

Tour ID - 5633
Employee Code - NC07208
Project Code :- STL - 2015 - RJ - UDAI

ENERGY EFFICIENCY SERVICES LIMITED				Date 07-01-18	
TOUR TRAVELLING ALLOWANCE CLAIM					
	NC07208	15-12-17		01	Vdaipur
CARD CODE	EMPLOYEE NO.	TOUR COMMENCEMENT DATE	Mth/Days Tour		DESTINATION
Name	Anjani Kant	Designation	Engineer	Scale of Pay	E1
				Basic Pay	22200
Department	SLNP	H.O	Noida		
Section I : Calculation of total TA admissible (Please fill this Section after filling Section II to V) Note : Cheque drawn in favour of Energy Efficiency Services Limited if net claim is negative.					
FOR ACCOUNTS DEPTT.					
	Amount Claimed (to be filled in by the employee)(₹)	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	280				
	Cost of Ticket Dr.				
2. Conveyance charges & Misc. expenses II + V					
3. Accommodation charges					
4. Daily allowance	480 (CDA)				
A. Total 1 to 4					
Less Advance drawn from:					
5. Corporate Centre					
6. From Projects, If any					
B. Total 5 & 6					
C. NET CLAIM (A-B)	760				
Claim Date : 07-01-17		Pay (₹) 760 Net Claim			
D. Refund by cheque		Recover (₹)			
Cheque No. Dated					
on for (₹)		Accounts Officer			
SECTION II : Details of Miscellaneous Expenses incidental To Tour					
NOTE : Enclose receipts for amount claimed					
S.No.	Particulars of Expenses	Amount (₹)	*The cancellation of booking was due to official reasons Signature of Head of Department Name Designation Date		
Total			*To be furnished when cancellation charges are claimed		

Project Code - STL-2015-RJ-UBAI

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						
15-12-17	7:30 AM	Banswara	15-12-17	11:30 AM	Udaipur	BUS	1695	Meeting with ULB officials	170	000124	
15-12-17	3:30 PM	Udaipur	15-12-17	7:00 PM	Dungarpur	"	1695	DLB & EESL officials.	110	000334	

SECTION IV : DETAILS OF CLAIM FOR DA & EXPENDITURE INCURRED FOR ACCOMMODATION (Excluding leave availed)

at from to

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

Date: 07-01-78

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Employee Code - NC07208

Project Code - STL-2015-RJ-UDAT

ENERGY EFFICIENCY SERVICES LIMITED

TOUR APPROVAL FORM

Details of the Employees proposing to undertake the tour:

Name	Designation	Emp. No.	Department
Arjani Kant Arjani Kant	Engineer	NC07208	SLNP

Details of the Tour:

1.	Project Name:	SLNP
2.	Complete address of the place(s) to visit:	Udaipur Hotel Ambience
3.	Contact Person:	Mr. Parmod Kumar, DLB & all ULB officials of Udaipur zone
4.	Purpose of the Tour:	Meeting with all ulb officials, EESL & DLB officials regarding payment & maintenance issues.
5.	Proposed period of tour:	15-12-17 to 15-12-17.

Details of the Movement:

S/No.	Date of Travel	Train / Flight Name & No.	Station		Class	Remarks
			From	To		
1.	15-12-17	Not mentioned on ticket	Banswara	Udaipur	NA	
2.	15-12-17	1695	Udaipur	Dungarpur	NA	

Date: 07-01-18

Arjani Kant
Signature of the Employee

Comments of the Controlling Officer:

Comments of the HOD:

Tour Approved / Not Approved.

Signature of the MD (EESL)

(For cancellation / postponement, see overleaf)

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SUBJECT:

REF:

TOUR REPORT

DISTRIBUTION

1. Mr. Ginja Shankar
2. Mr. Aman Mehrotra

NAME(s): Arjuni Kant

PERIOD: 15-12-17 to 15-12-17

MEETINGS: Meeting with, EESL, DLB & all ULB officials of Udaipur zone.

VENUE: Udaipur Hotel Ambience.

MAIN PERSONS CONTACTED: Mr. Parmod Kumar & Nodal officers of Udaipur zone.

BRIEF SUMMARY:

As per as the guidance of Mr. Ginja Shankar & Aman Mehrotra, I visit attend the meeting in Udaipur (Hotel Ambience) regarding DLB payment & maintenance issues.

Follow-up Items

CLASSIFICATION:

☐ CONFIDENTIAL ☐

RESTRICTED

SIGNATURE (S)

Arjuni Kant

SUPERVISOR

SIGNATURE

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Tour Allowance Claim Form for UPL Executives

BILL/CERTIFICATE
for Boarding/Lodging Charges

Certified that I have incurred expenditure of about less than Rs. 760 towards
boarding/lodging expenses during the 15-12-17 to 15-12-17 days of calendar month
December 2017

Name- Arjuni Kant

Designation- Engineer.