

Weekly - Petty cash /expense card statement.

Name	Ch Ramesh		Statement date	Card No:4629 5254 2716 5716		
Prepared by	Ch Ramesh		Sign			
From period			To period			

Sl No	Debit company to	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	Mehta & Modi Realty Kankar/LP		Registered post-maintenance payment interest	420/-	☐ Y ☐ N	☐ Y ☐ N
2.			Letters - 14 Nov		☐ Y ☐ N	☐ Y ☐ N
3.	Mehta & Modi Realty Kankar/LP		Purchase of stamp papers - 15 Nov	2,100/-	☐ 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.	Total		Two thousand five hundred and twenty six only	2,520/-	☐ Y ☐ N	☐ Y ☐ N

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:				
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 receipt 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

DEBIT VOUCHER

Mahata & Modi Realty Kowkue LLP

Voucher No. _____

A/c. _____ Date : 16.5.25

Paid to <u>G.P.O</u>			Rs.	Ps.
towards <u>Register post maintenance payment</u>			420	—
<u>intimation letters — 14 nos</u>			/	
Rupees <u>four hundred and twenty</u>				
<u>rupees only.</u>				
Paid by <u>Cheque</u>	Cheque No.	Dated	Drawn on Bank	
<u>Cash</u>				420 —

Prepared by

Approved by

Receiver's Signature

Signature box with initials 'P' and 'h'.

GHT-109

RN148127343IN IVR:827814812734
 RL TMO SECUNDERABAD COUNTER <50000>
 Counter No:2,14/05/2025,13:19
 To:SUMA ALLURI,MEDCHAL
 PIN:500076, I.E.Nacharam S.O
 From:MODI PROPERTIES,SEC BAD
 Wt:20gms,REG=17.0
 Amt:25.96,Tax:3.96,Amt.Paid:26.00(Cash)
 <Track on www.indiapost.gov.in>
 <Dial 18002666868><Wear mask -Stay safe>

GHT-110

RN148127357IN IVR:827814812735
 RL TMO SECUNDERABAD COUNTER <50000>
 Counter No:2,14/05/2025,13:19
 To:BABY LAXMI KANCHARLA,MEDCHAL
 PIN:500076, I.E.Nacharam S.O
 From:MODI PROPERTIES,SEC BAD
 Wt:20gms,REG=17.0
 Amt:25.96,Tax:3.96,Amt.Paid:26.00(Cash)
 <Track on www.indiapost.gov.in>
 <Dial 18002666868><Wear mask -Stay safe>

GHT-301

RN148127224IN IVR:827814812722
 RL TMO SECUNDERABAD COUNTER <50000>
 Counter No:2,14/05/2025,13:19
 To:SHARMA VAISHALI,MEDCHAL
 PIN:500076, I.E.Nacharam S.O
 From:MODI PROPERTIES,SEC BAD
 Wt:20gms,REG=17.0
 Amt:25.96,Tax:3.96,Amt.Paid:26.00(Cash)
 <Track on www.indiapost.gov.in>
 <Dial 18002666868><Wear mask -Stay safe>

GHT-307

RN148127105IN IVR:827814812710
 RL TMO SECUNDERABAD COUNTER <50000>
 Counter No:2,14/05/2025,13:19
 To:DEWITS ANTONY,MEDCHAL
 PIN:500076, I.E.Nacharam S.O
 From:MODI PROPERTIES,SEC BAD
 Wt:20gms,REG=17.0
 Amt:25.96,Tax:3.96,Amt.Paid:26.00(Cash)
 <Track on www.indiapost.gov.in>
 <Dial 18002666868><Wear mask -Stay safe>

GHT-310

RN148127119IN IVR:827814812711
 RL TMO SECUNDERABAD COUNTER <50000>
 Counter No:2,14/05/2025,13:19
 To:KAUSHIK BISWAS,KOWKUR
 PIN:500076, I.E.Nacharam S.O
 From:MODI PROPERTIES,SEC BAD
 Wt:20gms,REG=17.0
 Amt:25.96,Tax:3.96,Amt.Paid:26.00(Cash)
 <Track on www.indiapost.gov.in>
 <Dial 18002666868><Wear mask -Stay safe>

GHT-317

RN148127238IN IVR:827814812723
 RL TMO SECUNDERABAD COUNTER <50000>
 Counter No:2,14/05/2025,13:19
 To:PRIYANKA MISHRA,KOWKUR
 PIN:500076, I.E.Nacharam S.O
 From:MODI PROPERTIES,SEC BAD
 Wt:20gms,REG=17.0
 Amt:25.96,Tax:3.96,Amt.Paid:26.00(Cash)
 <Track on www.indiapost.gov.in>
 <Dial 18002666868><Wear mask -Stay safe>

GHT-402

RN148127122IN IVR:827814812712
 RL TMO SECUNDERABAD COUNTER <50000>
 Counter No:2,14/05/2025,13:19
 To:AKULA HARISH,MEDCHAL
 PIN:500076, I.E.Nacharam S.O
 From:MODI PROPERTIES,SEC BAD
 Wt:20gms,REG=17.0
 Amt:25.96,Tax:3.96,Amt.Paid:26.00(Cash)
 <Track on www.indiapost.gov.in>
 <Dial 18002666868><Wear mask -Stay safe>

~~BRGA~~

GHT-408

RN148127241IN IVR:827814812724
 RL TMO SECUNDERABAD COUNTER <50000>
 Counter No:2,14/05/2025,13:19
 To:GANGADHARA KIRAN KUMAR,MEDCHAL
 PIN:500076, I.E.Nacharam S.O
 From:MODI PROPERTIES,SEC BAD
 Wt:20gms,REG=17.0
 Amt:25.96,Tax:3.96,Amt.Paid:26.00(Cash)
 <Track on www.indiapost.gov.in>
 <Dial 18002666868><Wear mask -Stay safe>

GHT-408

RN148127365IN IVR:827814812736
 RL TMO SECUNDERABAD COUNTER <50000>
 Counter No:2,14/05/2025,13:19
 To:VIKASH SAHU,KOWKUR
 PIN:500076, I.E.Nacharam S.O
 From:MODI PROPERTIES,SEC BAD
 Wt:20gms,REG=17.0
 Amt:25.96,Tax:3.96,Amt.Paid:26.00(Cash)
 <Track on www.indiapost.gov.in>
 <Dial 18002666868><Wear mask -Stay safe>

GHT-516

RN148128335IN IVR:827814812833
 RL TMO SECUNDERABAD COUNTER <50000>
 Counter No:2,14/05/2025,13:19
 To:RAMI SINGH,KOWKUR
 PIN:500076, I.E.Nacharam S.O
 From:MODI PROPERTIES,SEC BAD
 Wt:20gms,REG=17.0
 Amt:25.96,Tax:3.96,Amt.Paid:26.00(Cash)
 <Track on www.indiapost.gov.in>
 <Dial 18002666868><Wear mask -Stay safe>

GHT-602

RN148128216IN IVR:8278148128216
RL TMD SECUNDERABAD COUNTER <50000>
Counter No:2,14/05/2025,13:19
To:K SARADA,KONKUR
PIN:500076, I.E.Nacharam S.O
From:MODI PROPERTIES,SEC BAD
Wt:20gms,REG=17.0
Amt:25.96,Tax:3.96,Amt.Paid:26.00(Cash)
<Track on www.indiapost.gov.in>
<Dial 18002666868><Wear mask -Stay safe>

RN148128091IN IVR:8278148128091

GHT-610

RL TMD SECUNDERABAD COUNTER <50000>
Counter No:2,14/05/2025,13:19
To:KAMALESH,KONKUR
PIN:500076, I.E.Nacharam S.O
From:MODI PROPERTIES,SEC BAD
Wt:20gms,REG=17.0
Amt:25.96,Tax:3.96,Amt.Paid:26.00(Cash)
<Track on www.indiapost.gov.in>
<Dial 18002666868><Wear mask -Stay safe>

GHT-611

RN148128105IN IVR:8278148128105
RL TMD SECUNDERABAD COUNTER <50000>
Counter No:2,14/05/2025,13:19
To:R SAI KRISHNA,KONKUR
PIN:500076, I.E.Nacharam S.O
From:MODI PROPERTIES,SEC BAD
Wt:20gms,REG=17.0
Amt:25.96,Tax:3.96,Amt.Paid:26.00(Cash)
<Track on www.indiapost.gov.in>
<Dial 18002666868><Wear mask -Stay safe>

GHT-613

RN148128220IN IVR:8278148128220
RL TMD SECUNDERABAD COUNTER <50000>
Counter No:2,14/05/2025,13:19
To:ANGAD SINGH HIJJAR,MEDCHAL
PIN:500076, I.E.Nacharam S.O
From:MODI PROPERTIES,SEC BAD
Wt:20gms,REG=17.0
Amt:25.96,Tax:3.96,Amt.Paid:26.00(Cash)
<Track on www.indiapost.gov.in>

DEBIT VOUCHER

Richa & Modi Realty Kolkata LLP

Voucher No. _____

A/c. _____ Date : 16-5-25

Paid to	Secunderabad Court			Rs.	Ps.
towards	Purchase of Stamp Paper - 1500's			2,100	
Rupees	Two thousand one hundred				
	hundred only				
Paid by	Cheque	Cheque No.	Dated	Drawn on Bank	
	Cash				
					2,100

Prepared by

Approved by

Receiver's Signature