## Reimburse of Monthly Travelling Allowance

From:

Through:

То

Name Amit Kumar Mishra

ZM Name: Mr. 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 Nov'2017

Distance Details	No. of days (Nos.)	Eligible Amount(Rs.)	Total Amount(Rs.)
Not less than 20 kms		153*3.77	577
Not less than 50 kms			
1 16 213		Total	F77

As per Circular Annexure A and B are enclosed for your ready reference. As per the monthly limit i.e Rs 577 may be reimburse to Mr. Amit Kumar Mishra.

Account details:

Bank Name: HDFC Bank

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

Signature:

		ENERGY EFFIC	ENERGY EFFICIENCY SERVICES LIIVIII ED, NOIDA		
			CLAIM FORM		
		Fixed	Fixed Monthly Travel Allowance		
Name of the Employee	Employee No.:	Designation:	Department:	Scale of Pay:	
Amit Kumar Mishra	NC07503	Sr. Engineer	SLNP		
Claim Month			NOV'17		
(a) Details of Visit:		STATES IN THE STATES			
			LOCATION	DISTANCE	DEMADKS
DATE	PURPOSE OF VISIT	FROM	TO	(KMs)	NEINIANNS
21-11-2017	Official	Gomti Nagar	Charbagh	21	
22-11-2017	Official	Aksardham	Sector-62	13	
22-11-2017	Official	Sector-62	Sector-15	11	
22-11-2017	Official	Sector-15	Sector-62	11	
23-11-2017	Official	Sector-62	Sector-15	11	
23-11-2017	Official	Sector-15	Sector-62	11	
24-11-2017	Official	Sector-62	Sector-15	11	
24-11-2017	Official	Sector-15	Sector-62	11	
25-11-2017	Official	Sector-62	Sector-15	11	
25-11-2017	Official	Sector-15	Sector-62	11	
25-11-2017	Official	Sector-62	Anand Vihar Bus Station	10	
26-11-2017	Official	Charbagh	Gomti Nagar	21	

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

Signature:

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

Signature of Site Incharge Name: Designation:

CHANGE KOMAR SANDEEP KJMAR SANDEEP KJMAR (TECH)
21-12-2017

Hommer Sign by Zonal / Regional Manager

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						TRAVEL LOG BOOK	BOOK					
					Fixed	Fixed Monthly Travel Allowance	vel Allowar	)ce				
-			4		Sit	Site / Posting Location :	ocation :			10		
SI.	Name	Designation	From	Start time	To	End Time	Mode of Travel	Distance	Time Taken	Purpose	Details of work carried out	Signature of Fmolovee
н	Amit Kumar Mishra	Sr. Engineer	Gomti Nagar	8.30 PM	Charbagh	9.20 PM	Auto	21	50 Min	official	SAP Training & Implementation	7
2	Amit Kumar Mishra	Sr. Engineer	Aksardham	7.30 AM	Sector-62	8.20 AM	Auto	13	50 Min	official	SAP Training & Implementation	1
3	Amit Kumar Mishra	Sr. Engineer	Sector-62	9.25 AM	Sector-15	10.15 AM	Auto	11	50 Min	official	SAP Training & Implementation	3
4	Amit Kumar Mishra	Sr. Engineer	Sector-15	6.40 PM	Sector-62	7.20 PM	Auto	11	40 Min	official	SAP Training & Implementation	
2	Amit Kumar Mishra	Sr. Engineer	Sector-62	9.25 AM	Sector-15	10.15 AM	Auto	11	40 Min	official	SAP Training & Implementation	
9	Amit Kumar Mishra	Sr. Engineer	Sector-15	6.40 PM	Sector-62	7.20 PM	Auto	11	40 Min	official	SAP Training & Implementation	1
_	Amit Kumar Mishra	Sr. Engineer	Sector-62	9.25 AM	Sector-15	10.15 AM	Auto	11	40 Min	official	SAP Training & Implementation	1
8	Amit Kumar Mishra	Sr. Engineer	Sector-15	6.40 PM	Sector-62	7.20 PM	Auto	11	40 Min	official	SAP Training & Implementation	1
6	Amit Kumar Mishra	Sr. Engineer	Sector-62	9.25 AM	Sector-15	10.15 AM	Auto	11	40 Min	official	SAP Training & Implementation	1
10	Amit Kumar Mishra	Sr. Engineer	Sector-15	6.40 PM	Sector-62	7.20 PM	Auto	11	40 Min	official	SAP Training & Implementation	1
11	Amit Kumar Mishra	Sr. Engineer	Sector-62	8.30 PM	Anand Vihar Bus Station	9.35 PM	Auto	10	65 Min	official	SAP Training & Implementation	1
12 /	Amit Kumar Mishra	Sr. Engineer	Charbagh	8.35 AM	Gomti Nagar	9.20 AM	Auto	21	55 Min	official	SAP Training & Implementation	
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