Weekly - Petty cash /expense card statement.

Name	AVR Gulmohar Welfare Association		Statement date	14-08-2025		
Prepared by	Suman		Sign			
From period	01-08-2025		To period	14-08-2025		
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	AVRGWA	AVRGWA	Toward at site RO plant room 8 modal switchboard replacing work due to burn short circuit problem and security room one tube light replacing with local electrician due to not working	800/-	☐Y ☐N	☐Y ☐N
2.	AVRGWA	AVRGWA	Toward at site customer complaint for villa no 20 and 29 wall mixture flush tank and other tap are not working repairing with local plumber	700/-	☐Y ☐N	☐Y ☐N
3.	AVRGWA	AVRGWA	Toward at site customer complaint for villa no 43 our unsold villa surrounding cleaning with 2 local lebour	1200	☐Y ☐N	☐Y ☐N
4.	AVRGWA	AVRGWA	Toward at site customer complaint for villa no 43 our unsold villa surrounding cleaning with 2 local lebour	1200/-	☐Y ☐N	☐Y ☐N
5.	AVRGWA	AVRGWA	Toward at site transformer one fuse cut due to short circuit problem connection with line man	600/-	☐Y ☐N	☐Y ☐N
6.	AVRGWA	AVRGWA	Toward at site villa no 32,33, and 35 Generator back up checking work due to no working	800/-	☐Y ☐N	☐Y ☐N
7.	AVRGWA	AVRGWA	Toward at site villa no 29 and 86 Generator back up checking work due to no working	800/-	☐Y ☐N	☐Y ☐N
8.	AVRGWA	AVRGWA	Toward at site one bore well not working checking and reinstallation with local motor mechanic	1700/-	☐Y ☐N	☐Y ☐N
9.	AVRGWA	AVRGWA	Toward at site one bore well not working removing motor and pump and reinstallation with 2 local lebpurs	1600/-	☐Y ☐N	☐Y ☐N
	Total			9400/-		
Amount to be credited by	☐ Transfer to Haapay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:					
Approved by:	Div. Manager	Accountant	Accounts Manager	MD		

Weekly - Petty cash /expense card statement.

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 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

APPROVED BY

14 AUG 2025

K. PURSHOTHAM

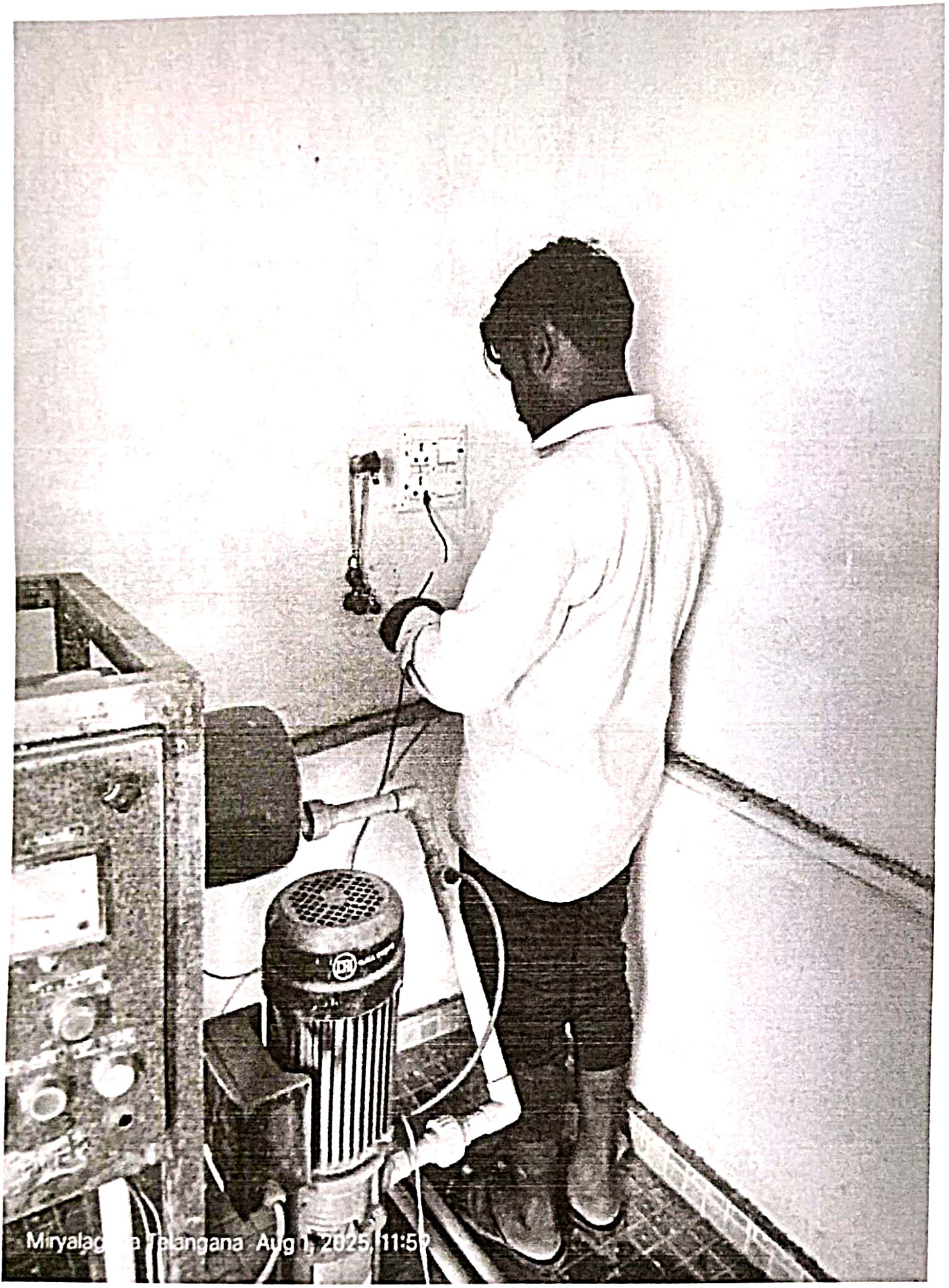
Project Manager

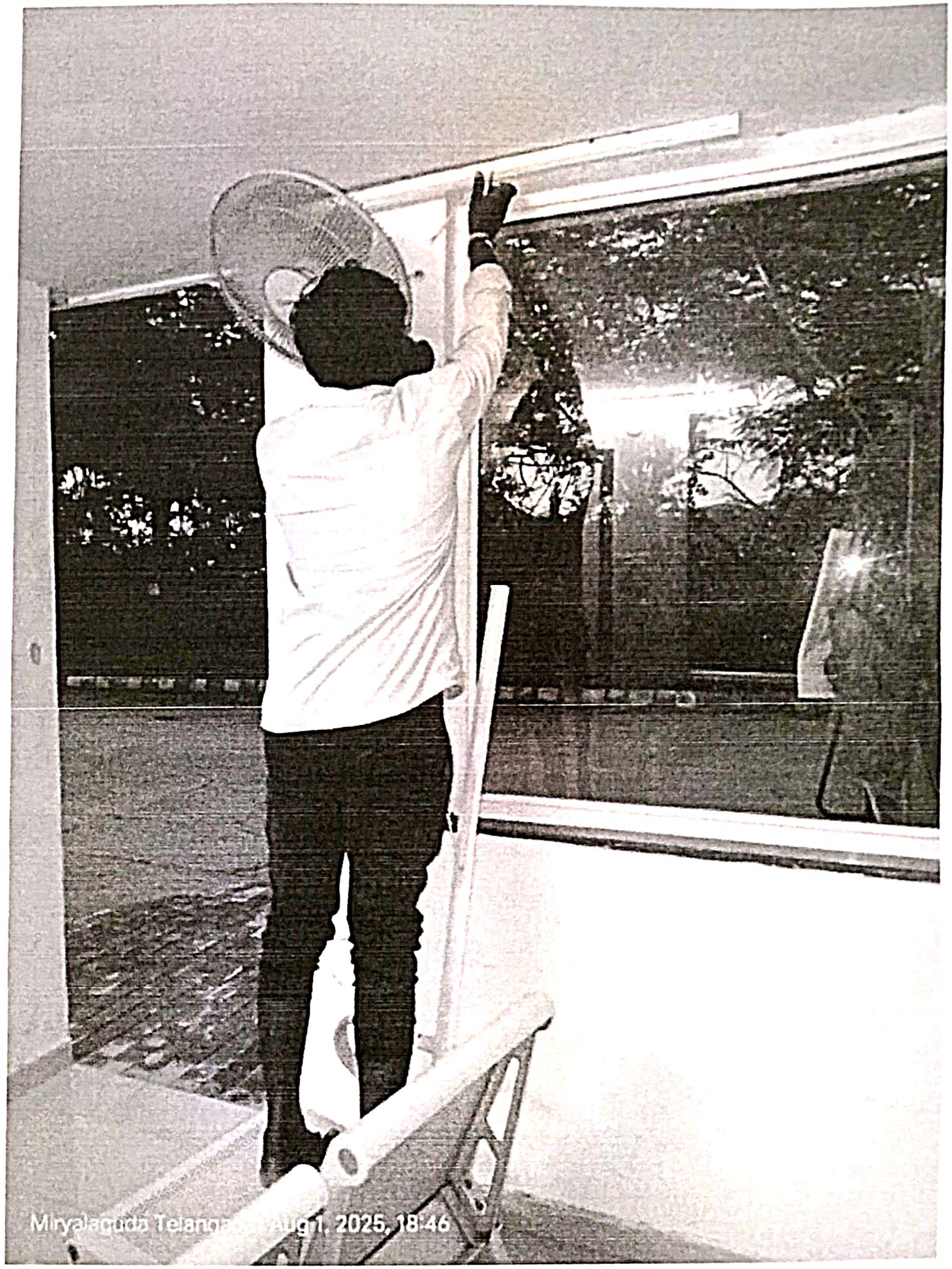
DEBIT VOUCHER

Company/Firm	AVR Gulmohar Welfare Association		
Project	AVR Gulmohar Homes		
Voucher no.	1		
Account head			
Paid To	Local electrician		
Towards/description of work	Toward at site RO plant room 8 modal switchboard replacing work due to burn short circuit problem and security room one tube light replacing with local electrician due to not working		
Location of work	AGH-Miryalguda.		
Period	From: 01-08-2025	To :	01-08-2025
Amount in Rs.	800/-		
Amount in words	Eight hundred rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Bank Payment			
Prepared by	Approved by	Receivers name	Receivers signature
suman			

Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

APPROVED BY
14 AUG 2025
K. PURSHOTHAM


Telangana Aug 1, 2025


Miryalaguda
Aug 1, 2025, 18:46

DEBIT VOUCHER

Company/Firm	AVR Gulmohar Welfare Association		
Project	AVR Gulmohar Homes		
Voucher no.	2		
Account head			
Paid To	Local plumber		
Towards/description of work	Toward at site customer complaint for villa no 20 and 29 wall mixture flush tank and other tap are not working repairing with local plumber		
Location of work	AGH-Miryalguda.		
Period	From: 04-08-2025	To : 04-08-2025	
Amount in Rs.	700/-		
Amount in words	*Seven hundred rupees only*		
Mode of payment	Cheque/trf no.	Date	Bank
Bank Payment			
Prepared by	Approved by	Receivers name	Receivers signature
suman			

Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

APPROVED BY
14 AUG 2025
K. PURSHOTHAM
Project Manager,


Miryalaguda Telangana Aug 4, 2025, 18:00


Miryalaguda Telangana Aug 4, 2025, 17:48

DEBIT VOUCHER

Company/Firm	AVR Gulmohar Welfare Association			
Project	AVR Gulmohar Homes			
Voucher no.	3			
Account head				
Paid To	2 Local lebours			
Towards/description of work	Toward at site customer complaint for villa no 43 our unsold villa surrounding cleaning with local lebour			
Location of work	AGH-Miryalguda.			
Period	From:	07-08-2025	To :	07-08-2025
Amount in Rs.	1200/-			
Amount in words	Twelve hundred rupees only			
Mode of payment	Cheque/trf no.	Date	Bank	
Bank Payment				
Prepared by	Approved by	Receivers name	Receivers signature	
suman				

Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

APPROVED BY
14 AUG 2025
K. PURSHOTHAM
Project Manager (

CR report on pending complaints of customers.

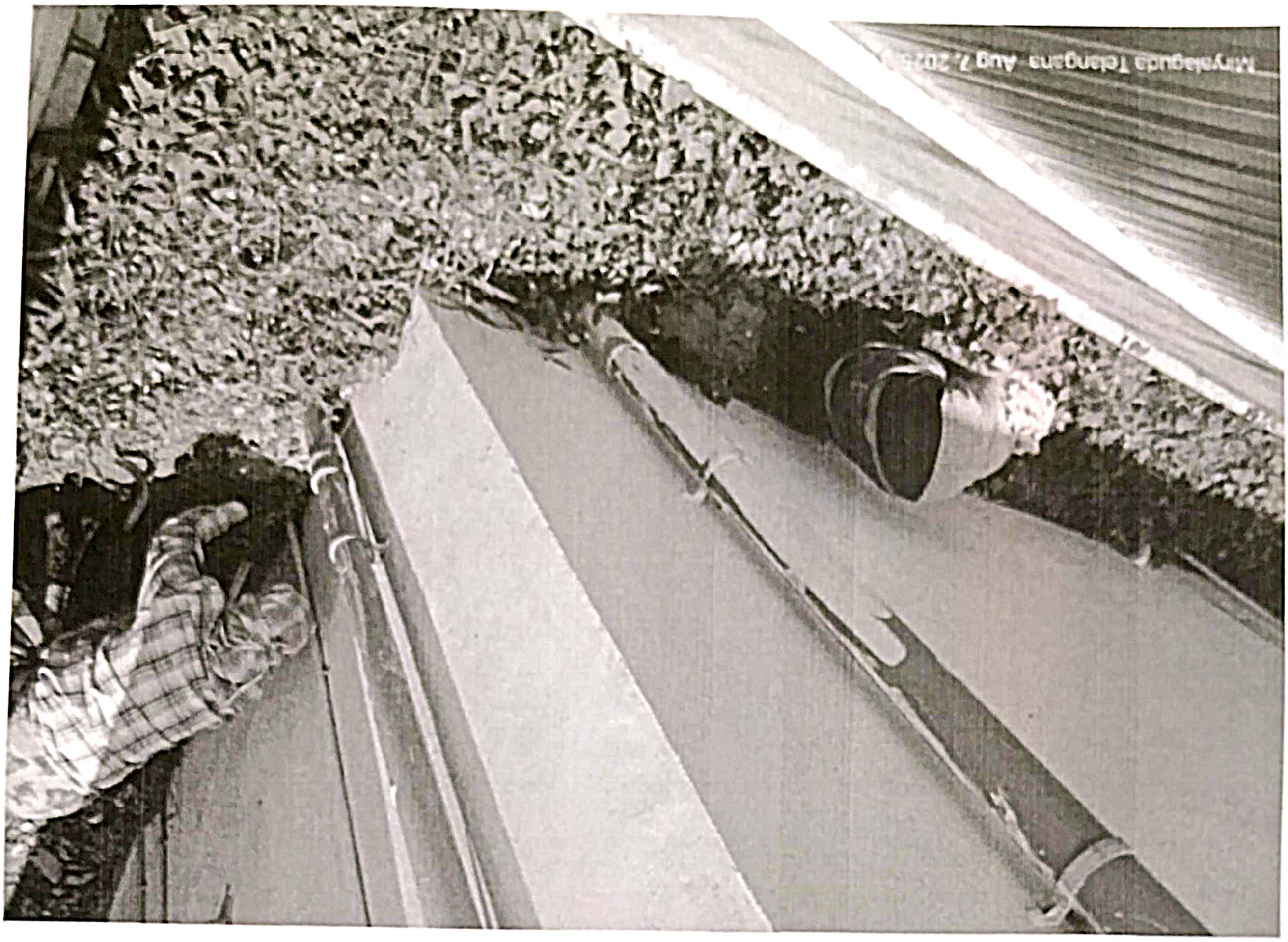
Project	AGH	Prepared by	K.Krishna Prasad	Date	05-08-2025

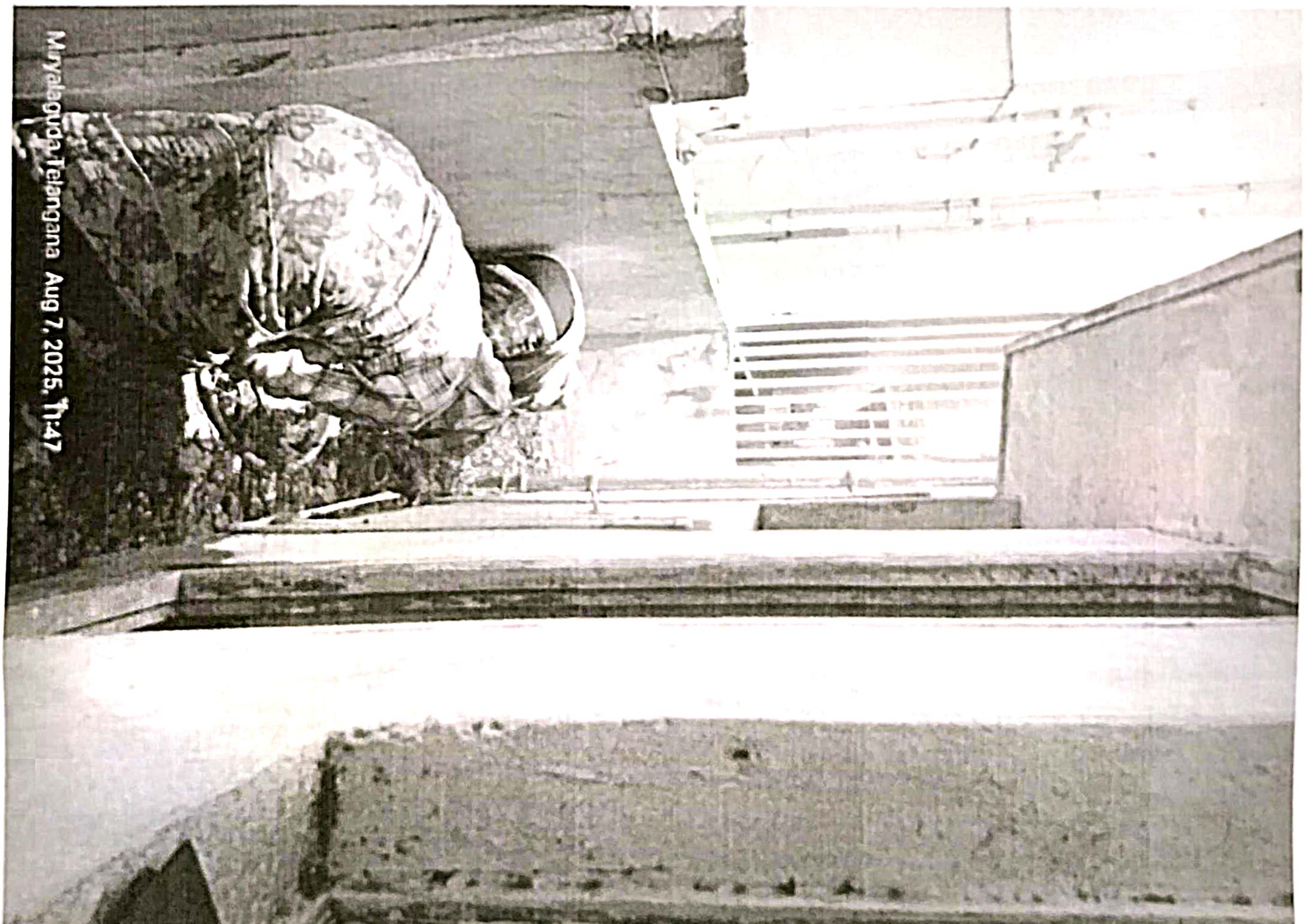
Sl. No.	Complaint date	Unit no.	Customer request	Remarks by CR	Remarks by Site	Remarks by Soham
1.	02-08-25	42	Snacks coming to the neighborhood because of uncleanliness	Note: V.NO 43 is our unsold villa. We kept the cladding tiles and the waste materials.	Cleaning required, Need MD sir permission required	
2.	02-08-25	42	The villa 43 is unoccupied and not near, please keep everything inside house			
3.	02-08-25	42	Trim the trees around the house , as it causes insects and more problems			
4.	02-08-25	42	He has 2 year old baby and feel very unsafe please consider			
5.						
6.						
7.						
8.						
9.						

Notes: 1. CR to prepare this statement as and when requested by Soham. 2. Each complaint must be in a different row i.e., same complaint Id. /unit no. may be repeated. 3. Only enter pending complaints i.e., do not enter completed or beyond scope of work complaints. 4. Remarks by site and CR must be brief Eg.: Work under progress, Not started, Advice required from Soham /MEP/consultant, Material awaited, etc.

APPROVED BY
-6 AUG 2025
SOHAM MOD

Sir
please approve.
5/8/2025


Miryalaguda Telangana Aug 7, 2025


Miryalaguda Telangana Aug 7, 2025, 11:47

DEBIT VOUCHER

Company/Firm	AVR Gulmohar Welfare Association			
Project	AVR Gulmohar Homes			
Voucher no.	4			
Account head				
Paid To	2 Local lebours			
Towards/description of work	Toward at site customer complaint for villa no 43 our unsold villa surrounding cleaning with local lebour			
Location of work	AGH-Miryalguda.			
Period	From:	08-08-2025	To :	08-08-2025
Amount in Rs.	1200/-			
Amount in words	Twelve hundred rupees only			
Mode of payment	Cheque/trf no.	Date	Bank	
Bank Payment				
Prepared by	Approved by	Receivers name	Receivers signature	
suman				

Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

APPROVED BY
14 AUG 2025
K PURSHOTHAM
Project Manager

CR report on pending complaints of customers.

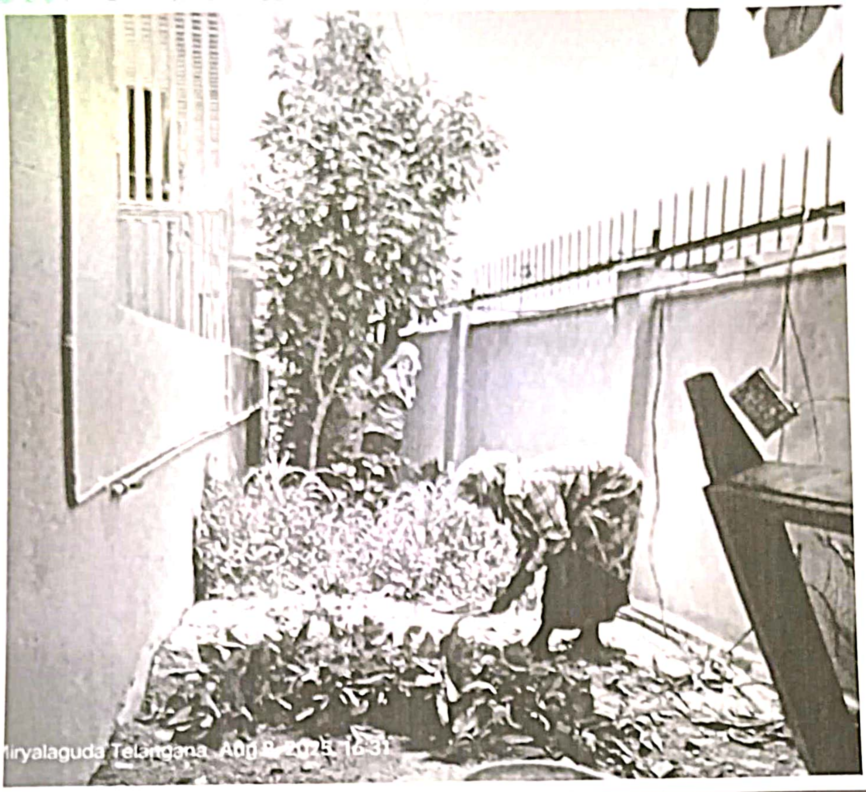
Project	AGH	Prepared by	K.Krishna Prasad	Date	05-08-2025

Sl. No.	Complaint date	Unit no.	Customer request	Remarks by CR	Remarks by Site	Remarks by Soham
1.	02-08-25	42	Snacks coming to the neighborhood because of uncleanliness	Note: V.NO 43 is our unsold villa. We kept the cladding tiles and the waste materials.	Cleaning required, Need MD sir permission required	
2.	02-08-25	42	The villa 43 is unoccupied and not near, please keep everything inside house			
3.	02-08-25	42	Trim the trees around the house , as it causes insects and more problems			
4.	02-08-25	42	He has 2 year old baby and feel very unsafe please consider			
5.						
6.						
7.						
8.						
9.						

Notes: 1. CR to prepare this statement as and when requested by Soham. 2. Each complaint must be in a different row i.e., same complaint Id. /unit no. may be repeated. 3. Only enter pending complaints i.e., do not enter completed or beyond scope of work complaints. 4. Remarks by site and CR must be brief Eg.: Work under progress, Not started, Advice required from Soham /MEP/consultant, Material awaited, etc.

APPROVED BY
- 6 AUG 2025
SOHAM MOD

Sir
please approve.
[illegible]
2/8/25


Miryalaguda Telangana, Aug 8, 2025, 16:31


Miryalaguda Telangana, Aug 8, 2025, 16:31

DEBIT VOUCHER

Company/Firm	AVR Gulmohar Welfare Association		
Project	AVR Gulmohar Homes		
Voucher no.	5		
Account head			
Paid To	Line man		
Towards/description of work	Toward at site transformer one fuse cut due to short circuit problem connection with line man		
Location of work	AGH-Miryalguda.		
Period	From: 07-08-2025	To :	07-08-2025
Amount in Rs.	600/-		
Amount in words	Six hundred rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Bank Payment			
Prepared by	Approved by	Receivers name	Receivers signature
suman			

Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

APPROVED BY
14 AUG 2025
K. PURSHOTHAM
Project Manager


Miryalaguda Telangana Aug 7, 2025, 19:31

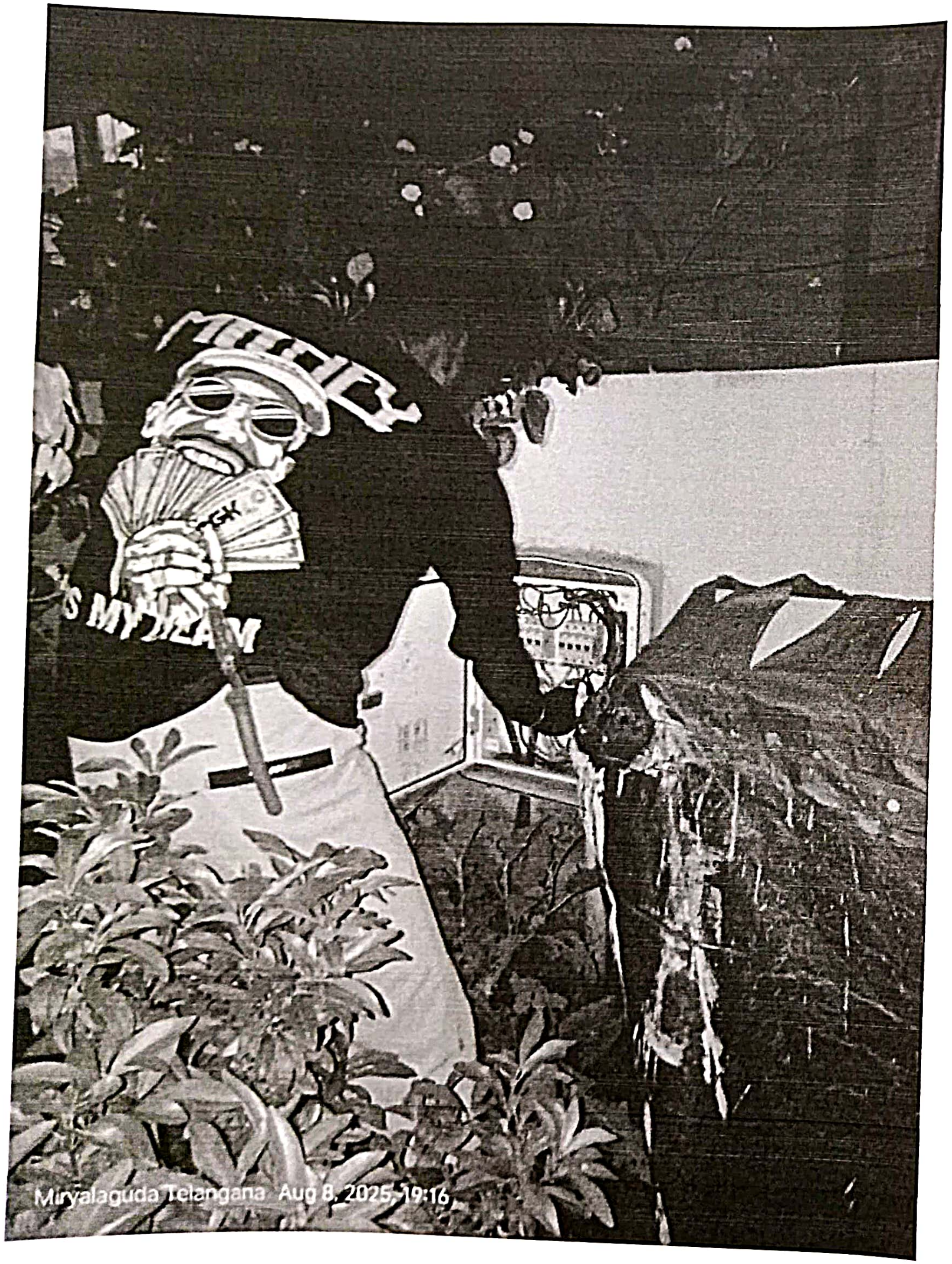
DEBIT VOUCHER

Company/Firm	AVR Gulmohar Welfare Association			
Project	AVR Gulmohar Homes			
Voucher no.	6			
Account head				
Paid To	Local electrician			
Towards/description of work	Toward at site villa no 32,33, and 35 Generator back up checking work due to no working			
Location of work	AGH-Miryalguda.			
Period	From:	08-08-2025	To :	08-08-2025
Amount in Rs.	800/-			
Amount in words	Eight hundred rupees only			

Mode of payment	Cheque/trf no.	Date	Bank
Bank Payment			
Prepared by	Approved by	Receivers name	Receivers signature
suman			

Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

APPROVED BY
14 AUG 2025
K. PURSHOTHAM
Project Manager (


Miryalaguda Telangana Aug 8, 2025, 19:16


Miryalaguda Telangana Aug 8, 2025, 19:12

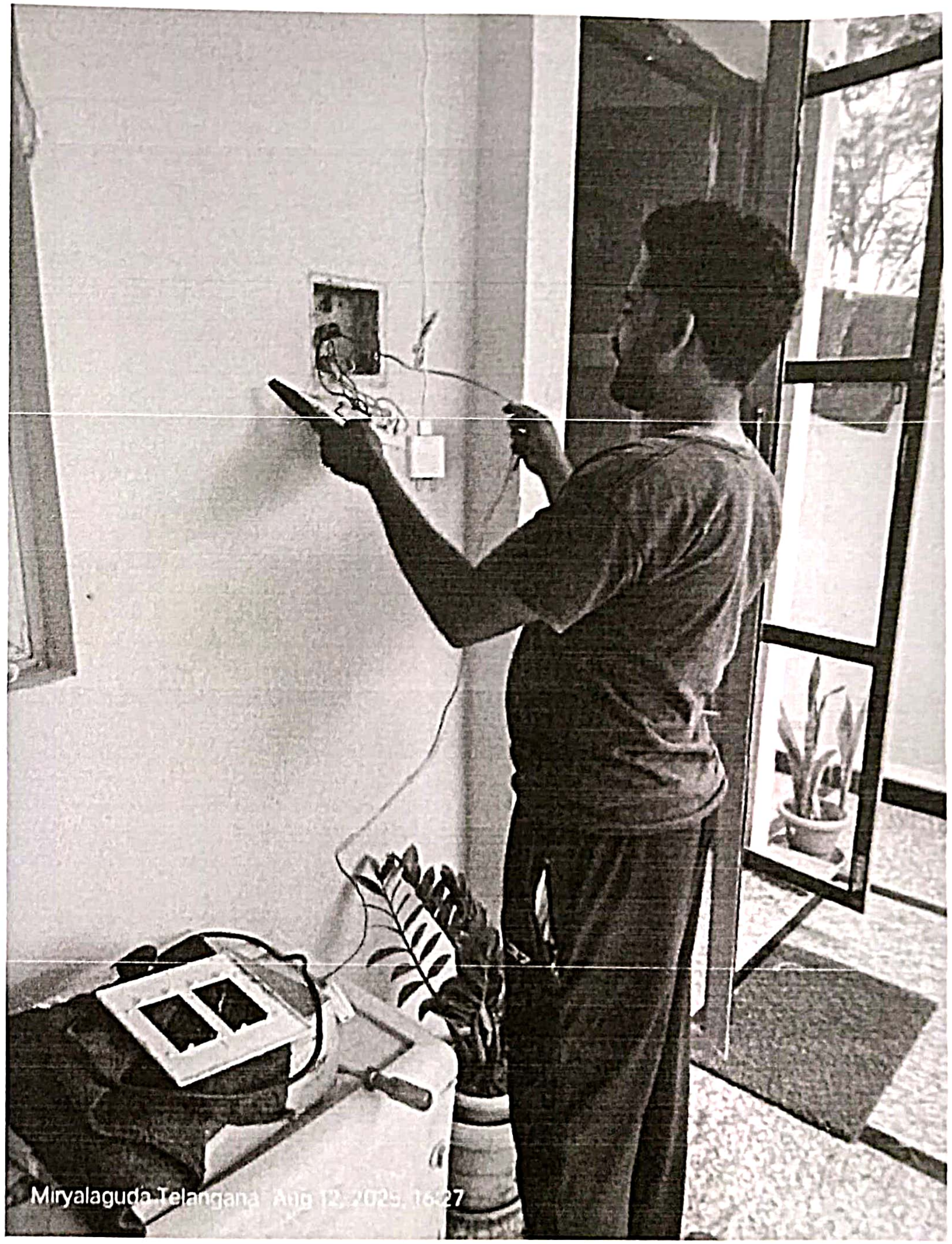
DEBIT VOUCHER

Company/Firm	AVR Gulmohar Welfare Association			
Project	AVR Gulmohar Homes			
Voucher no.	7			
Account head				
Paid To	Local electrician			
Towards/description of work	Toward at site villa no 29 and 86 Generator back up checking work due to no working			
Location of work	AGH-Miryalguda.			
Period	From:	12-08-2025	To :	12-08-2025
Amount in Rs.	800/-			
Amount in words	Eight hundred rupees only			
Mode of payment	Cheque/trf no.	Date	Bank	
Bank Payment				
Prepared by	Approved by	Receivers name	Receivers signature	
suman				

Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

APPROVED BY
14 AUG 2025
K. PURSHOTHAM
Project Manager


Miryalaguda Telangana Aug 12, 2025,


Miryalaguda Telangana Aug 12, 2025, 16:27

DEBIT VOUCHER

Company/Firm	AVR Gulmohar Welfare Association			
Project	AVR Gulmohar Homes			
Voucher no.	8			
Account head				
Paid To	Local motor mechanic			
Towards/description of work	Toward at site one bore well not working checking and reinstallation with local motor mechanic			
Location of work	AGH-Miryalguda.			
Period	From:	14-08-2025	To :	14-08-2025
Amount in Rs.	1700/-			
Amount in words	Seventeen hundred rupees only			
			Bank	
Mode of payment	Cheque/trf no.	Date		
Bank Payment				
Prepared by	Approved by	Receivers name	Receivers signature	
suman				

Notes: 1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges, material may be printed/written overleaf. 4. Project may differ from location of work.

APPROVED BY
14 AUG 2025
K PURSHOTHAM
Project Manager


Miryalaguda Telangana Aug 14, 2025, 12:07

DEBIT VOUCHER

Company Firm	AVR Gulmohar Welfare Association		
Project	AVR Gulmohar Homes		
Voucher no.	09		
Account head			
Paid To	2 local lebours		
Towards description of work	Toward at site one bore well not working removing motor and pump and reinstallation with 2 local lebpurs		
Location of work	AGH-Miryalguda.		
Period	From: 14-08-2025	To :	14-08-2025
Amount in Rs.	1600/-		
Amount in words	Sixteen hundred rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Bank Payment			
Prepared by	Approved by	Receivers name	Receivers signature
suman			

Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

APPROVED BY
14 AUG 2025
K. PURSHOTHAM
Project Manager


Miryalaguda Telangana Aug 14, 2025 12:06