

ENERGY EFFICIENCY SERVICES LIMITED, Noida

CLAIM FORM

Fixed Monthly Travel Allowance

Name of the employee	Employee No.	Designation	Department	Scale of Pay
Nishant Batra	NC06768	Engineer (T)	Building	
Claim Month	November 2017			

(a) Details of Visit:

Date	Purpose of visit	Location		Distance(Kms.)	Mode of travel	Total
		From	To			
10/10/2017	Tour	Airport	Nariman point, office	25	Taxi (Booked)	590
	Tour	Nariman point, office	Bandra	16	Sharing Taxi	60
11/10/2017	Tour	Bandra hotel	Nariman point, office	16	Sharing Taxi	60
	Tour	Nariman point, office	Bandra hotel	16	Sharing Taxi	60
12/10/2017	Tour	Bandra hotel	Nariman point, office	16	Sharing Taxi	70
	Tour	Nariman point, office	Bandra hotel	16	Sharing Taxi	60
13/10/2017	Tour	Bandra hotel	Nariman point, office	16	Sharing Taxi	70
	Tour	Nariman point, office	Bandra hotel	16	Sharing Taxi	60
14/10/2017	Tour	Bandra hotel	Nariman point, office	16	Sharing Taxi	60
	Tour	Nariman point, office	Bandra hotel	16	Sharing Taxi	70
16/10/2017	Tour	Bandra hotel	Nariman point, office	16	Sharing Taxi	60
	Tour	Nariman point, office	Bandra hotel	16	Sharing Taxi	70
17/10/2017	Tour	Bandra hotel	Nariman point, office	16	Sharing Taxi	60
	Tour	Nariman point, office	Airport	25	Sharing Taxi	230
			Total			1580

I do hereby certify that I travelled on the above mentioned dates in connection with office work.

Nishant
Signature
27/11/17

Date:

Verified that the travel on the dtes claimed above was actually undertaken and was duly authorized.

Signature of Site Incharge

Name:.....

Designation:.....

Date:.....

18.11.17
counter sign by controlling officer