

ENERGY EFFICIENCY SERVICES LIMITED, NOIDA

CLAIM FORM

Fixed Daily Allowance

(a) Details of Visit:

Date		Purpose	Location	No. of days	DA Allowance per day (Rs.)	Total amount claimed (Rs.)
From	Till					
30-11-2017	03-12-2017	Official Tour	Guna (Madhya Pradesh)	4	600	2400

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

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


Signature of Employee

Name:Ankur Aggarwal.....

Emp code: NC07552

Designation: Sr. Engineer.....

Dear Sirs Allowance