Weekly - Petty cash /expense card statement.

| | | | |
|---|---|---|---|
| Name | D. Shiva Shankar | Statement date | 07/03/25 |
| Prepared by | D. Shiva Shankar | Sign | Shy |
| From period | | To period | |

| Sl No | Debit to company | Debit to project | Description of expense | Amount | Bill enclosed | GST bill |
|---|---|---|---|---|---|---|
| 1. | MPPL | MPPL | E. Dept (Kasturi) | 450 | ☐Y ☑N | ☐Y ☑N |
| 2. | MPPL | MPPL | Airtel Bill Pay Mad. Sor | 2444 | ☑Y ☐N | ☑Y ☐N |
| 3. | MPPL | MPPL | GHMC Garbage collection | 300 | ☐Y ☑N | ☐Y ☑N |
| 4. | MPPL | MPPL | VI Phone Post Paid | 535 | ☑Y ☐N | ☐Y ☑N |
| 5. | MPPL | MPPL | Greater Hyderabad MPPL Trade Licens | 13143 | ☑Y ☐N | ☐Y ☑N |
| 6. | MPPL | MPPL | Government of Telangana MPPL Shops & Estab | 2500 | ☑Y ☐N | ☐Y ☑N |
| 7. | | | | | ☐Y ☐N | ☐Y ☐N |
| 8. | | | | | ☐Y ☐N | ☐Y ☐N |
| 9. | | | | | ☐Y ☐N | ☐Y ☐N |
| 10. | | | | | ☐Y ☐N | ☐Y ☐N |
| 11. | Total | | | | | |

| | | | | |
|---|---|---|---|---|
| Amount to be credited by | ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other: | | | |
| Approved by: | Div. Manager | Accountant | Accounts Manager | MD |
| Sign: | APPROVED BY 07 MAR 2025 G. JAI KUMAR ADMIN & Accts | | | |
| Date: | | | | |

Notes: 1. Scanned copy of this statement to be submitted before every Friday 2pm. 2. Original vouchers to be attached to this statement and send to respective accountant by Monday. 3. Accountants to make payment on receipted of scanned statement on Saturday. 4. If original statement with vouchers of last week is not received withhold further payment and salary. 5. Employee must maintain photocopy of all bills/vouchers for 3 months. 6. Division manager and accounts manager approval required for expenses of over 2,000/- per week. MDs approval is required for expenses of over 10,000/- per week

# GOVERNMENT OF TELANGANA

## LABOUR DEPARTMENT

### Acknowledgement

| | |
|---|---|
| 1. Application Number : | **REST2024907897** |
| 2. Registration Number : | |
| 3. Registering Authority : | **ACL_II_HYDERABAD** |
| 4. Establishment Name : | **MODI PROPERTIES PVT. LTD.** |
| 5. Service Name : | **Renewal of Registration under Shops & Establishments Act** |
| 6. Registration District : | **HYDERABAD** |
| 7. Payment Reference No. : | 122045883 |
| 8. Payment Amount : | (see fee table below) |
| 9. Date of Submission : | **07/03/2025 03:27 PM** |
| 10. Validity of Registration Certificate is extended upto : | |
| **11. Annual Fee Payment Timelines:** | (see timelines table below) |

8. Payment Amount :

| Fee Type | No of employees | Amount | No of years applicable | Total |
|---|---|---|---|---|
| Registration Fee | 15 | 2000 | 1 | **₹ 2000** |
| Penalty 25% | 15 | 500 | 1 | **₹ 500** |
| Compound Fee (Fixed Rs.50/- for Shops and Establishments Act) | | | | **₹ 0** |
| **Total Amount Paid** | | | | **₹ 2500** |

**11. Annual Fee Payment Timelines:**

| | |
|---|---|
| Between 1st November to 1st December | **No Penalty** |
| Between 2nd December to 31st December | **25% Penalty** |
| After 31st December | **50% Penalty** |

## DEBIT VOUCHER

MRPL

Voucher No. ______________

A/c. ______________ Date : 07/03/25

| Paid to GOVERNMENT of Telangana | Rs. | Ps. |
|---|---|---|
| towards Labour Department Shops & Establishments ACT of MRPL Properties PVT LTD | 2500 | 00 |
| Rupees Two thousand five Hundred only | | |
| Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ] | 2500 | 00 |

APPROVED BY
07 MAR 2025
G. JA...
AGM-HR & Admin

Prepared by

Approved by

Receiver's Signature

# DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 07/03/25

| Paid to | [illegible] | Rs. | Ps. |
|---|---|---|---|
| towards | [illegible] | 2500 | 00 |
| | [illegible] | | |
| Rupees | Two thousand five hundred only | | |
| Paid by Cash/Cheque | Cheque No: ____ Dated ____ Drawn on Bank ____ | 2500 | 00 |

APPROVED BY
07 MAR 2025
AGM-HR & Admin

Prepared by   Approved by   Receiver's Signature

## Greater Hyderabad Municipal Corporation

హైదరాబాద్ మహానగర పాలక సంస్థ

### Trade License Receipt Details

| | | | |
|---|---|---|---|
| **Receipt No** | TL15012630880702202503025 3 | | |
| **Owner Name** | MODI PROPERTIES & INVESTMENT PVT.LTD. & | | |
| **House Number** | | | |
| **TIN (Trade License Number)** | 228-386-0400 | **Transaction Date** | 07-03-2025 03:02:14 PM |
| **Amount Paid (Excluding PG Charges)** | Rs. 13143/- | **Mode Of Payment** | ICICI-RZ-CD |
| **Transaction Status** | Your Transaction is completed successfully | | |
| **It is a computerized Receipt, signature not required.* | | | |

MPRL

# DEBIT VOUCHER

Voucher No. ________________

A/c. ________________ Date : 07/03/25

| | | Rs. | Ps. |
|---|---|---|---|
| Paid to | Greater Hyderabad Municipal Corporation | | |
| towards | Trade License of MODI Properties | 13143 | 00 |
| | & Investment Pvt LTD | | |
| | | | |
| Rupees | Thirteen thousand one Hundred | | |
| | fourty Three only | | |
| Paid by Cheque / Cash ✓ | Cheque No. ____ Dated ____ Drawn on Bank ____ | 13143 | 00 |

Prepared by

APPROVED BY
07 MAR 2025
Approved by
G. JAI KUMAR
AGM-HR & Admin

Receiver's Signature

# DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date [illegible]/03/23

| | Rs. | Ps. |
|---|---|---|
| Paid to Greater Hyderabad Municipal Corporation | | |
| towards Trade Licence [illegible] | 13143 | 00 |
| & [illegible] Pvt Ltd | | |
| Rupees Thirteen thousand one hundred | | |
| forty three only | | |
| Paid by Cash / Cheque — Cheque No ____ Dated ____ Drawn on Bank ____ | 13143 | 00 |

Prepared by [illegible]

APPROVED BY
07 MAR 2023
JAI KUMAR
AGM-HR & Admin
Approved by

Receiver's Signature

MPPL

# DEBIT VOUCHER

MPPL

Voucher No. ____________

A/c. ____________ Date : 6/3/25

| | Rs. | Ps. |
|---|---|---|
| Paid to E. Dept. (Krishna) | | |
| towards power, phase, fluctuation and other problem as on 03/3/25 (night) | 450/- | |
| Rupees Four hundred and fifty Rs. only | | |
| Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank | 450/- | |

APPROVED BY
05 MAR 2025
G. JAI KUMAR
AGM-HR & Admin

08/3/25

Prepared by — Approved by — Receiver's Signature

M-138

# DEBIT VOUCHER

MPPC

Voucher No. ____________

A/c. ____________ Date : 6/3/25

| | Rs. | Ps. |
|---|---|---|
| Paid to: E. D-M. (Kishore) | | |
| towards: Pooja, flower, refreshment and other expenses on 03/3/25 (...) | 450/- | |
| Rupees: Four hundred and fifty only. | | |
| Paid by Cash / Cheque — Cheque No. — Dated — Drawn on Bank | 450/- | |

APPROVED BY
05 MAR 2025
G. JAI KUMAR
AGM-HR & Admin

Prepared by: 06/3/25 Approved by Receiver's Signature

MPPL

# DEBIT VOUCHER

Voucher No. ________________

A/c. ____________________________________________ Date : 26/02/25

| Paid to Airtel Bill Payment | Rs. | Ps. |
|---|---|---|
| towards Airtel bill payment to M.D. | 2444 | 00 |
| Sir 9959556450 for the month of | | |
| feb 2025 | | |
| Rupees Two thousand four Hundred | | |
| fourty four only | | |
| Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ] | 2444 | 00 |

Prepared by

Approved by

Receiver's Signature

# DEBIT VOUCHER

Voucher No. ____________

A/c. ______________________ Date : [illegible]

| | | Rs. | Ps. |
|---|---|---|---|
| Paid to | [illegible] | [illegible] | [illegible] |
| towards | [illegible] | | |
| | [illegible] | | |
| | [illegible] | | |
| Rupees | [illegible] | | |
| | [illegible] | | |
| Paid by Cash / Cheque | Cheque No. / Dated / Drawn on Bank | [illegible] | [illegible] |

Prepared by [illegible] Approved by [illegible] Receiver's Signature

2:55 58%

# Bill Payment Successful

02:55 PM on 26 Feb 2025

**Mobile bill paid**

Airtel Postpaid **₹2,446.41**

9959556450

## Bill Details

| | | |
|---|---|---|
| Customer Name | : | Soham Modi |
| Bill Number | : | BM2536I007440973 |
| Bill Date | : | 18-Feb-2025 |
| Circle | : | 104 |

## Payment details

| | |
|---|---|
| Bill Amount | ₹2,443.41 |
| Platform fee(inclusive of GST) | + ₹3 |
| **Total Amount** | **₹2,446.41** |

Transaction ID

NX25022614553369962250381

Bharat Connect Transaction ID

PP015057BX2CX15GP916

Debited from

XXXXXX5850 ₹2,446.41

UTR: 648478814908

MPPL

# DEBIT VOUCHER

MPPL

Voucher No. ________________

A/c. ________________ Date : 6/3/25

| Paid to Corttree Garbage Collector | Rs. | Ps. |
| --- | --- | --- |
| towards Garbage Collecting for the Month of February 2025. | 300/- | |
| Rupees Three Hundred Rs. only. | | |
| Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank | 300/- | |

APPROVED BY

06 MAR 2025

G. JAI KUMAR
AGM-HR & Admin

Prepared by 6/3/25 Approved by Receiver's Signature

# DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 6/3/25

| Paid to | [illegible] Garbage Collector | Rs. | Ps. |
|---|---|---|---|
| towards | Garbage Collecting for the month of February 2025. | 300/- | |
| Rupees | Three hundred only. | | |
| Paid by Cash/Cheque | Cheque No. / Dated / Drawn on Bank | 300/- | |

APPROVED BY
06 MAR 2025
G... KUMAR
AGM HR & Admin

Prepared by 6/3/25 Approved by Receiver's Signature

MPRL

# DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 07/03/25

| Paid to VI POST Paid | Rs. | Ps. |
|---|---|---|
| towards Bill PAYment Rs 9391340973 | 535 | 00 |
| M.D. Sir USe 06/03/25 | | |
| | | |
| Rupees five Hundered Thirty five only | | |
| | | |
| Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ] | 535 | 00 |

SIVA
Prepared by

Approved by

Receiver's Signature

**DEBIT VOUCHER**

Voucher No. ______________

A/c ______________ Date : [illegible]

| Paid to [illegible] | Rs. | Ps. |
|---|---|---|
| towards [illegible] | [illegible] | [illegible] |
| [illegible] | | |
| | | |
| Rupees [illegible] | | |
| | | |
| Paid by Cash / Cheque — Cheque No. — Dated — Drawn on Bank | [illegible] | [illegible] |

Prepared by [illegible] Approved by Receiver's Signature

4:37 59%

# Bill Payment Successful

04:37 PM on 06 Mar 2025

Mobile bill paid

Vi Postpaid ₹535.18
9391340973

## Bill Details

| | | |
|---|---|---|
| Bill Number | : | 75886218 |
| Bill Date | : | 01-Mar-2025 |

## Payment details

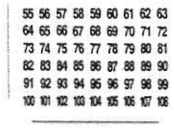
| | |
|---|---|
| Bill Amount | ₹532.18 |
| Platform fee(inclusive of GST) | + ₹3 |
| **Total Amount** | **₹535.18** |

Transaction ID
NX25030616373626895599311

Bharat Connect Transaction ID
PP015065BX1N51A6Y233

Debited from
XXXXXX5850 ₹535.18
UTR: 211782135803

View View Split Share

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