ENERGY EFFICIENT	Tour Allowance Clain	n Forn	n for UPL Exe	ecutives	TOU J ID-	
ENERGY EFFICIENCY SERVICES LIMITED OUR TRAVELLING ALLOWANCE CLAIM			Date: - 22/01/2018			
C07029 O/088	15/01/2018	4	02 Day	Chandigarh		
CODE EMPLOYEE NO.	TOUR COMMENCEMENT D		Mth/Days Tour	DESTINATION		
Name Sachin Kumar	Designation Sr. Engg.	s	icale of Pay	El	Basic Pay 20540	
epartment MuDSM (MI	EEP) H.O Noida					
	total TA admissible in in favour of Energy Efficiency	Servic	es Limited if	net claim is nega	itive.	
		FOR ACCOUNTS DEPTT.				
Section-I	Amount Claimed (to be filled in by the employee)(')	Amount admitted by Accounts (enter only if claims are claimed ticket, booked by company or Cheque Amount(')		ns are claimed y company or	Remarks	
Journey Fares		and the second				
By Air By Rail & Road	3325					
	Cost of Ticket Dr.			THE STREET		
2. Local Conveyance charges	810	aur or or or or or				
Boarding& loading charges 1605 (Hotel)+480 (DA)=2085						
A. Total	6220					
Less Advance drawn from:		T processor	, , , ,	+		
C. NET CLAIM	6220					
. [ne bassinas	Pay (')		Net Claim	
D. Refund by cheque Cheque No			Recover (`)			
On	for()				Accounts Officer	
*The cancellation of booking	g was due to official reasons					
NA -			Signature of Head of Department Name Designation			
*To be furnished when cand	cellation 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) Model Train Purpose of Arrival Departure Ticket No./MR & Class No./ Journey Amount No./Bus Ticket Remarks Of Train Station Date Time (Please give Claimed Station Time Date No. Travel Name (`) 12005/ Chandigarh EC New Delhi 15/1/18 20:40 KALKA 1600 9507743882 15/01/18 17:15 **MEEP SHTBDI Training** 12012/ |16/01/18| 18:23 |Chandigarh |16/1/18 New delhi EC 9507648482 21:55 KALKA 1725 SHTBDI. *Note: Where tickets are provided by the company the fare may be indicated in remarks column. SECTION II: DETAILS OF CLAIM FOR Boarding /Lodging Slab Boarding & Lodging charges Midnight No. of (00hrs) spent Station days Rates **Ordinary City** 480 (DA) Chandigarh 01 (a) 480 Hotel Chandigarh 01 1605 (Bill Attach) NOTE: Please enclose the supporting bill /declaration 1. Leave availed (if any) at NA NA 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. Place of Visit Distt. In Station-(specify Locality) Means of Amount SI No. Date Station wise weekly Purpose (in brief) Kms. (`) Travel (approx) total From To Saparate Sheet Attach **Total** 810 **CERTIFICATE:** Certified that: I was physically present at the touring station as above for the indicated days. Counter signed Herri 23.01.18) (Name & Designation of the Controlling officer) Managest (Tech.)