

Energy Efficiency Services Limited

TOUR APPROVAL FORM

Tour ID : 6149, Status : Approved

Details of the Employee proposing to undertake the tour:

Employee Code	Name	Gender	Age(years)	Mobile No.	Email ID	Designation	Department	Posted At
NC06858	Sukanya Gaur	Female	28	8262864056	u_sgaur@eesl.co.in	Sr. Engineer	Technical	Himachal Pradesh

Details of the tour:

1. Project Name:	HPBU000001
2. Complete address of the place(s) to visit:	Regional Office Shimla, Thakur Niwas, First Floor , Opp. HDFc Life, Khalini Shimla,171002
3. City Type:	OTHER
4. Contact Person:	Mr. Brijesh Kumar
5. Purpose of the Tour:	Review Meeting
6. Proposed period of tour:	10-11-2017 - 12-11-2017

Details of the Movement

SL. No.	Date of Travel	Time of Travel	Preferred Train/Flight Name & No.	Station		Class	Need Ticket?	Remarks
				From	To			
1	10-11-2017	8:35 AM	Himgaurav	Kullu	Shimla	AC	Yes	Start Date
2	12-11-2017	10:40 AM	Luxury AC MINI BUS	Shimla	Kullu	AC	Yes	End Date

Tour Advance

Total Days of Tour	Allowance Per Day(As per policy)	Total=(Allowance X Total Days) X 80%
3	Rs. 3000 (OTHER)	Rs.6120
Total Advance Sought : Rs. 0		

6149

Approved By EESL, Forwarded By :Manish Rai[UPL Representative]

TOUR REPORT	Subject: Review Meeting
TOUR ID	6149
PROJECT NAME	UJALA
PROJECT CODE	HPBU000001
NAME	Sukanya Gaur
EMPLOYEE CODE	NC06858
DESIGNATION	Senior Engineer
PERIOD	10/11/17 To 12/11/17
DURATION	3 Days
VENUE	Shimla(H.P.)
PURPOSE OF TOUR	Review Meeting
ACTIVITIES DONE	Presentation On Ujala

Name: Sukanya Gaur

Designation: Senior Engineer

Emp. Code: NC06858




 RM Signature
 12/01/18

Date:- 8.2.2018

DESTINATION
Kullu Shimla - Kullu

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

Pay (')..... Net Claim

Recover (.....)

on _____ for ().....

Accounts Office

Signature of Head of Department
Name
Designation

Name _____

***To be furnished when cancellation charges are claimed**

[illegible]

*Note: Where tickets are provided by the company the fare may be indicated in remarks column.

Note: Where tickets are provided by the company, the company will reimburse the cost of the tickets.

SECTION II : DETAILS OF CLAIM FOR Boarding /Lodging

Midnight (00hrs) Spent	Station	No. of days	Slab Rate	Boarding & Lodging charges
Principal City	Shimla	3	600	
Ordinary City				
Metro City				
TOTAL			1800	

1. Leave availed (if any) at

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.	Place of Visit (Specify)	Date	Means	Amount	Purpose (in brief)	Station
						wise

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.	Place of Visit (Specify)	Date	Means	Amount	Purpose (in brief)	Station
						wise

CERTIFICATE:
 Certified that: I was physically present at the touring station as above for the indicated days.

Signature _____

Signature of Employee

Date:

e: ~~C. [unclear]~~
8-2-18

8-2-18

8-2-10
Name - Sufanya Ga
Des. - Senior Engine
Emp. Code - NC06858



SUBJECT:

Review Meeting
REF:

TOUR REPORT

DISTRIBUTION

1.
2.

NAME(s): Sukanya Gaur

PERIOD: 10-11-2017 to 12-11-2017

MEETINGS: Review Meeting

VENUE: Shimla Regional office, Khalini, 1710

MAIN PERSONS CONTACTED:

Mr. Bojesh Kumar.

BRIEF SUMMARY:

UJALA Review Meeting.

Follow-up Items

CLASSIFICATION:

[] CONFIDENTIAL []

RESTRICTED

SIGNATURE (S)

SUPERVISOR

SIGNATURE

12/02/2018

BILL/CERTIFICATE
for Boarding/Lodging Charges

Certified that I have incurred expenditure of about less than Rs. 2769 towards
boarding/lodging expenses during the 10-11-17 to 12-11-17 days of calendar month
November 2017

Name- Sukanya Gaur

Designation- Senior Engineer

