

TOUR APPROVAL FORM

Tour ID : 5115

Details of the Employee proposing to undertake the tour:

Employee Code	Name	Gender	Age(years)	Mobile No.	Email ID	Designation	Department	Posted At
NC07123	Jitendra Jaiswal	Male	25	9039232923	u_jjaiswal@eesl.co.in	Engineer	Technical	CHHATISHGARH
Approved By EESL, Forwarded By: Manish Rai[UPL Representative]				Remarks : Approved				

Details of the tour:

1.	Project Name:	CgBU000001
2.	Complete address of the place(s) to visit:	JASHPURNAGAR, DISTRICT - JASHPUR & DISTRICT -BALRAMPUR
3.	City Type:	OTHER
4.	Contact Person:	CSPDCL official E. E (O&M)
5.	Purpose of the Tour:	BULB'S HANDOVER TO CSPDCL & FOR MATERIAL RECEIVING
6.	Proposed period of tour:	12-11-2017 - 15-11-2017

Details of the Movement

SL. No.	Date of Travel	Time of Travel	Preferred Train/Flight Name & No.	Station		Class	Need Ticket?	Remarks
				From	To			
1	12-11-2017	09.30 am	BY BUS	AMBIKAPUR	JASHPURNAGAR	ORDINARY	No	Travelling by Bus
2	14-11-2017	09.30 am	By bus	Jashpurnagar	Balrampur	Ordinary	No	Travelling by Bus
3	15-11-2017	09.30 am	By bus	Balrampur	Ambikapur	Ordinary	No	Travelling by Bus

Tour Advance

Total Days of Tour	Allowance Per Day(As per policy)	Total=(Allowance X Total Days) X 80%
4	Rs. 3000 (OTHER)	Rs.8160
Total Advance Sought : Rs. 0		

Please Login into apps.eeslindia.org for any action.

This is an auto-mailer. Please do not reply to this mail as it will go nowhere

TOUR INFORMATION REPORT

Name of Executive:

JITENDR JAISWAL

Designation:

ENGINEER

Reporting Officer:

SH. VEDPRAKASH DINDORE (Sr. Manager) R.M (C.G)

Proposed Date: 12/11/2017

From: 12/11/2017

To: 15/11/2017

Project Details: SLP Scheme

UJALA Scheme

Purpose of Visit

Project Development

☐ Preliminary Meeting

☐ Seminar/Workshop/Presentation

☐ Other (specify): Click here to enter text

Project Co-ordination

☐ Follow-up meeting

☐ Project Kick-off

☐ Techno-commercial Discussion

Project Implementation

☒ Project Supervision

☐ Project Execution

→ For UJALA scheme material receiving in Balrampur.

→ Under Sambhagya Yojna bulb's handover to CSPDL E-E (OGM) in Jashpur and Balrampur

☐ Approved

☐ Not Approved

Approving Authority

Tour Allowance Claim Form for UPL Executives

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

Date: _____

CARD
CODE

NC02123

12/11/17

-103

Jashpurager Dist to Balrampur district

EMPLOYEE NO.

TOUR COMMENCEMENT DATE

10/11/17

Tour

DESTINATION

Name

JITENDRA
JAISWAL

Designation

ENGINEER

Scale of Pay

E-1

Basic Pay

Department

U.P.E.

H.O.

NOIDA

Section I: Calculation of total TA admissible

Note: Cheque drawn in favour of Energy Efficiency Services Limited if not claim is negative.

FOR ACCOUNTS DEPT.

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(₹))

Remarks

Section I

1. Journey Fares

By Air

By Rail & Road

Cost of Ticket Dr.

225/-

2. Conveyance charges

3-Boarding & Landing charges

+ D.A

1400 + 1800 = 3200/-

A. Total

3,755/-

Less Advance drawn from:

→ Zero

C. NET CLAIM

3,755/-

Pay (₹) _____ Net Claim

3755/-

Recover (₹) _____

D. Refund by cheque

Cheque No

Dated

on

for

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 Ind 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						
12/11	9:43 am	Ambikapur	12/11	3:45 pm	Jashpur	By Bus		for material receiving	130/-	226	
13/11	3:00 pm	Jashpur	13/11	2:30 pm	Balraipur	By Bus		& Rishi's handover to CSPDL	130/-	398	
14/11	1:15 pm	Balraipur	14/11	4:00 pm	Ambikapur	By Bus			70/-	013	

*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
1	Jashpur	2	900	900/-
1	Balraipur	1	500	500/-
	D.A	3	600	1800/-
Total				3200/-

Note:- Due to urgent meeting attending in Ambikapur on 15/11/2017, I leave on 14/11/2017 from Balraipur to Ambikapur. But I take approval for 12/11/2017 to 15/11/2017.

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.	12/11	Jashpur	Bus Stand	godown	15	Auto	169	for material receiving	
2.	12/11	Jashpur	godown	Forest				& under Saubhagya Yojana Durb's are	
3.	13/11	Jashpur	godown	CSPDL office				handover to	
4.	14/11	Balraipur	Bus Stand	godown	15	Auto	56	CSPDL EE (O&M)	
5.	14/11	Balraipur	godown	CSPDL office				Jashpur & Balraipur.	
Total							225		

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: 15/11/2017

BILL/CERTIFICATE
for Boarding/Lodging Charges

Certified that I have incurred expenditure of about less than Rs. 3,755/- towards
boarding/lodging expenses during the 12/11/2017 to 14/11/2017 days of calendar month
November 2016: 2017

Name- JITENDRA JAISWAL

Designation- ENGINEER

Jitendra Jaiswal

Subject to Jashpur Jurisdiction Mo. 09300408278

CASH MEMO

SURYA LODGE

4588

Behind Bus Stand, Jashpur Nagar

Jashpur (C.G.) Ph. 220810

No. 537 Room No. 25 Date 13/11/17

Name. Jitendra Jaiswal

Arrival Date 12/11/17 Time 5:30 PM

Departure Date 13/11/17 Time 2:30 PM

Room Charges for	Days@	Per day
1	900/-	900/-

Room Charges for	Days@	Per day

+ Taxes

TOTAL

- Advanced

G. TOTAL
900/-

Rupees: Nine Hundred Rupees only

E. & O. E.

Thanks

Please Visit Again

Receipt



S. S. LODGE

09424248458

MAIN ROAD BALRAMPUR, DISTT-BALRAMPUR-R.GANJ (C.G.)

BILL No. **445**

Date. 14.11.12

MRS/MR. ITENDRA TAIWAL

ROOM No. 13

ADDRESS. _____ ADULTS 1 CHILDRENS X

ARRIVAL DATE 13.11.12 TIME 8 pm DEPARTURE DATE 14.11.12 TIME 12:30 pm

Particulars	Rate		Days	Total	
	Rs.	Ps.		Rs.	Ps.
Room Rent				500/-	
Guest Charge					
L. Tax					
Room Service					
Calls					
Laundry					
Miscellaneous					
Net Total Amount					
Less Advance					
Net Payable Amount				500/-	
Net Total Amount. (in words)					

Please forward bill to:

Bill payable on presentation
verified and found correct

Signature of Guest

CHECK OUT TIME 24 HOURS

Thanks, Welcome Again

For-S.S.Lodge

राजधानी ट्रांसपोर्ट, अम्बिकापुर

नं.

किराया

कहां तक

हस्ताक्षर

226

नोट-कटा टिकट वापस नहीं होगा छुटी यात्री व
लगेज की जिम्मेदारी कम्पनी की नहीं होगी।

गुप्ता ट्रेवल्स, अम्बिकापुर

नं.

किराया

कहां तक

हस्ताक्षर

कहां से

नोट-कटा टिकट वापस नहीं होगा छुटी यात्री
की जिम्मेदारी कम्पनी की नहीं होगी।

न्यू शमीम ट्रांसपोर्ट, अम्बिकापुर

नं.

किराया

कहां तक

हस्ताक्षर

013

किराया

कहां तक

हस्ताक्षर

नोट-कटा टिकट वापस नहीं होगा छुटी यात्री व
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