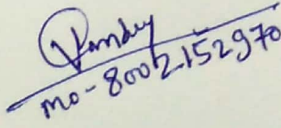


		SUBJECT: SLNP- (C. U)
TOUR REPORT		REF:
DISTRIBUTION Designation ENGINEER	NAME(s): VIKASH KUMAR PANDEY PERIOD: 05/10/2017 to 19/10/2017 MEETINGS: VENUE: AMBIKAPUR MUNICIPAL CORPORATION, (C. U) MAIN PERSONS CONTACTED: MR. VED PRAKASH DINDORE	

BRIEF SUMMARY:

- * For SLNP project supervision & monitoring.
- * met with municipal corporation officials in Ambikapur (C. U) and work start. and Daily field visit.
- * work start and received CCMS material.

CLASSIFICATION: [] CONFIDENTIAL [] RESTRICTED	SIGNATURE (S)  no-8002-152970	SUPERVISOR SIGNATURE
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ENERGY EFFICIENCY SERVICES LIMITED

TOUR APPROVAL FORM

Details of the Employees proposing to undertake the tour:

Name	Designation	Emp. No.	Department
VIKASH KUMAR PANDEY	ENGINEER	NC-07392	SLNP (C.G)

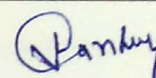
Details of the Tour:

1.	Complete address of the place(s) to visit:	AMBIKAPUR (C.G)
2.	Contact Person:	MR. VED PRAKASH DINDORE
3.	Purpose of the Tour:	*for supervision & monitoring of SLNP in Ambikapur District (C.G) *for material received (SLNP) in Ambikapur & CCMS material received *Along with site visit.
4.	Proposed period of tour:	Day 5 (5/10/2017 to 19/10/2017)

Details of the Movement:

S/No.	Date of Travel	Train / Flight Name & No.	Station		Class	Remarks
			From	To		
1)	5/10/2017	By Bus	Raipur	Ambikapur	SL	By Bus.
2)	20/10/2017	By Bus	Ambikapur	Raipur.	SL	By Bus.

Date: 28/10/2017



Signature of the Employee

Comments of the Controlling Officer:

Comments of the HOD:

Tour Approved / Not Approved.

Signature of the MD (EESL)



TOUR INFORMATION REPORT

Name of Executive: **VIKASH KUMAR PANDEY**
Designation: **ENGINEER**
Reporting Officer: **MR. VED PRAKASH DINDORE**
Proposed Date: **4/10/2017** From: **5/10/2017** To: **19/10/2017**
Project Details: **SLNP (CH)**

Purpose of Visit

Project Development

- ☐ Preliminary Meeting
☐ Seminar/Workshop/Presentation

Project Co-ordination

- ☒ Follow-up meeting
☐ Project Kick-off
☐ Techno-commercial Discussion

Project Implementation

- ☒ Project Supervision
☒ Project Execution

☐ Other (specify): Click here to enter text.

Implementation for

Distribution process

Training on ground

☐ Approved

☐ Not Approved

Approving Authority

Pandey
8002152970.

Tour Allowance Claim Form for UPL Executives

ENERGY EFFICIENCY SERVICES LIMITED TOUR TRAVELLING ALLOWANCE CLAIM				Date:- 5/10/2017			
NC07392		5/10/2017 to 15/10/2017		15		AMBIKAPUR	
CARD CODE	EMPLOYEE NO.	TOUR COMMENCEMENT DATE		Mth/Days Tour	DESTINATION		
Name: VIKASH KUMAR PANDEY		Designation: ENGINEER		Scale of Pay: 24994/-		Basic Pay: 22,236/-	
Department: UPL		H.O. NOIDA (U8)					

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	800 /-		By Bus self Booked
2. Conveyance charges	1747 /-		Auto self Booked
3- Boarding & loading charges	22500 /-		Self Booked
A. Total	25,047 /-		
Less Advance drawn from:			
C. NET CLAIM	25047 /-		
		Pay (')..... Net Claim	
		Recover (').....	
D. Refund by cheque			
Cheque No..... Dated			
on for(').....		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

Pandey
8002152970

SECTION I : JOURNEY DETAILS (Please Indicate Ticket No. or attach M/R wherever fare claimed is for other than 11nd Class and for air journey and bus journey enclose used ticket/folders)

[illegible]

*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
5/10/2017 to 19/10/2017	Angbika - Pur	15	900	13500/-
	D.A	15	600	9000/-
				1
				22500
		Total		Total

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					
1)	5/10/17	Amrikapur	Bus Stand	Hotel.	7 Km	Auto	25	* Supervision & monitoring of SNB Amrikapur (CWS) for slabs material & cement material receiving in Ambika	Total = 1747
2)	6/10/17	"	Hotel	Nager Nigra	5 Km	Auto	20		
3)	6/10/17	"	Nager Nigra	MAHA MAHA	8 Km	Auto	30		
4)	6/10/17	"	Bilaspur Chowk	Ramkrishna Gang	10 Km	Auto	30		
5)	6/10/17	"	Ramakrishna Gang	Hotel	8 Km	Auto	30		
6)		SHEETS ATTACHED				Auto	1612		
Total							1747		

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)

Ponding

Signature of Employee

Date: 28/10/2017

Tour Allowance Claim Form for UPL Executives

BILL/CERTIFICATE
for Boarding/Lodging Charges

Certified that I have incurred expenditure of about less than Rs. 25047/- towards
boarding/lodging expenses during the 5/10/2017 to 19/10/2017 days of calendar month
October 2017

Name- VIKASH KUMAR PAND

Designation- Engineer

Pandey
8002152570