

ENERGY EFFICIENCY SERVICES LIMITED, NOIDA

CLAIM FORM

Fixed Monthly Travel Allowance

Name of the employee	Employee No. :	Designation :	Department :	Scale of Pay :
Devender Singh Chauhan	NICO 6719	Sr. Engineer.	UJALA	—
Claim Month	Sep. 2017			

(a) Details of Visit :

Date	Purpose of visit	Location		Distance (Kms.)	Remarks
		From	To		
25/9/17	Meeting with TOCL Dept of Pump owner.	Dehradun	Bhaniwala	25 km	—
26/9/17	Agreement Sign with BPCL	Dehradun	Harrawala	10 km	—
27/9/17	Agreement Sign with TOCL Petrol Pump	Dehradun	Sidcul, Haridwar	68 Km	—
28/9/17	Training to DOP	Rishikesh	Chamba, Tehri	69 km	—

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

Date : 24/10/17

Signature : *Devender*

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

Signature of Site Incharge

Name : *Devender Singh Chauhan*

Designation : *Sr. Engineer*

Date : *24/10/17*

Counter sign by Zonal / Regional Manager

Mani-an

ENERGY EFFICIENCY SERVICES LIMITED, NOIDA

TRAVEL LOG BOOK

Fixed Monthly Travel Allowance :

Site/ Posting Location: Dehradun

Sl. No.	Name Date	Designation (In case of UPL employees please write UPL engineer)	From	Start Time	To	End Time	Mode of travel	Distance (one-Side) KM	Time taken	Purpose	Details of Work carried out	Signature of Employee
1.	25/9/17	UPL Engineer	Dehradun	11:30 AM	Bhaniwala	12:30 PM	Auto + Bus	25 km	1 hr.	To meet with IOCL Petrol Pump Regarding the UJALA Program.	Explain him about the UJALA scheme & agreement b/w EESL & IOCL for UJALA Program.	Devender.
2.	26/9/17	UPL Engineer	Dehradun	12:30 AM	Harrawak	1:00 PM	Auto + Bus	10 km	1/2 hr.	Agreement Sign with BPCL Petrol Pump owner.	Signing of Agreement with Lokpudaya Filling Station (BPCL) under UJALA Program.	Devender.
3.	27/9/17	UPL Engineer	Dehradun	8:30 AM	Naridwar	11:30 AM	Auto + Bus	68 km	3 hr.	Agreement Sign with IOCL Meeting with Petrol pump owner.	Agreement Signed with Northern Filling Station (IOCL) meet with other petrol pump regarding the UJALA scheme.	Devender.
4.	28/9/17	UPL Engineer.	Rixhikesh	10:00 AM	Chamba Tehri	12:30 PM	Auto + Bus.	69 km	2 1/2 hr.	Training To Dop on EES Portal.	Training on EESL portal in Chamba, Tehri, sub-post office. To Post master Chamba their staff Anandran Nagar Post Master.	Devender.

Signature of Site Incharge: Devender.Date: 24/10/17.Anandran