

ENERGY EFFICIENCY SERVICES LIMITED
TOUR TRAVELLING ALLOWANCE CLAIM

20.12.17

N06762

EMPLOYEE NO.

TOUR COMMENCEMENT DATE

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Nath/Tam2	
Tour	

Head Office - Nasir

Name_____

Rajesh
Kumar

Engineer

29531

22.976

УДАЛА-НР

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EESL Notes

Section I. Calculation of total TA admissible
Note: Cheque drawn in Rs.

1. Journey Fare:

Rs 1359

By Bus

East of Ticket Or

Conveyance charges

Boarding & loading charges

(CDA)

Total

28 59

is Advance drawn from:

NET CLAIM

Rs 2859

fund by cheque

Regue No. Dated

Accounts Office

cancellation of booking was due to official reasons

Signature of Head of Department
Name

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						
20-12	6:00pm	Nahan	20-12-17	8:30am	Chandigarh	By Bus	HRTC	UTAH	Rs 99	026616	
12	22:10pm	Chandigarh	31-12-17	3:00pm	Delhi	BY Volvo	By Bus	Mata for Punjab and	Rs 584	028205	MA
7	12:00pm	Delhi	22-12-17	7:00pm	Chandigarh	A Volvo	By Bus		Rs 575	—	
7	7:10pm	Chandigarh	22-12-17	10:45am	Nahan	badmory	By Bus	Harayara-	Rs 101	037606	

SECTION II : DETAILS OF CLAIM FOR Boarding /Lodging


CDA (2 days)	Delhi	2	750	15 00
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1. Leave availed (if any) at from to

NOTE: If the space provided is insufficient, separate sheet in the same Performa may be attached duly signed by the claimant.

Total

Counter signed


Signature of Employee

Date: 29/12/17