

**ENERGY EFFICIENCY SERVICES LIMITED  
TOUR TRAVELLING ALLOWANCE CLAIM**

**Date:- 05/12/2017**

CARD NO.	NC07046	TOUR COMMENCEMENT DATE	16/10/2017	Mth/Days		DESTINATION	
NAME	Sajan Goyal	DESIGNATION	Engineer	Scale of Pay		Basic Pay	
DEPARTMENT	UJALA	H.O.	NOIDA				

**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			
	Cost of Ticket Dr.		
2. Conveyance charges	633.00		
3- Boarding & loading charges	1050.00		
A. Total	1683.00		
Less Advance drawn from:			
C. NET CLAIM	1683.00		

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 IIInd Class and for air journey and bus journey enclose used ticket/folders)

Departure			Arrival			Model & Class of travel	Purpose of Journey (Please give details)	Amount Claimed (₹)	Ticket No./MR No./Bus Ticket No.	Remarks
Date	Time	Station	Date	Time	Station					
16-10-2017	06:00 am	Faridabad	16-10-2017	07:30 am	Gurgaon	Bike	For petrol pump agreement signing	169		
16-10-2017	07:40 am	Gurgaon	16-10-2017	11:20 am	Hisar	Bus		150		
17-10-2017	9:00 am	Hisar	17-10-2017	1:00 pm	Gurgaon	Bus		145		
17-10-2017	1:10 pm	Gurgaon	17-10-2017	03:00 pm	Faridabad	Bike		169		
								633	TOTAL	

\*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
16/10/2017 to 17/10/2017	Hisar	1.5	750(CD A)+600 (DA)	750+300(Half DA)
		Total	1050	

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

*Sajan Loyal*

Signature of Employee

TOUR REPORT	Subject: For Petrol Pump Agreement Signing
NAME	SAJAN GOYAL
DESIGNATION	ENGINEER
PERIOD	16/10/2017 & 17/10/2017
VENUE	Hisar
	<b>PURPOSE OF TOUR</b> <ul style="list-style-type: none"> <li>For Petrol Pump Agreement Signing with dealers</li> </ul> <b>ACTIVITIES DONE</b> <ol style="list-style-type: none"> <li>Attend meeting with dealers and gave brief on UJALA Scheme to roll out the process of agreement signing and start UJALA scheme from their outlet at the earliest.</li> <li>Share agreement copy with them for the same.</li> </ol>

Sajan Goyal  
ENGINEER

Mr. NITIN BHATT  
MANAGER (P.R.)

Tour Allowance Claim Form for UPL Executives

**BILL/CERTIFICATE**  
**for Boarding/Lodging Charges**

Certified that I have incurred expenditure of about less than Rs. 1683/- towards  
boarding/lodging expenses during the 16/10/17 to 17/10/17 days of calendar month  
October 2017

Name- Sojan Nayak

Designation- Engineer