

**ENERGY EFFICIENCY SERVICES LIMITED, Noida**

**CLAIM FORM**

**Fixed Monthly Travel Allowance**

Name of the Employee	Employee No.:	Designation :	Department :	Scale of Pay:
Akshay Tiwari	NC07623	Engg.	SLWP	
Claim Month				

**(a) Details of Visit :**

DATE	PURPOSE OF VISIT	FROM	LOCATION	DISTANCE (KMS)	REMARKS
15/9/17	SLWP work	GND	Kaunpur, Ghazipur	28	Up & down both sides
16/9/17	"	GND	Dharmabad, Ghazipur	30	Up & down both sides
16/9/17	"	"	Kaunpur, Ghazipur	20	"
18/9/17	"	"	Meerut to Ghazipur	23	"
19/9/17	"	"	Kaunpur, Ghazipur	26	"
20/9/17	"	71	Ujain, Ghazipur, Aligarh	28	"
21/9/17	"	"	Meerut, Ghazipur, Meerut	31	"
22/9/17	"	"	Bardhaman, Ghazipur	25	"
23/9/17	"	"	Meerut, Ghazipur	21	"
24/9/17	"	"	Meerut, Ghazipur	20	"
28/9/17	"	"	Meerut, Ghazipur	22	"
29/9/17	"	"	Meerut, Ghazipur	20	"
30/9/17	"	"	Meerut, Ghazipur	21	"

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

Date :

Signature :

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

Signature of Site Incharge

Name :

Designation :

Date

Counter sign by Zonal / Regional Manager

# Reimburse of Monthly Travelling Allowance

From:

Name *Akhilesh Tiwari*

Through:

RM Name... *Mr. Tarun Tayal*

To

Finance Department

Ref: Fixed Monthly Allowance in lieu of Company Vehicle Arrangement and Hard Site Posting Allowance Circular No 31/2016 dated 21-10-2016.

With reference to the above please find the below mentioned summary of Fixed Monthly travelling Allowance for the month of .....

Distance Details	No. of days (Nos.)	Eligible Amount(Rs.)	Total Amount(Rs.)
Not less than 20 kms	13	1082	1082
Not less than 50 kms	/	1	
		Total 1082	

As per Circular Annexure A and B are enclosed for your ready reference. As per the monthly limit i.e Rs.....may be reimburse to Mr.....

Account details:

Bank Name: *CBI*

Account No: *3272327388*

IFSC Code: *CBIN0283687*

Branch: *Jagdishpur*

*Akhilesh*  
Signature: