

Energy Efficiency Services Limited

Sub:-Reimbursement against daily allowance (DA)

Date: 27.11.2017

I was on tour at Bangalore from 09.11.2017 to 11.11.2017 from Regional office Goa for training of MEEP. As per revised policy on Travel allowance (TA) and Daily allowance (DA) applicable to employees engaged on contract basis by UPL deployed in EESL in circular having ref No- UPL:HO:HR: CIRCULAR:2017:6514, DA shall be given Rs.600 per day.

Daily allowance means allowance intended to cover the expenses on food and others incidental charges incurred in course of travelling which also will include expenses for food and incidental lunch, tea expenses, out of pocket expenses at out stations. Details of DA is as follows.

Date	Total No of Days	Eligible amount	Total amount
09.11.17 to 11.11.17	3 days	Rs.600/-	Rs. 1800/-

In view of above kindly reimburse **Rs. 1800/- (One Thousand Eight Hundred Rupees Only)**.

Submitted for settlement.


Lohit Naik
Engineer (UPL)