

[illegible]

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 | | | | |
| 07-11-2017 | 10:00am | Faridabad | 07-11-2017 | 6:00pm | Panchkula | Bus&Bike | For Inauguration | 177+575=752 | |
| 08-11-2017 | 10:15am | Panchkula | 08-11-2017 | 1:30pm | Fatehgarh Sahib | Bus | | 15+50=65 | |
| 10-11-2017 | 09:00am | Fatehgarh Sahib | 10-11-2017 | 05:30pm | Amritsar | Bus | | 70+180=250 | |
| 14-11-2017 | 09:30am | Amritsar | 14-11-2017 | 04:30pm | Nangal | Bus | | 179+20=199 | |
| 18-11-2017 | 04:00pm | Nangal | 18-11-2017 | 11:00pm | Amritsar | Bus | | 45+45+90=180 | |
| | | | | | | | Total | 1446 | |

*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 |
|--------------------------|-----------------|-------------|-----------|----------------------------|-------|
| 07-11-2017 | Panchkula | 1 | 1440+600 | 1652+600 | 2252 |
| 08-11-2017 to 09-11-2017 | Fatehgarh Sahib | 2 | 1440+600 | 2812+1200 | 4012 |
| 10-11-2017 to 13-11-2017 | Amritsar | 4 | 750 | 3000 | 3000 |
| 14-11-2017 | Nangal | 1 | 750 | 750 | 750 |
| 15-11-2017 to 17-11-2017 | Nangal | 3 | 1440+600 | 4095+1800 | 5895 |
| 18-11-2017 | Amritsar | 1 | 750 | 750 | 750 |
| | | | | Total | 16659 |

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 | 5214 |
| PROJECT NAME | UJALA-PUNJAB |
| PROJECT CODE | PBBU000001 |
| NAME | SAJAN GOYAL |
| EMPLOYEE CODE | NC07046 |
| DESIGNATION | ENGINEER |
| PERIOD | 07/11/2017 & 18/11/2017 |
| DURATION | 10:00 AM(07/11/2017) TO 11:00 PM(18/11/2017) |
| VENUE | HARYANA & PUNJAB |
| | <p>PURPOSE OF TOUR</p> <ul style="list-style-type: none"> For inaugurations in different districts of Punjab. <p>ACTIVITIES DONE</p> <ol style="list-style-type: none"> Preparation done for inauguration at Fatehgarh Sahib. Done physical inspection of stock of M/s Amar Construction. Meet SDO's & XEN to finalize the date of inaugurations. Transfer stock from Amritsar to Gurdaspur, Pathankot and Hoshiarpur. Preparation for inauguration at Fatehgarh Churia. Successfully inauguration done at Fatehgarh Churia by respective MLA Mr. Tript bajwa Ji on 13th November 2017. Preparation done for Nangal inauguration. Meet JE & SDO of Nangal to prepare the thing and finalize the venue of inauguration. Arrange necessary things for inaugurations. Successfully launched UJALA scheme in Nangal by respected Speaker Mr. K.P rana on 17th of November 2017. Then move forward for the preparation of Inauguration at Pathankot |

Sajan Goyal
ENGINEER

Mr. NITIN BHATT
MANAGER (P.R.)