

Energy Efficiency Services Limited, Noida

CLAIM FORM

Local Travel Allowance on Tour

Name Of Employee	Employee No.	Designation	Department	No. of days
SHOAIB AHMAD	NC06996	Engineer	SLNP Gujrat	12-12-2017 to 16-12-2017
Claim Month	June-July 2017			

Details of Visit:

S.No.	Date	Place of Visit (Specify Locality)		Means of Travel Taxi/Auto	Amount (Rs.)	Purpose of Visit	Station Wise Weekly Total
		From	To				
1	13/12/2017	Taj Ganj	Agra Railway Station	Auto	RS. 100/-	For reconsilation of documents and Submission of Original documents at RO and details of work done in SLNP-Gujarat Project	8 Km
2	14/12/2017	Ahmedabad	Rajkot	BUS	Rs. 450/-		219 Km
3		Bus Stand	Hotel	Auto	RS. 50/-		5 Km
6	15/12/2017	Hotel	RMC	Auto	Rs. 50/-		Rs.840/- 8 Km
7		RMC	Hotel	Auto	Rs. 60/-		8 Km
9	16/12/2017	Hotel	Store	Auto	Rs. 70/-		9 Km
10		Store	Hotel	Auto	RS. 60/-		9 Km
Total							Rs.840/-

Signature Of Reporting Officer
Shri Venktesh Dwivedi (CGM-T)

Signature of Employee
Shoaib Ahmad (Engineer)