

ENERGY EFFICIENCY SERVICES LIMITED, NODA
CLAIM FORM
Fixed Monthly Travel Allowance

Name of the employee	Employee No.	Designation	Department	Scale of Pay
Santanu Singh	NC07555	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)	0
11/10/2017	Tour	Nariman point, office	Bandra	16	Sharing Taxi	60
	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			990

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

Date: 27/11/2017

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

Signature of Site Incharge

Name

Designation

Date

Santanu Singh
Signature

18.11.2017
counter sign by controlling officer

AIRPORT TAXI SERVICE

No. 334

Dated 18/10/2017

Name Santanu Kumar Singh

Address

Tour To Airport To Noida

Date of Departure 18/10 Time 12:10 Date of Arrival 19/10 Time 2:00

K.M. Reading will be calculated from Garage to Garage.

Vehicle No. DL/RTB0920

Total Rs. 1150/-

Local 80 Km.

The Driver will collect full payment. Toll Tax, Parking & Chungi will be paid by hirer

The vehicle is not allowed to travel on Kacha Road.

Cancellation Charges 25%.

Rs. 150/- Night Charges (Local) after 10 pm.

Hirer Signature

Niranjan

Authorised Signatory

9911538708