

Weekly - Petty cash / expense card statement.

Name		CHINAKI MOHAN		Statement date		8/12/15	
Prepared by		CHINAKI		Sign		CHINAKI	
From period				To period			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	1100/-	Realty	2418/-	2961	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.	Total			2961			
Amount to be credited by		Transfer to Happy Card, Other:		Transfer to expense card,		Cash reimbursement, Transfer to personal a/c.	
Approved by:		Div. Manager		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 accountants by Monday. 3. Accountants to make payment on receipt of scanned statement on Saturday. 4. If original statement with vouchers of 1st 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 accountants to manager approval required for expenses of over 2,000/- per week. MD's approval is required for expenses of over 10,000/- per week.

DEBIT VOUCHER

Company/Firm	MOOI Realty Mallapur Up		
Project	Park		
Voucher No.			
Account head			
Paid to	NANOINI AOS		
Towards/description of work	SALSHI CLASSIFIED PARKAS 12/12/25 14/12/25		
Location of work			
Amount in Rs.	2961/-		
Amount in words	Two thousand Nine hundred Sixty One Only		
Mode of payment			
	Cheque/trf No.	Date 3/12/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
cl mkt	APPROVED BY  63 DEC 2025 E. PRASAD MANAGER PROMOTION		

Promotions Division							
Sub: Classified ads		Prepared by:		Prepared date:		2-Dec-25	
Publication - From date:		12-Dec-2025	10 date:			14-Dec-25	
Details of classified ads and publishing dates							
Sl.no	Project name	Published in	Publication dates	Classified draft	Amount in Rs.	Bill in favour of	
1	IGHT	Isranadu	12-12-2025 to 14-12-2025	Live close to nature at Greenwood Heights, Yaprul — clean surroundings, peaceful ambience, refreshing views. Call: 98666 69768.	4657	Mehta & Modi Realty Kowtur LLP	
2	20GMA	Sakshi	12-12-2025 to 14-12-2025	"Move to comfort! Gulmohar Residency, Mallapur offers spacious living and great connectivity. Limited flats—secure your spot today. Call: 95027 59933."	2961	Modi Realty Mallapur LLP	
3	3BRGV	Sakshi	12-12-2025 to 14-12-2025	800 sq ft modern flats in a semi-gated community. Bloomdale Residency, Genome Valley. Attractive price of ₹37 lakhs. Call: 98666 69768	2961	Modi Realty Genome Valley LLP	
4	4MPL	DC	12-12-2025 to 14-12-2025	"Discover rare luxury at Mayflower Platinum, Mallapur. Limited exclusive flats crafted for refined living. Secure your privileged address today. Call: 95023 00311."	3360	Modi Properties Pvt Ltd	
5	5SOV	TOI	12-12-2025 to 14-12-2025	Silver Oak Villas: exclusive gated homes near sacred spaces. Limited units, timeless charm, and peaceful living await in Chertlapally. Call: 96182 47247	1386	Modi Housing Pvt Ltd	
Total amount					15325		
Note: Above amount Rs. 15,325/- to be loaded in Murali - Cash Card							

APPROVED BY
03 DEC 2025
SOHAM MODI