

Project code - ~~ASAY~~ - 2016 - UP - SLSL

TOUR ID:- 5452

Tour Allowance Claim Form for UPL Executives

ENERGY EFFICIENCY SERVICES LIMITED TOUR TRAVELLING ALLOWANCE CLAIM		Date:- 12/01/2018	
CARD CODE	EMPLOYEE NO. N107552	TOUR COMMENCEMENT DATE 30/12/2017	Mth/Days Tour 5 days
Name ANKUR AGGARWAL		Designation Sr Engineer	Scale of Pay 33066
Department ASAY PROJECT		H.O Corporate Office, Noida	Basic Pay 28089
DESTINATION Gurgaon (Madhya Pradesh)			

Section I : Calculation of total TA admissible

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

Section-I	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
1. Journey Fares			
By Air			
By Rail & Road	2250		
	Cost of Ticket Dr.		
2. Conveyance charges	446		
3- Boarding & loading charges	4298		
A. Total	6994		
Less Advance drawn from:			
C. NET CLAIM	6994		

Pay ('))..... Net Claim

D. Refund by cheque

Cheque No..... Dated .....  
on for(')).....

Recover (')).....

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 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 (₹)	Ticket No./MR No./Bus Ticket No.		Remarks
Date	Time	Station	Date	Time	Station							
30/11/17	6:00	NDLS	30/11/17	9:28	GWL	12072	EC	Assessment of ground vehicle	900	2720291923	Train	Bus
5/12/17	00:30	Gurgaon	5/12/17	11:30	NDLS	04006	AC		1350	1613683		

\*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
3	Shimla		E1, 1450+GST	1800
2	Ashokpur		600, 480 (CDA, DA)	2259
1	Cun a to Delhi			240
Total				4298

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					
	30/11/17	Delhi	NDLS	NDLS	12km	Taxi	233	CA Approval taken for Taxi	
	5/12/17	NDLS	NDLS	Home	13km	Taxi	213		
Total							446		

## 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)

Sameer Kumar  
DM (T), EESL

Signature of Employee  
Date:

**Energy Efficiency Services Limited, Noida**

**CLAIM FORM**

**COMPOSITE DEARNESS ALLOWANCE (CDA)**

Date	Purpose	Location	Rs. (CDA) per day
30-11-2017	Meetings with MP's	Shivpuri	600
01-12-2018	Official	Shivpuri	600
02-12-2018		Shivpuri	600
04-12-2018		Ashoknagar	600
Total			2400

Verified that the travel on the dates was actually undertaken and was duly authorised



Signature of Employee

Name: Ankur Aggarwal

Employee Code: **NC07552**

Designation- **Sr. Engineer**