returning	Guna to Delhi	300
Total			900

Verified that the travel on the dates was actually undertaken and was duly authorised


12/01/2018

Signature of Employee

Name: Ankur Aggarwal

Employee Code: **NC07552**

Designation- **Sr. Engineer**

Project code: AJAY-2016-UP SLK

TOUR ID - 5452

Tour Allowance Claim Form for UPL Executives

ENERGY EFFICIENCY SERVICES LIMITED TOUR TRAVELLING ALLOWANCE CLAIM				Date:- 12/01/2018			
CARD CODE		EMPLOYEE NO. NC07552		TOUR COMMENCEMENT DATE 30/12/2017		Mth/Days Tour 5 days	
Name ANKOR AGARWAL		Designation Sr Engineer		Scale of Pay 33638		Basic Pay 28089	
Department AJAY Project		H.O Corporate office, Aoida		DESTINATION Guna (Madhya Pradesh)			

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 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	2250		
	Cost of Ticket Dr.		
2. Conveyance charges	446		
3- Boarding & loading charges	5079		
A. Total	7775		
Less Advance drawn from:	Seventy thousand seven hundred seventy five only		
C. NET CLAIM			

Pay ('))..... Net Claim

D. Refund by cheque

Cheque No..... Dated
on for(')).....

Recover (')).....

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 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							
30/11/2017	6:00	NDL	30/11/2017	9:28	GWL	CC	12022	Assessment of ground condition	900	272028192	3 Days	Bus
5/12/2017	12:30	Gurgaon	5/12/2017	1:30	NDL	AC Bus	04006		1350	1613683		

*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
3	Secunderabad		E1 1450 per day or 750	2250
2	Ashoknagar			2529
1	Gurgaon to Delhi			300
Total				Total 5079

Hotel
1450 + GST or
750 (DA)
or
600 (DA)
per day

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	30/11/2017	Home	Home	NDL	12km	Taxi	233	Approval (CA) taken for taxi	
	5/12/2017	NDL	Home	Home	13km	Taxi	213		
Total							446		

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 of Employee
Date: 15/01/2018