

Weekly - Petty cash /expense card statement.

Name		D. Shiva Kumar		Statement date		12/09/25	
Prepared by		D. Shiva Kumar		Sign		Sh	
From period				To period			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	MP Svc	MP Svc	310 DIGITAL LIFE	10,567	☒ Y ☐ N	☒ Y ☐ N	
2.					☐ Y ☐ N	☐ Y ☐ N	
3.					☐ 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			10,567			
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

APPROVED BY
2025
AGM-HR &

DEBIT VOUCHER

MP8VL

Voucher No. _____

A/c. _____ Date : 04/09/25

Paid to <u>IO DIGITAL LIFE</u>				Rs.	Ps.	
towards <u>IO PANNER B IO BM</u>				<u>10567</u>	<u>00</u>	
<u>ANOL- 900291228640 INVOICE NO- 528500284246</u>						
Rupees <u>Ten thousand five hundred</u>						
<u>Sixty seven only</u>						
Paid by	<u>Cheque</u> ✓ Cash	Cheque No. 	Dated 	Drawn on Bank 	<u>10.567</u>	<u>00</u>

Prepared by

Approved by

Receiver's Signature

DEBIT VOUCHER

Voucher No. _____

A/c _____

Date: _____

Paid to towards Amount for Rs 10000/- Rupees Ten thousand and 00/100 Only	Cheque No. _____		Paid by ☒ Cash ☐ Cheque
	Dated _____		
	Drawn on Bank _____		
	Rs 10000/- 10000		
	Rs 10000/- 10000		

Prepared by _____

Approved by _____

Receiver's Signature _____



418814

Transaction confirmation

Your payment was successful 

Invoices have been cleared by making the payment via
'UPI' with transaction ID PE000004HQOQ.
04 Sep 25 04:28

Invoice details

528500284246

₹10,566.90

Total Amount Paid

₹10,566.90

DIGITAL
LIFE

Summit Sales Llp
5 4 187 3 And 4, Soham Mansion, 3RD FLOOR,
Mg Road,
Secunderabad,
Telangana-500003, India

Account Number

GST Bill Number
Document Number
Bill Date
Invoice Date
Due Date

Original for Recipient
900291228640

: C36E252600090533
: 554500292117
: 01-AUG-2025
: 02-AUG-2025
: 03-AUG-2025

Place of Supply: 36 Telangana

Connectivity Services

GST Registration Number: 36ACQFS2044C1Z7

Organisation PAN : ACQFS2044C

PO Number : Not Available

Invoice Reference Number : b8869419738984aa7ca53d9595ac7f66c661d902dcf9810c7369fca7693c4263

Refer following pages for details of charges

Bill from 01-JUL-2025 to 31-JUL-2025

Payment Received (₹)	TDS Deducted / Reversed (₹)	Previous Adjustment (₹)	Previous Balance (₹)	Current Charges (₹)	Total Dues (₹)
-10,566.90	0.00	0.00	0.00	10,566.90	10,566.90

Amount(₹)
8,955.00

1 Periodic Charges	0.00
2 Usage Charges	0.00
Off-Net / Premium / ISD & IR Calling	0.00
SMS	0.00
4G DATA/WiFi	0.00
5G DATA	0.00
VAS	0.00
3 Other Periodic Charges	0.00
4 One Time Charges	0.00
5 Current Month Discount / Credit / Debit	8,955.00
6 Total Value of Charges	
7 Current Taxable Charges	805.95
8 Taxes	805.95
CGST (9%)	
SGST (9%)	
9 Bill Discount including Tax	0.00
10 Security Deposit Charged	0.00
11 Security Deposit Returned	0.00
12 Waivers	10,566.90
Current Month Charges (7+8+9+10+11+12)	

Payment Options



JioPay

Register with JioPay
and get
additional benefits.*

*Details under Important
Information JioPay

JioAutoPay



ACH - (Direct Debit)

To set ACH mandate on your bank account get
in touch with your Relationship Manager.



Standing Instructions (Credit Card)

Set JioAutoPay on your Credit Card.
To register visit www.jio.com/business/ and
scroll down on the home page and click on
Register for autopay of invoice by credit card.

JioDigiPay



Selfcare Portal

Pay bills using credit/debit card/netbanking/
e-wallets/UPI on www.jio.com/business/



NEFT/RTGS

You can do NEFT/RTGS payments/transfers by using
Virtual A/C Code RJIO900291228640, IFSC Code
YESB0CMSNOC



GSTIN: 36AABCI6363G1ZK PAN: AABCI6363G

Registered Office: Reliance Jio Infocomm Limited
Office-101, Saffron, Nr.Centre Point, Panchwati 5
Rasta, Ambawadi, Ahmedabad-380006, Gujarat,
India CIN: U72900GJ2007PLC105869

State Office: Reliance Jio Infocomm Limited
Municipal Number H.No. 40-1-116 and 40-1-117
Survey No. 135/2, K.B.R. Heights, M.G.Road,
KBR Towers, 2nd floor, above Reliance Trends,
Vijayawada 520010 Andhra Pradesh

Gst Registered Office:
Somaji Guda
4th Floor, 6-3-1090/b Lake Shore Towers,
Rajbhavan Road
Pincode: 500082 Hyderabad



DIGITAL
LIFE

Summit Sales Llp

Document Number : 554500292117

Invoice Date : 02-AUG-2025

Terms and Conditions

Tariff & Plans

- There will be no increase in any tariff item (except ISD) till six months from the date of your enrolment to the plan. Thereafter, Reliance Jio Infocomm Limited ("RJIL") reserves the right to revise the terms & conditions applicable to tariff plans.
- RJIL reserves the right to vary the penal charge rates periodically, as well as take recourse to any other action available and considered appropriate, subject to Telecom Regulatory Authority of India (TRAI) regulations.
- Your dynamic credit limit depends on your security deposit, average monthly usage, payment track record and your tenure with us. An interim payment within the bill cycle may be required, if your usage exceeds this limit. However, based on payment history RJIL may allow usage beyond your credit limit.
- As per TRAI regulations, tariff is charged basis the duration of the call rounded up to + / - 1 second, traceable to an appropriate time reference.
- For billing, usage will be rounded up to the next higher pulse. For example, if you are on 30 sec/pulse billing plan, a 31sec call will be as 2 pulses. Similarly, if your data plan is billed on 10KB/pulse, usage of 11KB would be billed as 2 pulses.
- No migration fee is chargeable for changing tariff plan.
- No charge will be levied for any service without your explicit consent.
- In case you are on an unlimited data plan, post consumption of your allocated data limit, you will experience a downgrade in speed as per Fair Usage Policy.
- Data usage beyond plan entitlement (PAYG) is charged at a pulse 10KB, any charges of less than 1p will be forwarded to next data usage session. e.g. Rs 20 Per GB in 10KB pulse is 0.0191p per 10KB. Usage of a data session of 550KB is 10.5050p, the session is changed for 10p while 0.5050p will be added to the charges of next PAYG usage data session.

DND (Do Not Disturb) Service

- You can opt for Full DND if you do not wish to receive any promotional calls/SMS. To activate Full DND, SMS 'START <0>' to 1909. Full DND will override any other category you may have selected.
- To allow promotional SMS from selected categories only, SMS 'START <preferred category no.>' to 1909.
Categories and associated numbers are:
1-Banking / Insurance / Financial Products / Credit Cards; 2-Real Estate;
3-Education; 4-Health; 5-Consumer Goods / Automobiles;
6-Communication / Broadcasting / Entertainment / IT; 7-Tourism & Leisure

Service Accounting Codes (SAC)

SAC Code : Services	SAC Code : Services
998412 : Fixed Line Charges	998431 : Digital VAS Charges
998413 : Mobile Charges	998432 : Online Music Charges
998419 : VAS Charges	998433 : Online Video Charges
998422 : Data Charges	998439 : Online Content Charges

Charges

- Overdue charges bills more than ₹200 : ₹100 or 2% of bill p.m., whichever is higher.
- Any disagreement on charges levied should be informed within 60 days from the date of bill, failing which all charges will be considered valid.
- In the event of non-payment, part payment or late payment of the outstanding amount by the due date, RJIL reserves the right to disconnect services as per TRAI regulations.
- Any unallocated payments shall first be adjusted towards Security Deposit, if applicable.

Complaints & Service Requests

Visit www.jio.com, login with your Jio ID and password; click on "Service Request" option under Profile menu to raise a complaint. To track the status of your existing complaint, use your unique Service Request number.
You can also call 198 (toll-free) from your Jio number or 1800 889 9333 from other networks to register your service request / complaint.

Appellate Authority

In case you are Not Satisfied with the response on a complaint, you can contact the regional appellate authority with your complaint docket number.

Email: appellate.ap@jio.com, Telephone number: 1800-889-3999, Fax: 1800-889-1211

Address: Reliance Jio Infocomm Limited, 401, 4th Floor,

Lake Shore Towers, Raj Bhavan Road, Somajiguda

Hyderabad 500082 Telangana

(Working hours: Mon-Fri, 10:30 am to 6:00 pm)

Other Information

- In case of permanent disconnection, your security deposit will be refunded within 60 days of disconnection, failing which you shall be paid interest @ 10% p.a, following adjustment of dues.
- Restoration of mobility services will be done after payment realization only.
- No cheque payment will be accepted against Enterprise wireless services.
- TDS Certificate to be submitted within 30 days of filing statement of deduction of tax as per the provisions of Income-tax Act, 1961 read with Income-tax Rules, 1962. Non-adherence will lead to the reversal of the TDS amount posted, leading to service restriction in case outstanding is not cleared.

Signature Not Verified

Digitally signed by Reliance Jio Infocomm Limited
Date: 2025.08.03 03:09:14 +05'30'
Reason: Digitally Signed
Location: Mumbai

6 Months Balance

Sr. No.	Document Number	Invoice Date	Charges (₹)	Adjustment (₹)	Amount paid (₹)	TDS Deducted (₹)	Balance Amount (₹)
1	525500238353	01-Feb-25	10,566.90	0.00	10,566.90	0.00	0.00
2	527000279049	01-Mar-25	10,566.90	0.00	10,566.90	0.00	0.00
3	526500265630	01-Apr-25	10,566.90	0.00	10,566.90	0.00	0.00
4	529500264209	01-May-25	10,566.90	0.00	10,566.90	0.00	0.00
5	517500277907	01-Jun-25	10,566.90	0.00	10,566.90	0.00	0.00
6	526500282236	01-Jul-25	10,566.90	0.00	10,566.90	0.00	0.00
Total			63,401.40	0.00	63,401.40	0.00	0.00

Payments Received

Sr. No.	Document Number	Payment Date	Transaction Mode	From Account	To Account	Amount (₹)
1	526500282236	08-Jul-25	UPI Payments			10,566.90
Total						10,566.90

Reach Us

Call 199 (from a Jio number) or 1800-88-99333 (from other networks) | Write to enterprisecare@jio.com | Manage your world of Jio with MyJio app | Visit www.jio.com

Taxes				
Sr. No.	Description	Charges	CGST	SGST
1	This month charges	8,955.00	805.95	805.95
				Amount (₹)
				1,611.90



DIGITAL
LIFE

Summit Sales Llp

Document Number : 554500292117

Invoice Date : 02-AUG-2025

Periodic Charges & Usage

Sr. No.	Service Id	Periodic Charge Amount	Usage Amount	4G Data / WiFi	5G Data	Voice	Video	SMS	VAS
1	9281055270	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	9281055269	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	9281055268	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	9281055267	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	9281055266	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	9281055265	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	9281055264	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	9281055263	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	9281055262	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	9281055261	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	9281055260	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12	9281055259	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	9281055258	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	9281055257	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	9281055256	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	9281055255	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17	9281055254	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18	9281055253	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19	9281055252	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20	9281055251	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21	9281055250	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22	9281055249	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
23	9281055248	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
24	9281055247	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
25	9281055246	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26	9281055245	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
27	9281055244	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
28	9281055243	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
29	9281055242	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30	9281055241	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31	9281144749	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
32	9281144751	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
33	9281144752	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
34	9281144753	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
35	9281144754	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
36	9281144755	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
37	9281144756	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
38	9281144757	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
39	9281144758	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40	9281144759	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41	9281144761	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42	9281144762	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43	9281144763	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
44	9281144764	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45	9281144765	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total		8,955.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

