Weekly - Petty cash /expense card statement.

Name	D. Sivam Sheenan	Statement date	14/11/25
Prepared by	D. Sivam Sheenan	Sign	Sn
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MPPL	MPPL	AUTO charge (CH Jonshung)	125	☐Y ☑N	☐Y ☑N
2.	MPPL	MPPL	AUTO charge Sreekram	180	☐Y ☑N	☐Y ☑N
3.	MPPL	MPPL	food Allowance Sreekram	100	☐Y ☑N	☐Y ☑N
4.	MPPL	MPPL	Garbage collection	300	☐Y ☑N	☐Y ☑N
5.	MPPL	MPPL	VOLKSWAGEN DECCAN 5143	3993	☑Y ☐N	☑Y ☐N
6.	MPPL	MPPL	AUTO charge Sreekram	530	☐Y ☑N	☐Y ☑N
7.	MPPL	MPPL	RAPIDO charge (CH Kinshung)	135	☐Y ☑N	☐Y ☑N
8.	MPPL	MPPL	RTA work 5143	3800	☑Y ☐N	☐Y ☑N
9.	MPPL	MPPL	RTA work 7300	3800	☑Y ☐N	☐Y ☑N
10.					☐Y ☐N	☐Y ☐N
11.	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			
Date:	13 NOV 2025			

G. JAYKUMAR
AGM - HR & Admin

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

MPRL

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 08-11-2025

Paid to Rapido Charge (ch-krishna)	Rs.	Ps.
towards I went to Samath Nagar. Silver Star. Benz workshop from plot No-280 on 07/11/25 Given by Jai kumar Sir.	125 =	00
Rupees One hundred and twenty five Rupees Only		
Paid by Cheque / Cash — Cheque No. ____ Dated ____ Drawn on Bank ____	125 =	00

APPROVED BY
13 NOV 2025
G. JAI KUMAR
AGM-HR & Admin

Prepared by Approved by Receiver's Signature

MPPL

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 10/11/28.

Paid to Auto Charger Shekappa	Rs.	Ps.
towards Auto charges from Gowdam Pannu	180	00
Home to Road no: 28 Jubilee Hills 8/11/28		
Rupees One Hundred Eighty Rupees Only		
Paid by Cheque/Cash ✓ — Cheque No. — Dated — Drawn on Bank	180	00

Prepared by

APPROVED BY
10 NOV 2025
G. JAI KUMAR
AGM-HR & ADMIN

Approved by

Receiver's Signature

MPPL

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 10/11/25

Paid to food Allowance	Rs.	Ps.
towards food Allowance for Greenbatt	100	00
05/11/25 wesday		
Rupees One Hundred Rupees only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	100	00

APPROVED BY
10 NOV 2025
G. JAI KUMAR
AGM-HR & Admin

Prepared by | Approved by | Receiver's Signature

MPPL

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 11/11/28

Paid to Garbage Collector	Rs.	Ps.
towards Garbage Collecting for the month	300/-	
of Oct. 2028		
Rupees Three hundred Rs. only		
Paid by Cheque / Cash — Cheque No. ____ Dated ____ Drawn on Bank ____	300/-	

11/11/28

Prepared by Approved by Receiver's Signature

M PPC

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 29/10/25

Paid to VOLKSWAGEN DECCAN	Rs.	Ps.
towards General Servicing of CAR	3993	00
TS10FA5143		
Rupees Three thousand Nine Hundred		
Ninety Three only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	3993	00

Prepared by

APPROVED BY
29 OCT 2025
G. JAI KUMAR
AGM-HR & Admin

Approved by

Receiver's Signature

VOLKSWAGEN DECCAN

Mody Auto India Pvt Ltd

No: B - 8/3, IDA UppalR.R DistHyderabad, 500039

E-Mail	service@vw-modyauto.co.in	State Code	TELANGANA/ TS/ 36
Phone No.	040 - 27209982	GST Regst. No.	36AAHCM1624J1ZH
Fax No.	040 - 27209984	C.I.N. No.	

Service Internal Document

Customer Name:	Mody Auto India Pvt Ltd	Repair Order No.:	SOA2505475
Customer Address:	B-8/3,IDA UPPAL UPPAL Hyderabad, 500003 India	Repair Order Date:	24 - Oct - 25
		Model:	TAIGUN GT PLUS 1.5L TSI 110kW DSG
		Kms In:	50410
		Kms Out:	0
Customer State:	TELANGANA/ TS/ 36	Service Advisor:	SIDDENKI ABHISHEK
GST Regst. No.:	36AAHCM1624J1ZH	S.A. Mob. No.:	7799888741
Cust PAN/ TIN No.:	AAHCM1624J	Next Service Due Date:	
VIN:	MEXJ21CW0NT001246	Customer Category	
Regn. No.:	TS10FA5143		
GST Customer Type	Registered		

Demanded Repair (Customer Voice)

1	CARRY OUT 60K SERVICE
2	DO W/A,W/B,T/R
3	AC NOT COOLING
4	V-SVP-60-10-21-0050130 (SVP_4+1_TaigunGT plus_1.5)

Package No : D9DD2 **Description : GFF & Consumables**

Labor Details

S. No.	Description	Labor Code	Category	SAC	Qty.	Customer Share %	GST Base Amount	Total GST		Amount Incl. Tax
1	GFF & Consumables	99216015	Paid	00998729	1.00	100.00	498.00			
										498.00
							Total Labor			498.00

Parts Details

S. No.	Description	Category	HSN	Qty.	Unit Price	Customer Share %	GST Base Amount	Total GST		Amount Incl. Tax
							Total Parts			

Total Parts And Labor : 498.00

Package No : D9EB3 **Description : Paid Service 60.000 km/4th Year**

Labor Details

S. No.	Description	Labor Code	Category	SAC	Qty.	Customer Share %	GST Base Amount	Total GST		Amount Incl. Tax
1	Inspection with oil change .	01030015	Paid	00998729	1.00	100.00	3,569.00			
										3,569.00
							Total Labor			3,569.00

Parts Details

S. No.	Description	Category	HSN	Qty.	Unit Price	Customer Share %	GST Base Amount	Total GST		Amount Incl. Tax
1	AIRFILTER	Paid	84213100	1.00	294.07	100.00	294.07			294.07
2	OIL FILTER	Paid	84212300	1.00	211.86	100.00	211.86			211.86
3	RIBBEDBELT	Paid	40103290	1.00	1,076.27	100.00	1,076.27			1,076.27
4	SPARK PLUG	Paid	85111000	4.00	538.14	100.00	2,152.54			2,152.54
5	POL FILTER	Paid	84219900	1.00	399.15	100.00	399.15			399.15

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VOLKSWAGEN DECCAN

Mody Auto India Pvt Ltd

No: B - 8/3, IDA UppalR.R DistHyderabad, 500039

E-Mail	service@vw-modyauto.co.in	State Code	TELANGANA/ TS/ 36
Phone No.	040 - 27209982	GST Regst. No.	36AAHCM1624J1ZH
Fax No.	040 - 27209984	C.I.N. No.	

Parts Details

S. No.	Description	Category	HSN	Qty.	Unit Price	Customer Share %	GST Base Amount	Total GST		Amount Incl. Tax
6	BRAKFLUID	Paid	38190010	0.15	558.47	100.00	83.77			83.77
7	LUBRICANT	Paid	34039900	0.10	3,650.00	100.00	365.00			365.00
8	WASHER	Paid	40169340	1.00	117.80	100.00	117.80			117.80
							Total Parts			4,700.46

Total Parts And Labor : 8,269.46

Requested Jobs

Parts Details

S. No.	Description	Category	HSN	Qty.	Unit Price	Customer Share %	GST Base Amount	Total GST		Amount Incl. Tax
1	VW Group LongLife IV FE 0W-20_1*209L_A79	Paid	27101980	5.00	567.80	100.00	2,838.98			2,838.98
2	PLUG	Paid	73182990	1.00	178.81	100.00	178.81			178.81
3	Magsol Mask IT-ASC 25 grams	Paid	27101990	1.00	124.64	100.00	124.64			124.64
4	Magsol Caliper Grease	Paid	39239090	1.00	176.27	100.00	176.27			176.27
5	SERVICE CONSUMABLES	Paid	34031900	1.00	500.00	100.00	500.00			500.00
6	High Power Brake Cleaner	Paid	38140010	1.00	389.83	100.00	389.83			389.83
7	Glass Cleaner (50 ml)	Paid	34029099	1.00	46.61	100.00	46.61			46.61
							Total Parts			4,255.14

Total Parts And Labor : 4,255.14

Labor	Parts		
		Round off Amount :	0.40
Rupees :	THIRTEEN THOUSAND TWENTY THREE RUPEES AND ZERO PAISA ONLY	Final Amount :	13,023.00

Whether tax is payable in reverse charge?	Yes / No

Summary Details

Details	Labor Amount	Labor Tax Amount	Parts Amount	Parts Tax Amount	Total
GFF & Consumables	498	0	0	0	498
Paid Service 60.000 km/4th Year	3569	0	4700.46	0	8269.46
Requested Jobs	0	0	4255.14	0	4255.14

Remarks Area (Safety related)/ Advice for Future Repair

DECLERATION: I / We do hereby declare that the particulars given above are true and correct. The amount indicated represents the price actually charged and there is no additional consideration flowing directly or indirectly from the buyer.

Customer Signature

Dealer Authorized Signature

Printed On : 28-Oct-2025 14:16

VOLKSWAGEN DECCAN

Mody Auto India Pvt Ltd

No: B - 8/3, IDA UppalR.R DistHyderabad, 500039

E-Mail	service@vw-modyauto.co.in	State Code	TELANGANA/ TS/ 36
Phone No.	040 - 27209982	GST Regst. No.	36AAHCM1624J1ZH
Fax No.	040 - 27209984	C.I.N. No.	

Proforma Invoice

Customer Name:	MODI PROPERTIES PVT LTD	Repair Order No.:	SOA2505475
Customer Address:	#2ND FLOOR,5-4-187/34, SOHAM MANSION MG ROAD,SECUNDERABAD Secunderabad, 500055 India	Repair Order Date:	24 - Oct - 25
		Model:	TAIGUN GT PLUS 1.5L TSI 110kW DSG
		Kms In:	50410
		Kms Out:	0
Customer State:	TELANGANA/ TS/ 36	Service Advisor:	SIDDENKI ABHISHEK
GST Regst. No.:	36AABCM4761E1ZM	S.A. Mob. No.:	7799888741
Cust PAN/ TIN No.:	AABCM4761E	Next Service Due Date:	
VIN:	MEXJ21CW0NT001246	Customer Category	
Regn. No.:	TS10FA5143		
GST Customer Type	Registered		

VOLKSWAGEN DECCAN
(Workshop)
Amount Received 4,000/-
Cash/CC/Cheque/DD
Date of Receipt 28/10/25
Signature

Demanded Repair (Customer Voice)

1	CARRY OUT 60K SERVICE
2	DO W/A,W/B,T/R
3	AC NOT COOLING
4	V-SVP-60-10-21-0050130 (SVP_4+1_TaigunGT plus_1.5)

Requested Jobs

Labor Details

S. No.	Description	Labor Code	Category	SAC	Qty.	Customer Share %	GST Base Amount	Total GST		Amount Incl. Tax
1	vehicle frt+rear wheels measured	44950300	Paid	00998729	1.00	100.00	747.00	134.46		881.46
	CGST - 9.00% - 67.23, SGST - 9.00% - 67.23									
2	Wheel balance	44059300	Paid	00998729	1.00	100.00	747.00	134.46		881.46
	CGST - 9.00% - 67.23, SGST - 9.00% - 67.23									
3	AC Disinfectant	3MTAIGAD	Paid	998729	1.00	100.00	895.00	161.10		1,056.10
	CGST - 9.00% - 80.55, SGST - 9.00% - 80.55									
4	P Square Car Sanitization	99PSTAIG	Paid	00998729	1.00	100.00	994.71	179.04		1,173.75
	CGST - 9.00% - 89.52, SGST - 9.00% - 89.52									
							Total Labor			3,992.77

	Labor	Parts		
CGST 9.00 %	304.53	0.00	Round off Amount :	0.23
SGST 9.00 %	304.53	0.00		
	609.06			
Rupees :	THREE THOUSAND NINE HUNDRED NINETY THREE RUPEES AND ZERO PAISA ONLY		Final Amount :	3,993.00

Whether tax is payable in reverse charge?	Yes / No

Summary Details

Details	Labor Amount	Labor Tax Amount	Parts Amount	Parts Tax Amount	Total
Requested Jobs	3383.71	609.06	0	0	3992.77

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VOLKSWAGEN DECCAN
Mody Auto India Pvt Ltd
No: B - 8/3, IDA UppalR.R DistHyderabad, 500039

E-Mail	service@vw-modyauto.co.in	State Code	TELANGANA/ TS/ 36
Phone No.	040 - 27209982	GST Regst. No.	36AAHCM1624J1ZH
Fax No.	040 - 27209984	C.I.N. No.	

Remarks Area (Safety related)/ Advice for Future Repair

DECLERATION: I / We do hereby declare that the particulars given above are true and correct. The amount indicated represents the price actually charged and there is no additional consideration flowing directly or indirectly from the buyer.

Customer Signature

Dealer Authorized Signature

Printed On : 28-Oct-2025 14:15

MPRL

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 03/11/25

Paid to AUTO charge	Rs.	Ps.
towards AUTO charge Sheelobha Madam	250	00
CAR servicing 5143 UP & Down	280	00
Rupees five Hundred Thirty Rupees		
only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	530	00

Prepared by Sms

Approved by

Receiver's Signature

MPRL

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 03-11-2025

Paid to Rapido Charges (Ch. Krishna)	Rs.	Ps.
towards TS 10 EF 0341 Benz Vehicle Given by Servicing at Sanath Nagar On 31-10-2025 Rapido on. Sanath nagar to plot No - 280	135 =	00
Rupees One hundred and Thirty five Rupees Only		
Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank	135 =	00

Prepared by

Approved by

Receiver's Signature

MPRL

DEBIT VOUCHER

Voucher No. ________

A/c. ________ Date : 12/11/25

Paid to RTA works	Rs.	Ps.
towards RTA works TS 10 FA 5143 CAR loan TERMINATION charges	3800	00
Rupees Three thousand Eight Hundred only		
Paid by Cheque/Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	3800	00

Prepared by Approved by Receiver's Signature

Indian Union Vehicle Registration Certificate
Issued by Telangana

NT TG

Regn. Number	Date of Regn.	Regn. Validity
TS10FA5143	13/10/2021	12/10/2036

Chassis Number
MEXJ21CW0NT001246

Engine / Motor Number
DUMA06679

Owner Serial

Owner Name
MODI PROPERTIES P&L

Son / Wife / Daughter of (In case of individual Owner)
GAURANG JAYANTILAL MODY

Fuel
PETROL

Emission Norms
BSVI

Address
2ND FLOOR 5-4-187/3&4 ,
SOHAM MANSION M G ROAD,
SECUNDERABAD, HYDERABAD-500003

Card Issue Date

MPPL

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 12/11/25

Paid to RTA works	Rs.	Ps.
towards RTA works TS 10 ff 7300	3800	00
CAR loan TERMINATION charges		
Rupees Three thousand Eight Hundred		
only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	3800	00

APPROVED BY
12 NOV 2025
... KUMAR
AGM-HR & Admin

Prepared by — Approved by — Receiver's Signature

Indian Union Vehicle Registration Certificate
Issued by Telangana

NT TG

Regn. Number	Date of Regn.	Regn. Validity
TS10FF7300	08/08/2023	07/08/2038

Chassis Number
MA3JJC74WPF133730

Engine / Motor Number
K15BN4328587

Owner Serial

Owner Name
MODI PROPERTIES PVT

Son / Wife / Daughter of (In case of individual Owner)
GAURANG MODY

Fuel
PETROL

Address
2ND FLOOR 5-4-187/3,
AND 4 SOHAM MANSION,
M G ROAD SECUNDERABAD, HYDERABAD-500003

Emission Norms
BSVI

Card Issue Date