

Fixed Monthly Travel Allowance

(a) Details of Visit :

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

Signature : Devender

Runway

Counter sign by Zonal / Regional Manager

Date: 2/11/17.

ENERGY EFFICIENCY SERVICES LIMITED, NOIDA

TRAVEL LOG BOOK

Fixed Monthly Travel Allowance

Site/ Posting Location:

Sl. No.	Name Date.	Designation (In case of UPL employees please write UPL engineer)	From	Start Time	To	End Time	Mode of travel	Distance	Time taken	Purpose	Details of Work carried out	Signature of Employee
1.	25/10/17	UPL Engineer	Rishikesh	8:00AM	Laxkar, Mangloun, Roorkee.	10:30AM	Auto + Bus	73 km	2 1/2 hr.	Training to DOP	Training given to Laxkar Post office & Mangloun ESQ Post office on EESL Portal for distribution of G.W. led bulb.	Devender
2.	26/10/17	UPL Engineer	Rishikesh	9:00AM	Haridwar	10:00AM	Auto	75	1 hr.	Training to DOP	Training on EESL online Portal to: 1) Jwalapur Post office. 2) BHEL Post office. 3) Kankhal Post office.	Devender
3.	30/10/17	UPL Engineer	Dehradun	12:30PM	Mia wala Chowk	12:45 AM	Auto	12 km	45 min.	Inauguration of UJALA at BPCL Petrol Pump.	To start the distribution from BPCL Petrol pump at Mia wala chowk, Dehradun.	Devender
4.												

Signature of Site Incharge: DevenderDate: 31/10/17

Adm. am...