

Energy Efficiency Services Limited

Sub:-Settlement of advance against daily allowance (DA)

Date: 27.11.2017

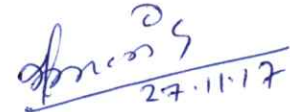
I am on tour at Port Blair from 14th Sept 2017 to 25th Nov 2017. The Bills against 14.09.17 to 21.10.2017 has already been submitted to Corporate office for settlement. Further DA from 22.10.17 to 25.11.17 is mentioned below. As per revised policy on Travel allowance (TA) and Daily allowance (DA) applicable 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 @80% of Principal cities that is Rs. 480/- 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
22.10.17 to 25.11.17	35 days	Rs.480/-	Rs. 16,800/-

In view of above kindly settle Rs.16,800/- (Sixteen Thousand Eight Hundred Rupees Only).

Submitted for settlement.


27.11.17

Satchitanand Arondekar
Engineer (UPL)