

ENERGY EFFICIENCY SERVICES LIMITED												
TOUR TRAVELLING ALLOWANCE CLAIM						Date:-05/12/2017						
		NC07046	19-11-2017		06							
CARD CODE	EMPLOYEE NO.		TOUR COMMENCEMENT DATE			Mth/Days Tour	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 1. Journey Fares By Air By Rail & Road 2. Conveyance charges 3- Boarding & loading charges A. Total Less Advance drawn from: C. NET CLAIM		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		
		Cost of Ticket Dr.										
		1035.00										
		10378.00										
		11413.00										
		11413.00										
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												

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			Mode of travelling	Purpose of tour	Claimed	Remarks
Date	Time	Station	Date	Time	Station				
19-11-2017	10:00am	Amritsar	19-11-2017	1:00pm	Fatehgarh Churia	Bus	For Inauguration & Official	35	
19-11-2017	04:00pm	Fatehgarh Churia	19-11-2017	6:30pm	Amritsar	Bus		30	
20-11-2017	08:00am	Amritsar	20-11-2017	01:00pm	Pathankot	Bus		110	
24-11-2017	01:00pm	Pathankot	24-11-2017	06:30pm	Amritsar	Bus		120	
24-11-2017	11:00pm	Amritsar	25-11-2017	11:00am	Faridabad	Bus & Metro		700+40=740	
							Total	1035.00	

*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 Rate	Boarding & Lodging charges	Total
19-11-2017	Amritsar	1	750	750	750
20-11-2017 to 23-11-2017	Pathankot	4	1440+600	6478+2400	8878
24-11-2017	Amritsar	1	750	750	750
				Total	10378

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

Signature of Employee

TOUR REPORT	Subject: Inaugurations at different locations of Punjab
TOUR ID	5414
PROJECT NAME	UJALA-PUNJAB
PROJECT CODE	PBBU000001
NAME	SAJAN GOYAL
EMPLOYEE CODE	NC07046
DESIGNATION	ENGINEER
PERIOD	19/11/2017 TO 25/11/2017
DURATION	10:00AM(19/11/2017) TO 11:00AM(25/11/2017)
VENUE	AMRITSAR & PATHANKOT
	<p>PURPOSE OF TOUR</p> <ul style="list-style-type: none"> For inaugurations in Pathankot districts of Punjab. <p>ACTIVITIES DONE</p> <ol style="list-style-type: none"> Preparation done for Pathankot inauguration. Meet XEN & SDO of Pathankot to prepare the thing and finalize the venue of inauguration and date of inaugurations. Meet PA of MLA of Pathankot to inaugurate the scheme but he was busy in some other work. Arrange necessary things for inaugurations. Successfully launched UJALA scheme in Pathankot by respected SE Mr. Ajay Sharma Ji on 24th of November 2017.

Sajan Goyal
ENGINEER

Mr. NITIN BHATT
MANAGER (P.R.)