Weekly - Petty cash /expense card statement.

| | | | | | | |
|---|---|---|---|---|---|---|
| Name | D. Shiva Shankar | | Statement date | 15/05/25 | | |
| Prepared by | D. Shiva Shankar | | Sign | Shs | | |
| From period | | | To period | | | |
| Sl No | Debit to company | Debit to project | Description of expense | Amount | Bill enclosed | GST bill |
| 1. | SOHAM | MODI | Hyderabad Metropolitan Water Supply | | ☐Y ☐N | ☐Y ☐N |
| 2. | SOHAM | MODI | SOUTHERN POWER DISTRIBUTION | 1253 | ☑Y ☐N | ☐Y ☑N |
| 3. | | | | 12802 | ☑Y ☐N | ☐Y ☑N |
| 4. | | | | | ☐Y ☐N | ☐Y ☐N |
| 5. | | | | | ☐Y ☐N | ☐Y ☐N |
| 6. | | | | | ☐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. | | | | | ☐Y ☐N | ☐Y ☐N |
| | | | 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 15 MAY 2025 G. JAI KUMAR AGM-HR & Admin | | | |
| 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

SOHAM MODI

## DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 15/05/25

| Paid to Hyderabad Metropolitan water Supply Board | Rs. | Ps. |
|---|---|---|
| towards water bill payment of Soham | 1253 | 00 |
| Modi sir Bill no. 061131910 | | |
| | | |
| Rupees One thousand Two Hundred | | |
| fifty Three only | | |
| Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ] | 1253 | 00 |

APPROVED BY
15 MAY 2025
G. JAI KUMAR
AGM-HR & Admin

Prepared by — Approved by — Receiver's Signature

12:46 82%

# Bill Payment Successful

12:45 PM on 15 May 2025

**Water bill paid**

Hyderabad Metropolitan Water Supply and Sewerage Board ₹1,253

061131910

## Bill Details

| | | |
|---|---|---|
| Customer Name | : | KESHAVPAL REDDY,G. |
| Bill Number | : | XXXXXX023 |
| Bill Date | : | 01-May-2025 |

## Payment details

Transaction ID

NB25051512452757702495482

Bharat Connect Transaction ID

PP015135BB7L70ZFX224

Debited from

XXXXXX5850 ₹1,253

UTR: 456915032018

View History

View Receipt

Split Expense

Share Receipt

SOHAM MODI

# DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 15/05/25

| Particulars | Rs. | Ps. |
|---|---|---|
| Paid to SOUTHERN POWER DISTRIBUTION COMPANY | | |
| towards POWER BILL PAYMENT OF SOHAM MODI SIR SRNO:- 100415208 RNO:- Y1C425726862 46 | 12802 | 00 |
| Rupees Twelve Thousand Eight Hundred Two only | | |
| Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____ | 12802 | 00 |

APPROVED BY
15 MAY 2025
G. JAI KUMAR
AGM-HR & Admin

Prepared by Sris

Approved by

Receiver's Signature

Solitaire Mod 3

# DEBIT VOUCHER

Voucher No ____________

A/c. ____________ Date : 15/05/25

| Paid to SOUTHERN POWER DISTRIBUTION COMPANY | Rs. | Ps. |
|---|---|---|
| towards POWER BILL PAYMENT OF SOLITAIRE | 12802 | 00 |
| MOD 3 S/N Servi - 1804115208 | | |
| USC no - 11642472688216 | | |
| Rupees Twelve thousand Eight hundred | | |
| Two only | | |
| Paid by Cheque / Cash ✓   Cheque No: ____   Dated ____   Drawn on Bank ____ | 12802 | 00 |

Prepared by   Approved by   15 MAY 2025   Receiver's Signature

# SOUTHERN POWER DISTRIBUTION COMPANY OF TELANGANA LIMITED

## Transaction Acknowledgement

**Thank you.**

Your payment request has been successfully recorded. Please quote your transaction reference number for any queries relating to this request.

Please check TGSPDCL website and confirm payment updation

| | |
|---|---|
| **Transaction Reference Number :** | YIC42572686246 |
| **Transaction Date and Time :** | 15-05-2025 12:27:53 |
| **Service Number :** | 100415208 |
| **Name :** | SRI SOHAM MODI |
| **ERO :** | 11 |
| **Bill Date :** | 04/05/2025 |
| **Due Date :** | 18/05/2025 |
| **Amount :** | 12802.00 |
| Print | Make Another Payment |

**Powered by:**

BillDesk

# SOUTHERN POWER DISTRIBUTION COMPANY OF TELANGANA LIMITED

(https://tgsouthernpower.org/)

## Payment Details for - Postpaid service.

**In case you wish to change the details of your request please click on 'Back', please verify your details and click on 'Submit' below**

**Transaction Service Charges**

| | |
|---|---|
| Net Banking | Rs.2.35/- Per Transaction |
| RuPay Debit Cards & UPI : | Nil. |
| Cash Cards & Wallets : | 0.50% of the Transaction Amount . |
| Credit Cards : | 0.80% of the Transaction Amount . |
| Debit Cards (Visa/MasterCard/Maestro) : | 0.64% of the Transaction amount. |

**Note:** GST/Taxes applicable will be charged extra on the transaction fees.

| | |
|---|---|
| **Unique Service Number :** | 100415208 |
| **Service Number :** | A9002037 |
| **Name :** | SRI SOHAM MODI |
| **ERO:** | 11 |
| **Bill Date :** | 04/05/25 |
| **Due Date :** | 18/05/25 |
| **Bill Amount :** | 12802.00 |
| **ACD Amount :** | 0 |
| **Amount** | 12802.00 |

**Note:**
No interest shall be paid against the advance amount and requested to pay amount as shown in bill.

1. If part payment is made in advance mode, TGSPDCL will raise the surcharge in the next month bill.
2. If excess payment is made in advance mode, amount shall be adjusted to next month CC bill.

Back Submit

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