

ENERGY EFFICIENCY SERVICES LIMITED Noida
CLAIM FORM

Monthly Travel Allowance

Name of the Employee Eshwar Pissalwar	Employee No. NC06950	Designation Engineer	Department USAHA/SUP	Scale of pay E1
Claim Month				

(a) Details of Visit:

Date	Purpose of Visit	Location		Distance(KMs)	Remarks
		From	To		
28/09/17	Travelling to hotel for resting of a day	NDLS station	Noida Hotel	25km	Paid by cash
29/09/17	Regarding Training of contract in HO Return Journey to Hotel	Noida hotel HO office	HO office Noida Hotel	12km 12km	Paid by cash Paid by cash
30/09/17	Regarding Training of contract in HO Return Journey to Hotel	Noida hotel HO office	HO office Noida Hotel	12km 12km	Paid by cash Paid by cash
03/10/17	Regarding Training of contract in HO Return Journey to Hotel	Noida hotel HO office	HO office Noida Hotel	12km 12km	Paid by cash Paid by cash

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

Date: **04/10/17**

Signature: 

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

Signature of Site Incharge:

Name: **Eshwar Pissalwar**
Designation: **Engineer**
Date: **04/10/17**

ENERGY EFFICIENCY SERVICES LIMITED Noida
TRAVEL LOG BOOK
Local Monthly Travel Allowance

Site/Posting Location: Mumbai

Sr. No.	Name	Designation	Date	From	Start time	To	End Time	Model of Travel	Distance	Time Taken	Purpose	Detailed work Carried Out	Amount	Signature
1	Eshwar Pisalkar	UPL Engineer	28/09/17	NDS Station	19.30pm	Noida Hotel	20.45pm	Auto	25km	1.15 hr	Travelling to Hotel	Arrive in delhi and travelling to hotel for rest	94.25	
2	Eshwar Pisalkar	UPL Engineer	29/09/17	Noida Hotel	9.00am	Noida HO office	10.30am	Auto	12km	half hr	Travelling to Office for work	Training organised by contracts team to train zonal division	45.24	
3	Eshwar Pisalkar	UPL Engineer	29/09/17	Noida HO office	18.30pm	Noida Hotel	19.30pm	Auto	12km	1 hrs	Travelling to Hotel	return journey	45.24	
4	Eshwar Pisalkar	UPL Engineer	30/09/17	Noida Hotel	9.00am	Noida HO office	10.30am	Auto	12km	half hr	Travelling to Office for work	Training organised by contracts team to train zonal division	45.24	
5	Eshwar Pisalkar	UPL Engineer	30/09/17	Noida HO office	18.30pm	Noida Hotel	19.30pm	Auto	12km	1 hrs	Travelling to Hotel	return journey	45.24	
6	Eshwar Pisalkar	UPL Engineer	03/10/17	Noida Hotel	9.00am	Noida HO office	10.30am	Auto	12km	half hr	Travelling to Office for work	Training organised by contracts team to train zonal division	45.24	
7	Eshwar Pisalkar	UPL Engineer	03/10/17	Noida HO office	18.30pm	Noida Hotel	19.30pm	Auto	12km	1 hrs	Travelling to Hotel	return journey	45.24	
Total													365.69	

Signature of site Incharge:

Date: 04/10/17