Reimburse of Monthly Travelling Allowance

From:

Through:

To

Name Amit Kumar Mishra

ZM Name: Tarun Tayal

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 December'2017

Distance Details	No. of days (Nos.)	Eligible Amount(Rs.)	Total Amount(Rs.)
Not less than 20 kms		107*3.77	403
Not less than 50 kms			
		Total	103

As per Circular Annexure A and B are enclosed for your ready reference. As per the monthly limit i.e. Rs. 403 may be reimburse to Mr Amit Kumar Mishra, Sr. Engineer (Tech.)

Account details:

Bank Name: HDFC Bank

Account No: 50100128678062 IFSC Code: HDFC0000412 Branch: Aliganj, Lucknow

Signature:

ENERGY EFFICIENCY SERVICES LIMITED, NOIDA TRAVEL LOG BOOK

Fixed Monthly Travel Allowance

ite / Posting Location :

lender Payment lender	SI.	Name	Designation	From	Start time	To To	End Time	Mode of Travel	Distance	Time Taken	Purpose	Details of work carried out	Signature of Employee
Sr. Engineer Aksardham 9:30 AM Sector-12 10.00 AM Auto 5 25 Min Official Sr. Engineer Sector-12 10.45 AM Sector-13 7.30 PM Auto 5 25 Min Official Sr. Engineer Sector-12 9:30 AM Sector-13 7.30 PM Auto 5 25 Min Official Sr. Engineer Sector-12 9:30 AM Sector-12 7.20 PM Auto 5 35 Min Official Sr. Engineer Sector-12 9:30 AM Sector-12 7.40 PM Auto 5 35 Min Official Sr. Engineer Sector-12 9:30 AM Sector-12 7.40 PM Auto 5 35 Min Official Sr. Engineer Charbagh 6:45 AM Gomti Nagar 7.30 AM Auto 22 55 Min Official Sr. Engineer Charbagh 6:45 AM Gomti Nagar 7.30 AM Auto 21 45 Min Official Sr. Engineer Charbagh 6:45 AM </td <td>н</td> <td>Amit Kumar Mishra</td> <td>Sr. Engineer</td> <td>Gomti Nagar</td> <td>9.30 PM</td> <td>Charbagh</td> <td>10.15 PM</td> <td>Auto</td> <td>21</td> <td>45 Min</td> <td>Official</td> <td>SAP and Vender Payment</td> <td>times</td>	н	Amit Kumar Mishra	Sr. Engineer	Gomti Nagar	9.30 PM	Charbagh	10.15 PM	Auto	21	45 Min	Official	SAP and Vender Payment	times
Sr. Engineer Sector-12 10.45 AM Sector-15 11.10 AM Auto 5 25 Min Official Sr. Engineer Sector-12 7.30 PM Auto 5 25 Min Official Sr. Engineer Sector-12 9.30 AM Sector-15 9.55 AM Auto 5 25 Min Official Sr. Engineer Sector-12 9.30 AM Sector-12 7.20 PM Auto 5 25 Min Official Sr. Engineer Sector-12 9.30 AM Sector-12 7.40 PM Auto 5 35 Min Official Sr. Engineer Sector-12 7.05 PM Sector-12 7.40 PM Auto 5 35 Min Official Sr. Engineer Charbagh 6.45 AM Gomti Nagar 7.30 AM Auto 21 45 Min Official Sr. Engineer Charbagh 6.45 AM Gomti Nagar 7.30 AM Auto 21 45 Min Official	2	Amit Kumar Mishra	Sr. Engineer	Aksardham	9.30 AM	Sector-12	10.00 AM	Auto	13	30 Min	Official	SAP and Vender Payment	地で
Sr. Engineer Sector-15 730 PM Sector-15 730 PM Auto 5 30 Min Official Sr. Engineer Sector-12 9.30 AM Sector-15 9.55 AM Auto 5 25 Min Official Sr. Engineer Sector-12 9.30 AM Sector-12 7.20 PM Auto 5 20 Min Official Sr. Engineer Sector-12 9.30 AM Sector-15 7.40 PM Auto 5 35 Min Official Sr. Engineer Sector-12 9.20 PM Gaziabaad Railway Station 10.15 PM Auto 22 55 Min Official Sr. Engineer Charbagh 6.45 AM Gomit Nagar 7.30 AM Auto 21 45 Min Official Sr. Engineer Charbagh 6.45 AM Gomit Nagar 7.30 AM Auto 21 45 Min Official Sr. Engineer Charbagh 6.45 AM Gomit Nagar 7.30 AM Auto 21 45 Min Official	6	Amit Kumar Mishra	Sr. Engineer	Sector-12	10.45 AM	Sector-15	11.10 AM	Auto	5	25 Min	Official	SAP and Vender Payment	time
Sr. Engineer Sector-12 9:30 AM Sector-15 9:55 AM Auto 5 25 Min Official Sr. Engineer Sector-12 9:30 AM Sector-12 7:20 PM Auto 5 35 Min Official Sr. Engineer Sector-12 9:30 AM Sector-15 7:40 PM Auto 5 20 Min Official Sr. Engineer Sector-12 9:20 PM Gaziabaad Railway Station 10.15 PM Auto 22 55 Min Official Sr. Engineer Charbagh 6:45 AM Gomti Nagar 7:30 AM Auto 21 45 Min Official Sr. Engineer Charbagh 6:45 AM Gomti Nagar 7:30 AM Auto 21 45 Min Official Sr. Engineer Charbagh 6:45 AM Gomti Nagar 7:30 AM Auto 21 45 Min Official	4	Amit Kumar Mishra	Sr. Engineer	Sector-15	7.00 PM	Sector-12	7.30 PM	Auto	2	30 Min	Official	SAP and Vender Payment	77
Sr. Engineer Sector-12 7.20 PM Auto 5 35 Min Official Sr. Engineer Sector-12 9.30 AM Sector-15 9.50 AM Auto 5 20 Min Official Sr. Engineer Sector-12 7.05 PM Sector-12 7.40 PM Auto 5 35 Min Official Sr. Engineer Sector-12 9.20 PM Gaziabaad Railway Station 10.15 PM Auto 22 55 Min Official Sr. Engineer Charbagh 6.45 AM Gomti Nagar 7.30 AM Auto 21 45 Min Official Sr. Engineer Charbagh 6.45 AM Gomti Nagar 7.30 AM Auto 21 45 Min Official	2	Amit Kumar Mishra	Sr. Engineer	Sector-12	9.30 AM	Sector-15	9.55 AM	Auto	5	25 Min	Official	SAP and Vender Payment	Time
Sr. Engineer Sector-12 9:30 AM Sector-15 7.40 PM Auto 5 20 Min Official Sr. Engineer Sector-12 7.40 PM Auto 5 35 Min Official Sr. Engineer Sector-12 9.20 PM Gaziabaad Railway Station 10.15 PM Auto 22 55 Min Official Sr. Engineer Charbagh 6.45 AM Gomti Nagar 7.30 AM Auto 21 45 Min Official Sr. Engineer Charbagh 6.45 AM Gomti Nagar 7.30 AM Auto 21 45 Min Official Sr. Engineer Charbagh 6.45 AM Gomti Nagar 7.30 AM Auto 21 45 Min Official Sr. Engineer Charbagh 6.45 AM Gomti Nagar 7.30 AM Auto 21 45 Min Official		Amit Kumar Mishra	-	Sector-15	6.45 PM	Sector-12	7.20 PM	Auto	5	35 Min	Official	SAP and Vender Payment	time
Sr. Engineer Sector-15 7.05 PM Sector-12 7.40 PM Auto 5 35 Min Official Sr. Engineer Sector-12 9.20 PM Gaziabaad Railway Station 10.15 PM Auto 22 55 Min Official Sr. Engineer Charbagh 6.45 AM Gomti Nagar 7.30 AM Auto 21 45 Min Official Sr. Engineer Charbagh 6.45 AM Gomti Nagar 7.30 AM Auto 21 45 Min Official Sr. Engineer Charbagh 6.45 AM Gomti Nagar 7.30 AM Auto 21 45 Min Official Sr. Engineer Charbagh 6.45 AM Gomti Nagar 7.30 AM Auto 21 45 Min Official		Amit Kumar Mishra	Sr. Engineer	Sector-12	9.30 AM	Sector-15	9.50 AM	Auto	5	20 Min	Official	SAP and Vender Payment	130
Sr. Engineer Sector-12 9.20 PM Gaziabaad Railway Station 10.15 PM Auto 22 55 Min Official Sr. Engineer Charbagh 6.45 AM Gomti Nagar 7,30 AM Auto 21 45 Min Official Inchesional Control Inchesional Control Inches I	00	Amit Kumar Mishra	_	Sector-15	7.05 PM	Sector-12	7.40 PM	Auto	5	35 Min	Official	SAP and Vender Payment	inno
Sr. Engineer Charbagh 6.45 AM Gomti Nagar 7.30 AM Auto 21 45 Min Official 1		Amit Kumar Mishra	Sr. Engineer	Sector-12	9.20 PM	Gaziabaad Railway Station	10.15 PM	Auto .	22	55 Min	Official	SAP and Vender Payment	San A
Agridacy Kurak	10	Amit Kumar Mishra	Sr. Engineer	Charbagh	6.45 AM	Gomti Nagar	7.30 AM	Auto	21	45 Min	Official	SAP and Vender Payment	13/2
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7000		Signature of S	ite incharge :	Mand	of We							Date: 4/11/1	1

ENERGY EFFICIENCY SERVICES LIMITED, NOIDA

		Fixe	Fixed Monthly Travel Allowance		
Name of the Employee	Employee No.:	Designation :	Department:	Scale of Pay:	
Amit Kumar Mishra	NC07503	Sr. Engineer	SLNP		
Claim Month			DEC'17		
(a) Details of Visit:			alis HCO	,	
			LOCATION	DISTANCE	REMARKS
DATE	PURPOSE OF VISIT	FROM	TO	(KMs)	
06-12-2017	Official	Gomti Nagar	Charbagh	. 21	
07-12-2017	Official	Aksardham	Sector-12	13	
07-12-2017	Official	Sector-12	Sector-15	2	
07-12-2017	Official	Sector-15	Sector-12	5	
08-12-2017	Official	Sector-12	Sector-15	5	
08-12-2017	Official	Sector-15	Sector-12	5	
09-12-2017	Official	Sector-12	Sector-15	5	
09-12-2017	Official	Sector-15	Sector-12	5 5	
09-12-2017	Official	Sector-12	Gaziabad Railway Station	77	
10-12-2017	Official	Charbagh	Gomti Nagar	21	

I do hereby certify that I travelled on the above mentioned dates in

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