

Energy Efficiency Services Limited

TOUR APPROVAL FORM

Tour ID : 4614, Status : Approved

Details of the Employee proposing to undertake the tour:

Employee Code	Name	Gender	Age(years)	Mobile No.	Email ID	Designation	Department	Posted At
NC07364	Deepak Kumar Sahu	Not_Updated			u_dsahu@eesl.co.in	Engineer	Technical	

Details of the tour:

1.	Project Name:	STL-2017-CH-BHLNG
2.	Complete address of the place(s) to visit:	MUNICIPAL CORPORATION BHILAI
3.	City Type:	OTHER
4.	Contact Person:	Mr. T. K. RANDIVE
5.	Purpose of the Tour:	SLNP
6.	Proposed period of tour:	04-10-2017 - 17-10-2017

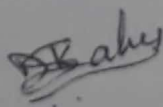
Details of the Movement

SL. No.	Date of Travel	Time of Travel	Preferred Train/Flight Name & No.	Station		Class	Need Ticket?	Remarks
				From	To			
1	04-10-2017	-	-	-	-	-	No	Travelling by bus

Tour Advance

Total Days of Tour	Allowance Per Day(As per policy)	Total=(Allowance X Total Days) X 80%
14	Rs. 3000 (OTHER)	Rs.28560
Total Advance Sought : Rs. 0		

Approved By EESL, Forwarded By :Manish Rai[UPL Representative]





SUBJECT:
SLNP project

TOUR REPORT

NAME : Deepak kumar

PERIOD: 04st October 2017 to 17th October 2017.

SITES VISITED :

VENUE: Bhilai municipal corporation.

- OBJECTIVE : SLNP project related work

BRIEF Report & Task Performed:-

- Meeting with the ULB coordinators and discussed about the SLNP project.
- Visited to the site for inspection of Street Light installation progress.

CLASSIFICATION:

[] CONFIDENTIAL []

RESTRICTED

SIGNATURE (S)

Bahur

SUPERVISOR

SIGNATURE

Binder

ENERGY EFFICIENCY SERVICES LIMITED
TOUR TRAVELLING ALLOWANCE CLAIM

	NCO7364	04-10-2017	14	Municipal Corporation Bhilai
CARD CODE	EMPLOYEE NO.	TOUR COMMENCEMENT DATE	<u>Math/Days</u> Tour	DESTINATION

Name **DEEPAK KUMAR** Designation **ENGINEER** Scale of Pay **E1** Basic Pay

Department SLNP H.O. NOIDA

Note : Cheque drawn in favour of Energy Efficiency Services Limited if net claim is negative.

Section-I

By Air

By Rail & Road

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

2. Conveyance charges

3- Boarding & loading charges

A. Total

Less Advance drawn from:

C. NET CLAIM

Pay (")..... Net Claim

D. Refund by cheque

Recover (").....

Cheque No. Dated
on for (€)

Accounts Officer

*The cancellation of booking was due to official reasons

Signature of Head of Department
Name
Designation

*To be furnished when cancellation charges are claimed

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)

*Note: Where tickets are provided by the company the fare may be indicated in remarks column.

NOTE : Please enclose the supporting bill /declaration

SECTION III : DETAILS OF CONVEYANCE CHARGES CLAIMED

CERTIFICATE:

Counter signed

BBaby

Signature of Employee

नं. दिनांक
..... से
सीट नं. बस नं.
किराया 35/- समय
लगेज की जवाबदारी स्वयं की होगी।
..... इस्ताक्षर

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