

### 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 (₹)	Bus Ticket No.	Remarks
Date	Time	Station	Date	Time	Station						
31/10/17	21:55	Kolkata	01/11/17	04:00	Maldah	3A		Agreement Signing	557	585	Srijani Datta 30/11/2018
01/11/17	22:30	Maldah	02/11/17	05:00	Sadah	2A			1270		
Total									1855		Srijani Datta 30/11/2018
									182700		

\*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
02	Kolkata Maldah	3	600	1200
Total				Total 1200

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	31/10/17	Howrah Station	Kolkata Regional Office	Howrah Station	24	Auto	89		
2	04/11/17	Howrah Station	Howrah Station	Kolkata Regional Office					
2	02/11/17	Howrah Station	Howrah Station	Tolly - gate	16	Auto	60		

Total 149

#### CERTIFICATE:

Certified that: I was physically present at the touring station as above for the indicated days.

Counter signed

Signature

*(Signature)*

*Srijani Datta*  
Signature of Employee

(Name & Designation of the Controlling office)

Tour Allowance Claim Form for UPL Executives

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

Certified that I have incurred expenditure of about less than Rs. 1200 towards  
boarding/lodging expenses during the 31/01/17 to 02/11/17 days of calendar month

Srijani Datte  
(30/11/2018)

Name-SRIJANI DATTA  
Designation- PROJECT  
ENGINEER

Carri.

HOWRAH JN  
(HWH)



MALDA TOWN  
(MLDT)

Departure

31 Oct 2017 21:55

Arrival

01 Nov 2017 04:00

Quota

GENERAL

ClassType

3A

Boarding At

HOWRAH JN (HWH)

Date of Boarding

31 Oct 2017

Adult

2

Child

0

Transaction Id

100001033489708

Fare

1170.0 / 2 = 585

Travel Insurance Opted: Yes

Bill verified  
Srijani Datta  
30/01/2018

Bill verified  
Srijani Datta  
30/01/2018

Name

Status

SRIJANI DATTA

24 F

CNF

B2/34/MB

DEEPAK HANSDA

33 M

CNF

B2/42/MB

### GST DETAILS

#### Supplier Information

SAC Number.

996421

GSTIN/State

07AAAGM0289C1ZL

West Bengal

IGST

55.4 @ 5.0%

Total Tax

55.4

Taxable Value

1114.6

N S

Are you aware that 43% of your fare is borne by the  
common citizens of the country?

Please visit my booking to view your tickets





# IRCTC e-Ticketing Service

## Electronic Reservation Slip (Personal User)



- You can travel on e-ticket sent on SMS or take a Virtual Reservation Message (VRM) along with any one of the prescribed ID in original. Please do not print the ERS unless extremely necessary. This Ticket will be valid with an ID proof in original. Please carry original identity proof. If found traveling without original ID proof, passenger will be treated as without ticket and charged as per extant Railway Rules.
- Valid IDs to be presented during train journey by one of the passenger booked on an e-ticket :- Voter Identity Card / Passport / PAN Card / Driving License / Photo ID card issued by Central / State Govt / Public Sector Undertakings of State / Central Government, District Administrations, Municipal bodies and Panchayat Administrations which are having serial number / Student Identity Card with photograph issued by recognized School or College for their students / Nationalized Bank Passbook with photograph / Credit Cards issued by Banks with laminated photograph / Unique Identification Card "Aadhaar".
- Service Accounting Code (SAC) 996411: Local land transport services of passengers by railways for distance upto 150 KMs. Service Accounting Code (SAC) 996416: Sightseeing transportation services by railways for Tourist Ticket Service Accounting Code (SAC) 996421: Long distance transport services of passengers through rail network by Railways for distance beyond 150 KMs.
- In case the ticket has been booked in advance before implementation of GST and the same is cancelled after implementation of GST, Refund amount due as per refund shall be refunded to passenger. However total amount of service charge charged at the time of booking shall not be refunded to passenger in cash/ shall not be transferred in the account in which transaction took place in case of e-Tickets etc.
- Refund of service tax shall be made only after Ministry of Railways gets refund from the department. The cancelled ticket shall be treated as credit note for getting refund of service tax amount.
- General rules/ Information for e-ticket passenger have to be studied by the customer for cancellation & refund.

PNR No: 6507612884	Train No. & Name: 13154/GOUR EXP	Quota: TATKAL (TO)
Transaction ID: 100001033759644	Date & Time Of Booking: 31-Oct-2017 10:52:25 HRS	Class: SECOND AC (2A)
From MALDA TOWN (MLDT)	Date Of Journey: 01-Nov-2017	To: SEALDAH (SDAH)
Boarding At: MALDA TOWN (MLDT)	Date Of Boarding: 01-Nov-2017	Scheduled Departure: N.A.
Resv. Upto: SEALDAH (SDAH)	Scheduled Arrival: N.A.	Adult: 2 Child: 0
Passenger Mobile No: 9932675552		Distance: 347 KM
Passenger Address:	N-321 IRC VILLAGE, NAYAPALLI-BHUBANESWAR, KHORDA, ORISSA - 751015	

N (NEW TIME TABLE FROM 01-11-2017)

### FARE DETAILS:

Ticket Fare **	₹ 2540.0	Rupees Two Thousand Five Hundred and Forty Only
IRCTC Service Charge (Incl. of GST) #	₹ 0.0	Rupees Zero Only
Travel Insurance Premium (Incl. of GST)	₹ 0.0	Rupees Zero Only
Total Fare (all Inclusive)	₹ 2540.0	Rupees Two Thousand Five Hundred and Forty Only

\*\* Inclusive of GST - ₹ 120.68 Only

# Service Charges per e-ticket irrespective of number of passengers on the ticket.

### PASSENGER DETAILS:

S.No.	Name	Age	Sex	Booking Status	Current Status
1	DEEPAK HANSDA	32	Male	CNF/A3/43/LOWER	CNF/A3/43/LOWER
2	SRIJANI DUTTA	25	Female	CNF/A3/44/UPPER	CNF/A3/44/UPPER

### Indian Railways GST Details:

Invoice Number: PS17650761288411	Address: Indian Railways New Delhi								
Supplier Information	Recipient Information	Taxable Value	CGST Rate	SGST/UGST Rate	IGST Rate	Total Tax			
SAC Code	GSTIN	GSTIN	Name	Address	2419 32	Rate	Amount	Rate	Amount
996421	07AAAGM0289C1ZL					5.0	120.68		120.68

This ticket is booked on a personal user ID and cannot be sold by an agent. If bought from an agent by any individual, it is at his/her own risk.

Place of Supply: MALDA TOWN (MLDT) State Code/Name of Supplier: 19/West Bengal

Ticket Printing Time: 31-Oct-2017 10:52:36 HRS

क्या आप जानते हैं कि आपके किराये का 43% देश के आम नागरिक वहन करते हैं?

Are you aware that 43% of your fare is borne by the common citizens of the country?

अपना समर्थन दिखाएं और भ्रष्टाचार मुक्त भारत बनने में मदद करें और केंद्रीय सतर्कता आयोग से प्रमाण पत्र प्राप्त करें।

Show your support and help India become corruption free. GO to <http://pledge.cvc.nic.in> and get a certificate from Central Vigilance Commission.

Print ERS Without Advertisements [X]



### IMPORTANT:

- For details, rules and terms & conditions of E-Ticketing services, please visit [www.irctc.co.in](http://www.irctc.co.in)
- \*New Time Table will be effective from 1-Oct-2017. Departure time and Arrival Time printed on this ERS/VRM is liable to change. Please Check correct departure, arrival from Railway Station Enquiry, Dial 139 or SMS RAIL to 139.
- There are amendments in certain provision of Refund Rules. Refer Amended Refund Rules w.e.f 12-Nov-2015 (details available on [www.irctc.co.in](http://www.irctc.co.in) under heading Refund Rule-> Cancellation of Ticket and Refund Rules 2015.)
- The accommodation booked is not transferable and is valid only if the ORIGINAL ID card prescribed is presented during the journey. The ERS/VRM/MRM along with valid ID card of any one of the passenger booked on e-ticket proof in original would be verified by TTE with the name and PNR on the chart. If the Passenger fail to produce/display ERS/VRM due to any eventuality (loss, damaged mobile/laptop etc.) but has the prescribed original proof of identity, a penalty of Rs.50/- per ticket as applicable to such cases will be levied. The ticket checking staff on board/off board will give excess fare ticket for the same.
- E-ticket cancellations are permitted through [www.irctc.co.in](http://www.irctc.co.in) by the user.
- PNRs having fully waitlisted status will be dropped and the names of the passengers will not appear on the chart. They are not allowed to board the train. However the names of PARTIALLY waitlisted/confirmed and RAC will appear in the chart.
- Obtain certificate from the TTE/Conductor in case of (a) PARTIALLY waitlisted e-ticket when LESS NO. OF PASSENGERS travel, (b) A.C. FAILURE, (c) TRAVEL IN LOWER CLASS. This original certificate must be sent to GGM (IT), IRCTC, Internet Ticketing Centre, IRCA Building, State Entry Road, New Delhi-110055 after filing TDR online within prescribed time for claiming refund.
- In case of Partial confirmed/RAC/Wait listed ticket, TDR should be filed online within prescribed time in case NO PASSENGER is travelling for processing of refund as per Railway refund rules.
- While TDR refund requests are filed & registered on IRCTC website [www.irctc.co.in](http://www.irctc.co.in), they are processed by Zonal Railways as per Railway Refund Rules (detail available on [www.irctc.co.in](http://www.irctc.co.in) under heading General Information).
- In premium special train cancellation is not allowed.
- Confirmed ticket can be cancelled upto thirty minutes before scheduled departure of the train. However, no refund shall be granted on cancellation of confirmed ticket after four hours before the