Weekly - Petty cash /expense card statement.

Name	D. Siva Shankar	Statement date	04/06/25
Prepared by	D. Siva Shankar	Sign	[signature]
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.						
2.	G.V.R.C PVT LTD		RAPIDO [illegible]	416	☐Y ☐N	☐Y ☐N
3.	G.V.R.C PVT LTD		RAPIDO [illegible]	987	☐Y ☐N	☐Y ☐N
4.	G.V.R.C PVT LTD		R.K.S. MOTORS PVT LTD TS10GX8370	13832	☐Y ☐N	☐Y ☐N
5.					☐Y ☐N	☐Y ☐N
6.	MODI REALTY Pocharam LLP		SRI BALAJI DIGITAL PRINTS	550	☐Y ☐N	☐Y ☐N
7.					☐Y ☐N	☐Y ☐N
8.	MEHTA AND MODI REALTY Kowkoor LLP		SRI BALAJI DIGITAL PRINTS	550	☐Y ☐N	☐Y ☐N
9.					☐Y ☐N	☐Y ☐N
10.					☐Y ☐N	☐Y ☐N
11.					☐Y ☐N	☐Y ☐N
			Total:	16335		

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 04 JUN 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

DEBIT VOUCHER

GVRESR

Voucher No. ______________

A/c. ______________ Date : 16-05-25

	Rs.	Ps.
Paid to - Rapido (Tarun)		
towards - Travelling to G.V Silks to head office. with Bike.	416/=	
Rupees - four Hundrand and Sixteen Rupees.		
Paid by ~~Cheque~~ / Cash — Cheque No. ____ Dated ____ Drawn on Bank ____	416/=	00

APPROVED BY
03 JUN 2025
G. JAI KUMAR
AGM-HR & Admin

Tarun S.R.K.
Prepared by

Approved by

Receiver's Signature

DEBIT VOUCHER

Voucher No. ______

A/c. ______

Date: 16-05-25

Paid to – Rapido ([illegible])

towards – Travelling to G.V Sikes to head office with Bike.

Rupees – Four Hundred and Sixteen Rupees.

Paid by Cheque / ~~Cash~~ Cheque No. ______ Dated ______ Drawn on Bank ______

Rs.	Ps.
416/-	
416/-	00

Tarun 5.?.25

Prepared by

APPROVED BY
03 JUN 2025
G. JAI KUMAR
AGM-HR & Admin

Approved by

Receiver's Signature

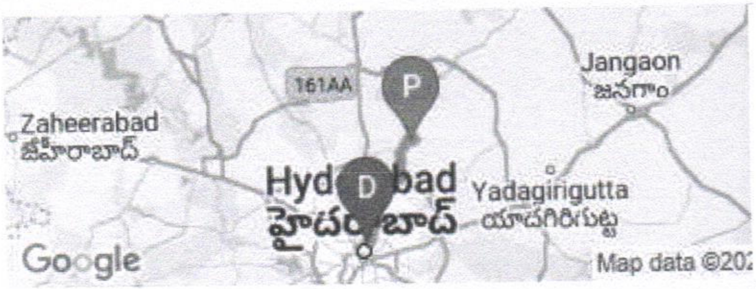
Payment Summary

rapido

Ride ID	RD17473128742282464
Time of Ride	May 15th 2025, 7:38 PM

Total

₹ 416.00



36.31 kms
DISTANCE

80.43 mins
DURATION

Unit-Xv, Alexandria Knowledge Park, Internal Road of, Turkapally, Telangana 500078, India

5-3-336 & 337, Rashtrapati Rd, Jeera, Bhoiguda, Secunderabad, Telangana 500003, India

Bill Details

Ride Charge	₹ 339.03
Booking Fees & Convenience Charges	₹ 81.97
Rapido Coins Discount	-₹ 5.00
Total Amount	₹ 416.00

(Inclusive of Taxes)

You Paid Using
QR Pay ₹ 416.00

Tax Invoice

RD17473128742282464

rapido

Roppen Transportation Services Private Limited
3rd Floor, Sai Prithvi Acrade,
Megha Hills, Sri Rama
Colony, Madhapur,
Hyderabad, Telangana,
500081

Tarun Sai
Unit-Xv, Alexandria
Knowledge Park, Internal
Road of, Turkapally,
Telangana 500078, India

Invoice No.	2526TS0017722500
Invoice Date	May 15th 2025, 7:38 PM
Tax Category	Other services n.e.c. (999799)
Place of Supply	Telangana
GST	36AAHCR1710J1ZH

Bill Details

Booking Fee	₹ 1.00
Convenience Charges	₹ 68.47
Rapido Coins Discount	-₹ 4.24
Sub Total	**₹ 65.23**
CGST (9%)	₹ 5.87
SGST (9%)	₹ 5.87
IGST (0%)	₹ 0.00
Final Amount	₹ 76.97

(Inclusive of Taxes)

This is a system generated invoice and hence no signature required
Thank you Tarun Sai

GMRC PVT LTD

DEBIT VOUCHER

Voucher No. ________________

A/c. ______________________ Date : 24-05-25

(Tarun)

Particulars	Rs.	Ps.
Paid to ÷ uber cab for visiting the G.V Sites.		
towards ÷ umber for going to G.V Sites and	987	
Returning from the site.		
Rupees Nine hundred and Eighty seven Rupees only		
Paid by ~~Cheque~~ / Cash — Cheque No. ____ Dated ____ Drawn on Bank ____	987-00	

K. Tarun S.R.K.
Prepared by

APPROVED BY
24 MAY 2025
Approved by
G. JAI KUMAR
AGM-HR & Admin

Receiver's Signature

Enrich.. PVT Ltd

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 21-05-25

(Uber)

Paid to : Uber Cab for visiting the our sites	Rs.	Ps.
towards : Uber for going to our site and Returning from the site	987	
Rupees nine hundred and Eighty seven Rupees only		
Paid by ~~Cash~~ / Cheque — Cheque No. — Dated — Drawn on Bank	987-00	

Prepared by
K. ... S.P.K.

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

Receiver's Signature

Uber

May 23, 2025

Here's your receipt for your ride, Ashahad

We hope you enjoyed your ride this morning.

Total

₹433.56

Trip Charge	₹541.60
Subtotal	₹541.60
Rider Promotion	-₹70.34
Promotion	-₹37.70

Payments

Cash
5/23/25 12:20 PM — ₹433.56

Visit the trip page for more information, including invoices (where available)

The total of ₹433.56 has a GST of ₹21.30 included.

You rode with N

License Plate: TG08T1826

Uber Go 33.78 kilometers | 1 h 3 min

11:15 AM | National Insurance Company Ltd,Second floor, 5-4-187/5, National Highway 9, Karbala Maidan, Rani Gunj, Secunderabad, Hyderabad, Telangana 500003, India

12:20 PM | Sy no 228, near Genome Valley, Turkapally, Hyderabad, Telangana 500078, India

Fares are inclusive of GST. Please download the tax invoice from the trip detail page for a full tax breakdown.

Uber

May 23, 2025

Here's your receipt for your ride, Ashahad

We hope you enjoyed your ride this afternoon.

Total

₹554.18

Trip Charge	₹604.99

Subtotal	₹604.99
Rider Promotion	-₹2.62
Promotion	-₹48.19

Payments

Cash
5/23/25 5:38 PM
₹554.18

Visit the trip page for more information, including invoices (where available)

The total of ₹554.18 has a GST of ₹27.72 included.

You rode with PRAVEEN

License Plate: TG07T6320

Uber Go 33.31 kilometers | 54 min

4:43 PM | Genome Valley Rd, Turkapally, Telangana 501401, India

5:38 PM | CFHQ+P5M, Mahatma Gandhi Rd, Karbala Maidan, Rani Gunj, Hyderabad, Telangana 500003, India

Fares are inclusive of GST. Please download the tax invoice from the trip detail page for a full tax breakdown.

G.V.R.C PVT. LTD

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 03/06/25

Paid to R.K.S. MOTORS PVT LTD	Rs.	Ps.
towards General servicing of ALTO	13832	00
CAR TS10 EX 8370		
Rupees Thirteen thousand Eight Hundred		
and Thirty Two only		
Paid by Cheque / Cash ✓ Cheque No. ____ Dated ____ Drawn on Bank ____	13832	00

APPROVED BY
03 JUN 2025
G. JAI KUMAR
AGM-HR & Admin

Prepared by Approved by Receiver's Signature

[illegible] PVT. LTD

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 03/06/25

Paid to	[illegible] Motors Pvt Ltd	Rs.	Ps
towards	General servicing for [illegible]	13892	00
	[illegible] 8140		
Rupees	Thirteen thousand Eight hundred		
	and Ninety Two Only		
Paid by Cash / Cheque	Cheque No. ____ Dated ____ Drawn on Bank ____	13892	00

APPROVED BY
03 JUN 2025
G. JAI KUMAR
AGM-HR & Admin

Prepared by Approved by Receiver's Signature

SABOO **RKS**

GSTIN : 36AAACR9764P1ZI
PAN : AAACR9764P

R.K.S. MOTOR PVT. LTD.

AUTHORISED DEALERS FOR MARUTI SUZUKI INDIA LIMITED
Shed No. 2-242, Majeedpur Cross Roads, Shamirpet,
Dist. Medchal - Malkajgiri - 500 078 (T.S)
CIN No. U13209TG1985PTC005759

Caring for Customers

ORIGINAL FOR RECIPIENT/DUPLICATE FOR TRANSPORTER/TRIPLICATE FOR SUPPLIER

Job Card Retail - Tax Invoice

Customer Name & Address : ID : 2562581507
GV RESEARCH CENTERS PVTLTD
5-4-187/3&4 IInd Floor, Soham Mansion M,G Road, Secunderabad
Telangana
HYDERABAD
Pin:500003
State & Code : 36-TELANGANA
Mobile : 8367214569
Loyalty Card : NA
Cust GSTIN/UIN : 36AAHCG4562D1ZP
Fuel Trim :
PAN : AAHCG4562D

Invoice No. : 29/BC/25000256
Job Card No. : JC25000261
Reg.No. : TS10EX8370
SA Name : SAYOJI ANANDACHARY
Model : MARUTI ALTO LXI
Chassis No. : G10961
Service type: Periodic Maintenance Service
Place of Supply: TELANGANA

Date : 26/05/2025 17:11:38
Job Card Date: 26/05/2025
Mileage : 155631
SA(M) : 8008379307
EW Type : NA
Last Service : 132275 (01-10-24)
Next Service Due : PMS170

Srl.	Part Number	Description	Batch	HSN/SAC	Tax	Qty.	Rate	Taxable Amount	Tax Paid Amount	Labour Charges
Labour										
Demanded Repairs-Others/Suggested Jobs										
3	ZA04L0	WHEEL BALANCING - 4 WHEEL		998729						280.00
4	ZA77L0	ALL BRAKE CHECK & CLEAN		998729						450.00
5	MK02R01	FRONT BRAKE CALIPER ASSY (ONE SIDE) WITH OPPOSITE SIDE		998729						602.86
6	ZA11L01	WHEEL ALIGNMENT (4 HEAD)		998729						300.00
7	ZA54L0	AMC/SERVICE		998729						500.00
8	ZA26L0	UPHOLSTERY CLEANING		998729						1,000.00

Recommendations :

		Taxable Amount	Tax Paid Amount	Labour Charges
Sub Total Amount		6,025.76	0.00	5,567.86
CGST @ 14%	:	229.25		
SGST @ 14%	:	229.25		
CGST @ 9%	:	386.72		501.11
SGST @ 9%	:	386.72		501.11
CGST @ 2.5%	:	2.29		
SGST @ 2.5%	:	2.29		
Sub Total Amount	:	7,262.28	0.00	6,570.08
Net Bill Amount (Rounded)	:			**13,832.00**

Rupees Thirteen Thousand Eight Hundred And Thirty Two Only

APPROVED BY
03 JUN 2025
G. JAI KUMAR
AGM-HR & Admin

RKS MOTOR PVT. LTD. SHAMIRPET

For RKS MOTORS

Authorised Signatory

Dealer GSTIN : 36AAACR9764P1ZI

* Unapproved fitments may affect your and vehicle safety. Kindly do not fit any unapproved fitments in your vehicle.

India's Best Maruti Showroom

I acknowledge that the jobs/repairs/service carried out in my vehicle and the respective cost estimates were explained to me. I have received my vehicle after completion of all repairs being carried out to my satisfaction and I confirm that my vehicle is in good condition. I further authorize this workshop to contact me by call or sms to inform me with any other information in relation to my vehicle.

Customer Signature

Mobile No.:

SABOO **RKS**

GSTIN : 36AAACR9764P1ZI
PAN : AAACR9764P

R.K.S. MOTOR PVT. LTD.

AUTHORISED DEALERS FOR MARUTI SUZUKI INDIA LIMITED
Shed No. 2-242, Majeedpur Cross Roads, Shamirpet,
Dist. Medchal - Malkajgiri - 500 078 (T.S)
CIN No. U13209TG1985PTC005759

AUTHORISED SERVICE
Caring for Customers

ORIGINAL FOR RECIPIENT/DUPLICATE FOR TRANSPORTER/TRIPLICATE FOR SUPPLIER

Job Card Retail - Tax Invoice

Customer Name & Address : ID : 2562581507
GV RESEARCH CENTERS PVTLTD
5-4-187/3&4 IInd Floor, Soham Mansion M,G Road, Secunderabad
Telangana
HYDERABAD
Pin:500003
State & Code : 36-TELANGANA
Mobile : 8367214569
Loyalty Card : NA
Cust GSTIN/UIN : 36AAHCG4562D1ZP
Fuel Trim :
PAN : AAHCG4562D

Invoice No. : **29/BC/25000256**
Job Card No. : **JC25000261**
Reg.No. : **TS10EX8370**
SA Name : SAYOJI ANANDACHARY
Model : **MARUTI ALTO LXI**
Chassis No. : G10961
Service type: Peroidic Maintenance Service
Place of Supply: TELANGANA

Date : 26/05/2025 17:11:38
Job Card Date: 26/05/2025
Mileage : 155631
SA(M): 8008379307
EW Type : NA
Last Service : 132275 (01-10-24)
Next Service Due : PMS170

Srl.	Part Number	Description	Batch	HSN/SAC	Tax	Qty.	Rate	Taxable Amount	Tax Paid Amount	Labour Charges
Parts										
Demanded Repairs-Others/Suggested Jobs										
13	99000M24120-966	COOLANT PREMIX GOLDEN YELLOW	AG	38200000	18%	1.000	470.33	470.33	0.00	
14	99000M24121-053	PREMIUM FOAM WASH-FIBER CLOTH	AG	63071090	5%	1.000	91.42	91.42	0.00	
15	99000M24121-085	HINGE RELIEF WAX	AH	34031900	18%	1.000	211.86	211.86	0.00	
16	99000M24121-136	PAPER FLOOR MAT (20X15)	AE	48209090	18%	4.000	2.11	8.44	0.00	
17	99000M25020	GREASE, CALIPER ASSY	AG	34031900	18%	2.000	31.35	62.70	0.00	
18	990J0M999G9-070	HANGING CARD PERFUME-LEMON	AA	33074900	18%	1.000	63.55	63.55	0.00	
19	990J0M999H2-030	CAR SHAMPOO	AB	34029099	18%	0.020	1673.72	33.47	0.00	
20	990J0M999H2-260	SCREEN WASH 50	AB	34022010	18%	3.000	14.40	43.20	0.00	
21	99999MS5W30-CAS	SYNTHETIC OIL(5W30)-CASTROL		27101980	18%	3.000	527.11	1581.33	0.00	
Labour										
Schedule Service										
1	ZE22L0P	PMS - 2P 20K/40K/60K/80K		998729						1,435.00
Demanded Repairs-Others/Suggested Jobs										
1	ZF03L0	DOOR GLASS/ ADJUST/ LUBRICATE		998729						50.00
2	ZA65L0	MULTIVALVE / GAS TANK CLEANING		998729						950.00

SABOO RKS

GSTIN : 36AAACR9764P1ZI
PAN : AAACR9764P

R.K.S. MOTOR PVT. LTD.

AUTHORISED DEALERS FOR MARUTI SUZUKI INDIA LIMITED
Shed No. 2-242, Majeedpur Cross Roads, Shamirpet,
Dist. Medchal - Malkajgiri - 500 078 (T.S)
CIN No. U13209TG1985PTC005759

ORIGINAL FOR RECIPIENT/DUPLICATE FOR TRANSPORTER/TRIPLICATE FOR SUPPLIER

AUTHORISED SERVICE
Caring for Customers

Job Card Retail - Tax Invoice

Customer Name & Address : ID : 2562581507
GV RESEARCH CENTERS PVTLTD
5-4-187/3&4 IInd Floor, Soham Mansion M.G Road, Secunderabad
Telangana
HYDERABAD
Pin:500003
State & Code : 36-TELANGANA
Mobile : 8367214569
Loyalty Card : NA
Cust GSTIN/UIN : 36AAHCG4562D1ZP
Fuel Trim :
PAN : AAHCG4562D

Invoice No. : 29/BC/25000256
Job Card No. : JC25000261
Reg.No. : TS10EX8370
SA Name : SAYOJI ANANDACHARY
Model : MARUTI ALTO LXI
Chassis No. : G10961
Service type: Periodic Maintenance Service
Place of Supply: TELANGANA

Date : 26/05/2025 17:11:38
Job Card Date: 26/05/2025
Mileage : 155631
SA(M) : 8008379307
EW Type : NA
Last Service : 132275 (01-10-24)
Next Service Due : PMS170

Srl.	Part Number	Description	Batch	HSN/SAC	Tax	Qty.	Rate	Taxable Amount	Tax Paid Amount	Labour Charges
Parts										
Schedule Service										
1	16510M68K20	FILTER ASSY OIL	AE	84212300	18%	1.000	83.89	83.89	0.00	
2	99000M24120-579	BRAKE FLUID GC1500AA (500 ML PACK)	AG	38190010	18%	1.000	326.27	326.27	0.00	
Demanded Repairs-Others/Suggested Jobs										
1	09168M14015	GASKET,OIL DRAIN PLUG	AF	84841090	18%	1.000	9.32	9.32	0.00	
2	09247M14027	PLUG OIL DRAIN	AH	87089900	28%	2.000	25.78	51.56	0.00	
3	09471M12076	BULB	AG	85122020	18%	1.000	35.59	35.59	0.00	
4	09471M12090	BULB 12V(SX4 MINOR 2009)	AG	85122010	18%	2.000	84.74	169.48	0.00	
5	09482M00448	SPARK PLUG NGK	AE	85111000	28%	3.000	109.37	328.11	0.00	
6	13870M53M30	ELEMENT	AF	84213100	18%	1.000	211.86	211.86	0.00	
7	15410M53M00	FILTER, FUEL	AF	84212300	18%	1.000	279.66	279.66	0.00	
8	55210M79F00	PAD FR DISC BRAKE(1 PCS)	AG	87083000	28%	4.000	257.81	1031.24	0.00	
9	55850M53M00	KIT,SLIDING PIN	AC	73170099	18%	2.000	199.15	398.30	0.00	
10	82802M69R50-5PK	HANDLE ASSY,SIDE DOOR OUT,L	AC	87089900	28%	1.000	226.56	226.56	0.00	
11	90900M10164	DISTILLED WATER		87089900	18%	2.000	16.10	32.20	0.00	
12	95862M62S20	AC FILTER SPRESSO	AA	84219900	18%	1.000	275.42	275.42	0.00	

India's Best Maruti Showroom

DEBIT VOUCHER

MEHTA AND MODI REALTY KONKAN LLP

Voucher No. ______________

A/c. ______________ Date : 20/05/25

	Rs.	Ps.
Paid to SRI BALAJI DIGITAL PRINTS		
towards Purchasing of foam board lines name board	550	00
Rupees five hundred fifty only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	550	00

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

Prepared by

Approved by

Receiver's Signature

MEHTA AND MEHTA REALTY VENTURES LLP

DEBIT VOUCHER

Voucher No. ____________

A/c ____________ Date : 20/05/25

Paid to	Sri Ganesh Digital Prints	Rs.	Ps.
towards	Printing of [illegible]	550	00
	[illegible]		
Rupees	Five hundred fifty only		
Paid by Cash / Cheque	Cheque No. / Dated / Drawn on Bank	550	00

APPROVED BY
20 MAY 2025
G. JAJ[illegible]
AGM-HR & Admin

Prepared by ____ Approved by ____ Receiver's Signature ____

SRI BALAJI DIGITAL PRINTS

1-3-/2, Raja Mudaliar Street, Kalasiguda, Secunderabad-500003.
Cell : 98859 87658, 74162 01979 I Email : sribalajiprints83@gmail.com

Date: 20/05/25

Name: MEHTA AND MODI REALTY KOWKUR LLP

Sl. No	Description	Qty.	Rate	Amount Rs. Ps.
1	foam Board	1	550	550
			Total	550

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

For SRI BALAJI DIGITAL PRINTS

Signature

Receiver's Signature

MEHTA AND MODI REALTY KOWKUR LLP
మెహతా అండ్ మోడీ రియాలిటీ ఎల్ ఎల్ పి
5-4-167/3&4, రెండవ అంతస్తు,
సోహామ్ మెన్షన్, యం. జి. రోడ్డు, హైదరాబాద్

MODI REALTY POCHARAM LLP

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 20/05/25

Paid to SRI BALAJI DIGITAL PRINTS	Rs.	Ps.
towards Purchasing of foam Board ines	550	00
Name Bord		
Rupees five Hundred fifty only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	550	00

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

Prepared by Approved by Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 20/05/25

Paid to	SRI BALAJI DIGITAL PRINTS	Rs.	Ps.
towards	Printing of [illegible]	555	00
	[illegible]		
Rupees	Five hundred fifty five only		
Paid by Cheque / Cash	Cheque No. APPROVED BY Dated Drawn on Bank	555	00

28 MAY 2025

G. JAI KUMAR

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

SRI BALAJI DIGITAL PRINTS

1-3-/2, Raja Mudaliar Street, Kalasiguda, Secunderabad-500003.
Cell : 98859 87658, 74162 01979 I Email : sribalajiprints83@gmail.com

Date: 20/08/25

Name: MODI REALTY POCHARAM LLP

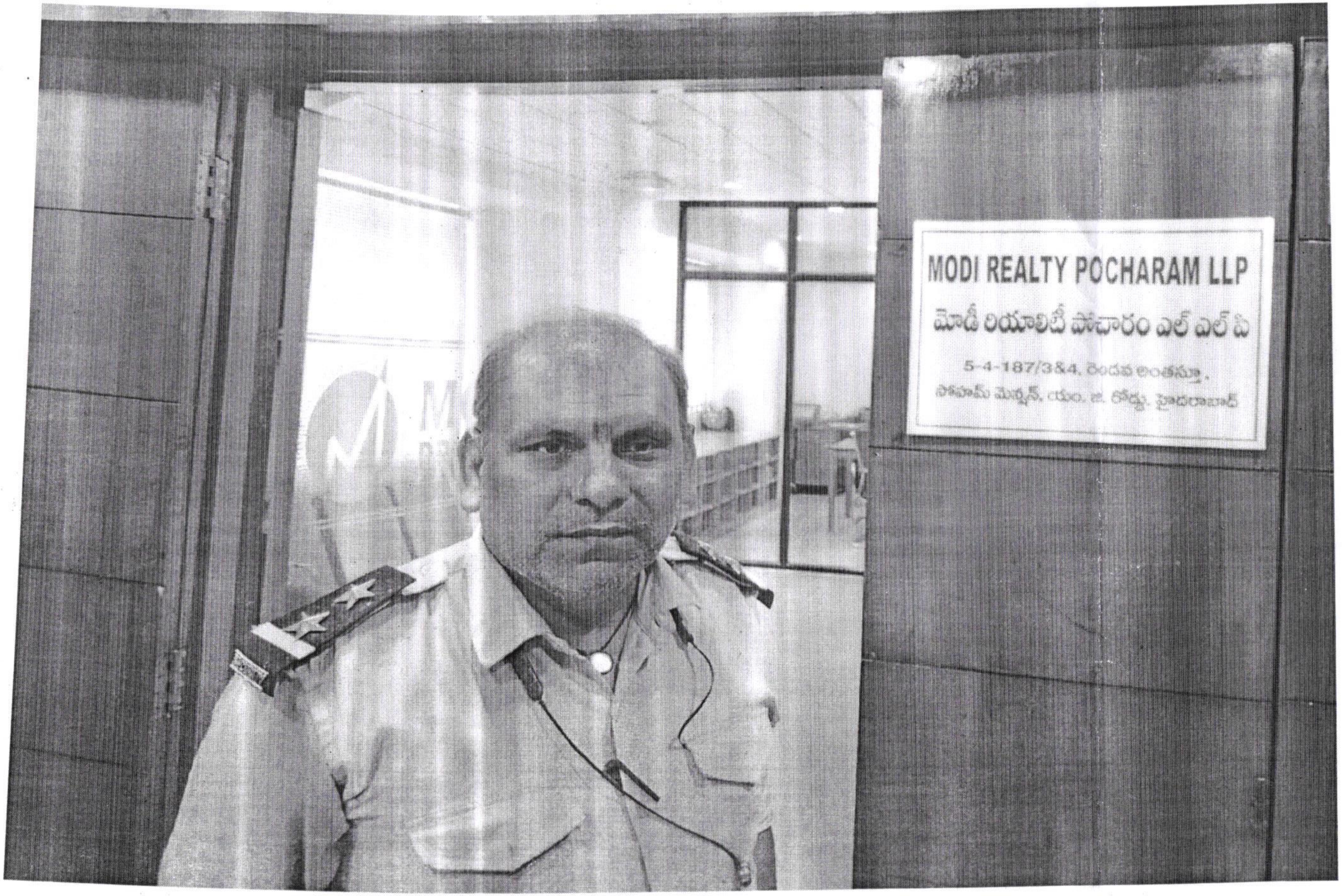
Sl. No	Description	Qty.	Rate	Amount Rs. Ps.
1	foam bord	1	550	550
			Total	550

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

For SRI BALAJI DIGITAL PRINTS

Receiver's Signature

Signature


MODI REALTY POCHARAM LLP
మోడీ రియాలిటీ పోచారం ఎల్ ఎల్ పి
5-4-187/3&4, రెండవ అంతస్తు,
సోహామ్ మెన్షన్, యం. జి. రోడ్డు, హైదరాబాద్