

## MEMO

Date & From	TO & REMARKS
02/01/2026 MINISH	Dear Laxmaya
	AJ received on Approval of MD SIR for Rs. 25,000/- for Crane's Shifting of container from MHPCL Ratnagiri to GVSIT (Enclosing Voucher) for your reference.
(+)	$\begin{array}{rcl} \text{Crane's} & \rightarrow & \text{TOTAL} - 24,100 \\ \text{MISC expense} & \rightarrow & \text{TOTAL} - 5,125 \\ \hline \text{Total} & & 29,225 \end{array}$
	$\begin{array}{rcl} 29,225 & & \\ \leftarrow 25,000 & \rightarrow & \text{Advance} \\ \hline 4,225 & & \text{Balance to receive} \end{array}$
	<p style="text-align: right;">KJ</p>

## Weekly - Petty cash /expense card statement.

Name	B.Sadhana	Statement date	31-12-2025
Prepared by	B .Sadhana	Sign	
From period	20-12-25	To period	23-12-2025
SI No	Debit to company	Debit to project	Description of expenses
1.	MHSVC	MHSVC	Towards Containers Shifting Work Purpose From Rampally to GV Stores Turkapally .On dated 20/12/25.
2	MHSVC	MHSVC	Towards Containers Shifting Work Purpose From Rampally to GV Stores Turkapally .On dated 21/12/25.
3	MHSVC	MHSVC	Towards Containers Shifting Work Purpose From Rampally to GV Stores Turkapally .On dated 22/12/25
4	MHSVC	MHSVC	Towards Containers Shifting Work Purpose From Rampally to GV Stores Turkapally .On dated 23/12/25.
Amount to be credited by			24,100/-
Approved by:	Div. Manager	Accountant	Accounts Manager
Sign:	12 JAN 2025		MD
Date:			

DEBIT VOUCHER			
Company/Firm	MODI HOUSING PVT LTD- MHTR		
Project	MHTR		
Voucher no.			
Account head			
Paid to	BSE Crane		
Towards/description of work	Towards Containers Shifting from MHPL@Rampally to MHPL@GV Stores work Purpose. For 2 Cranes		
Location of work	MHTR@ RAMPALLY STORES		
Period	From: 21-12-2025	To: 21-12-25	
Amount in Rs.	Rs.5,000/-		
Amount in words	Five thousand Rupees Only .		
Mode of payment	APPROVED	Date	Bank
CHEQUE			
Prepared by	Approved by	Receivers name	Receivers signature
Sadhana	U. J. H.		

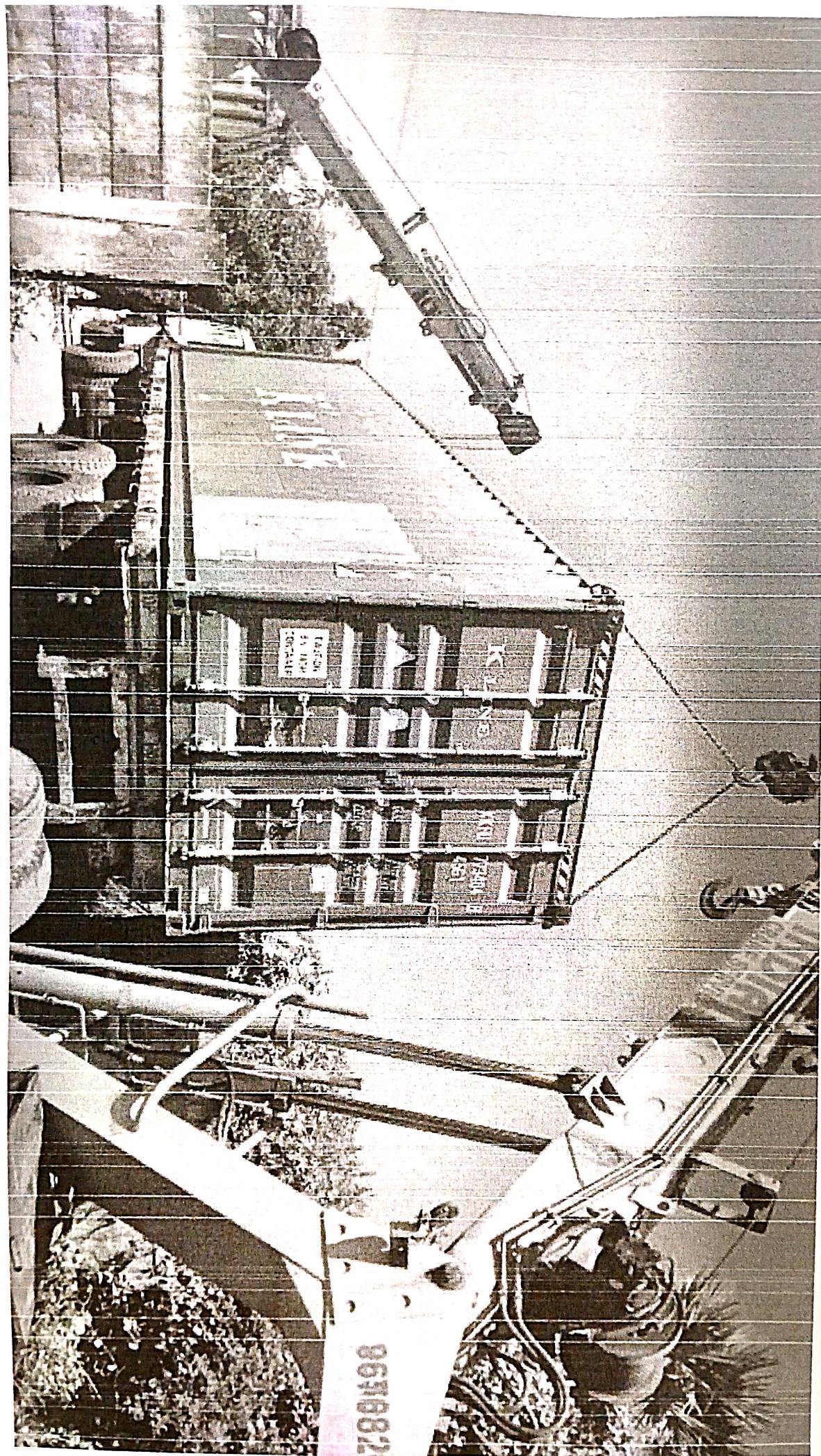
Notes: 1. Print full sheet. 2. ~~Printed~~ ~~Printed~~ For all minor maintenance works. 3. Details of labour, hire charges , material ~~at~~ ~~may~~ be ~~printed~~ written overleaf. 4. Project may differ from location of work.



**DEBIT VOUCHER**

Company/Firm	MODI HOUSING PVT LTD- MHTR		
Project	MHTR		
Voucher no.			
Account head			
Paid to	BSE Crane		
Towards/description of work	Towards Containers Shifting from MHPL@Rampally to MHPL@GV Stores work Purpose. For 2 Cranes		
Location of work	MHTR@ RAMPALLY STORES		
Period	From: 22-12-2025	To: 22-12-25	
Amount in Rs.	<b>Rs.6,400/-</b>		
Amount in words	Six Thousand Four Hundred Rupees Only .		
Mode of payment	<u>CHEQUE</u>	Date	Bank
CHEQUE			
Prepared by	Approved by <u>ANITA PARWAN</u>	Receivers name	Receivers signature
Sadhana			

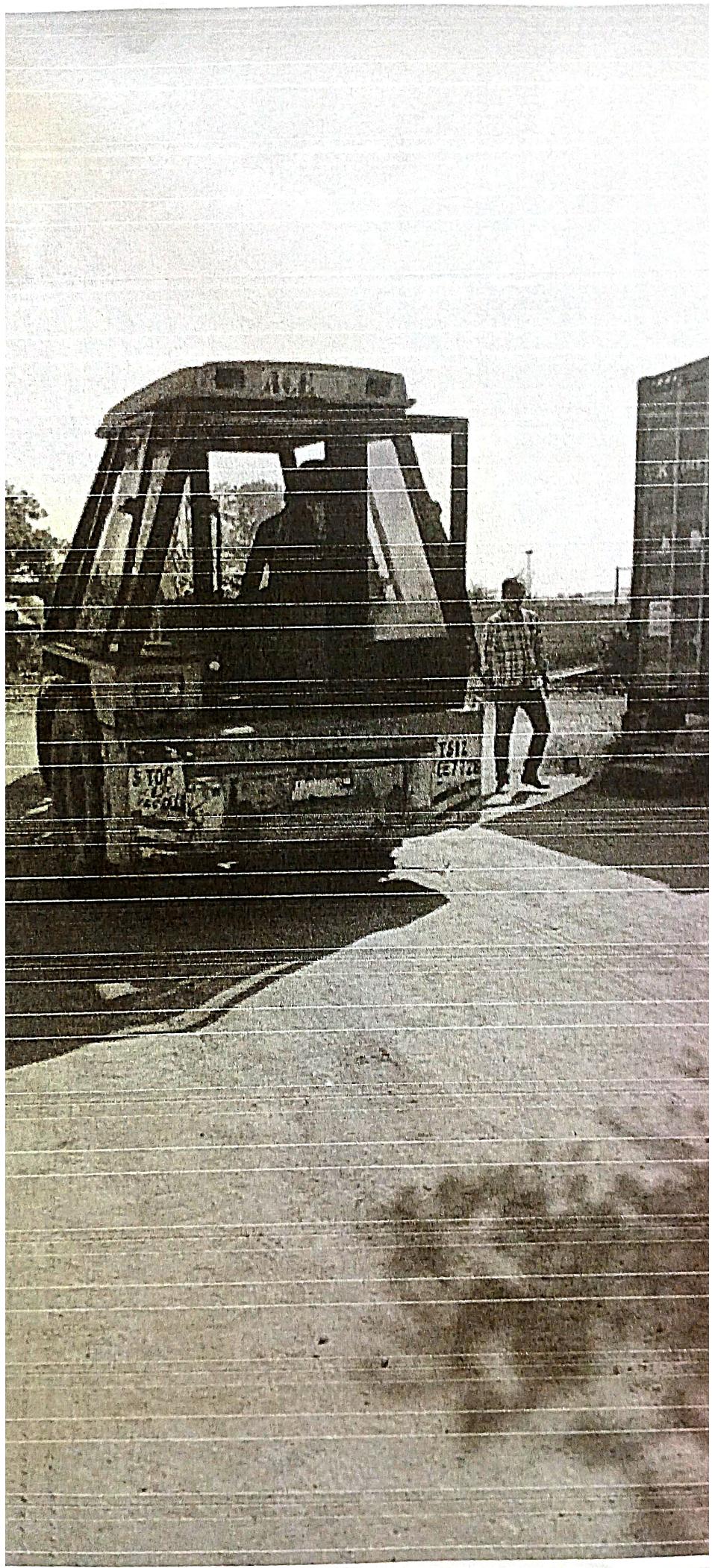
Notes: 1. Print full sheet ~~ANITA PARWAN~~ for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

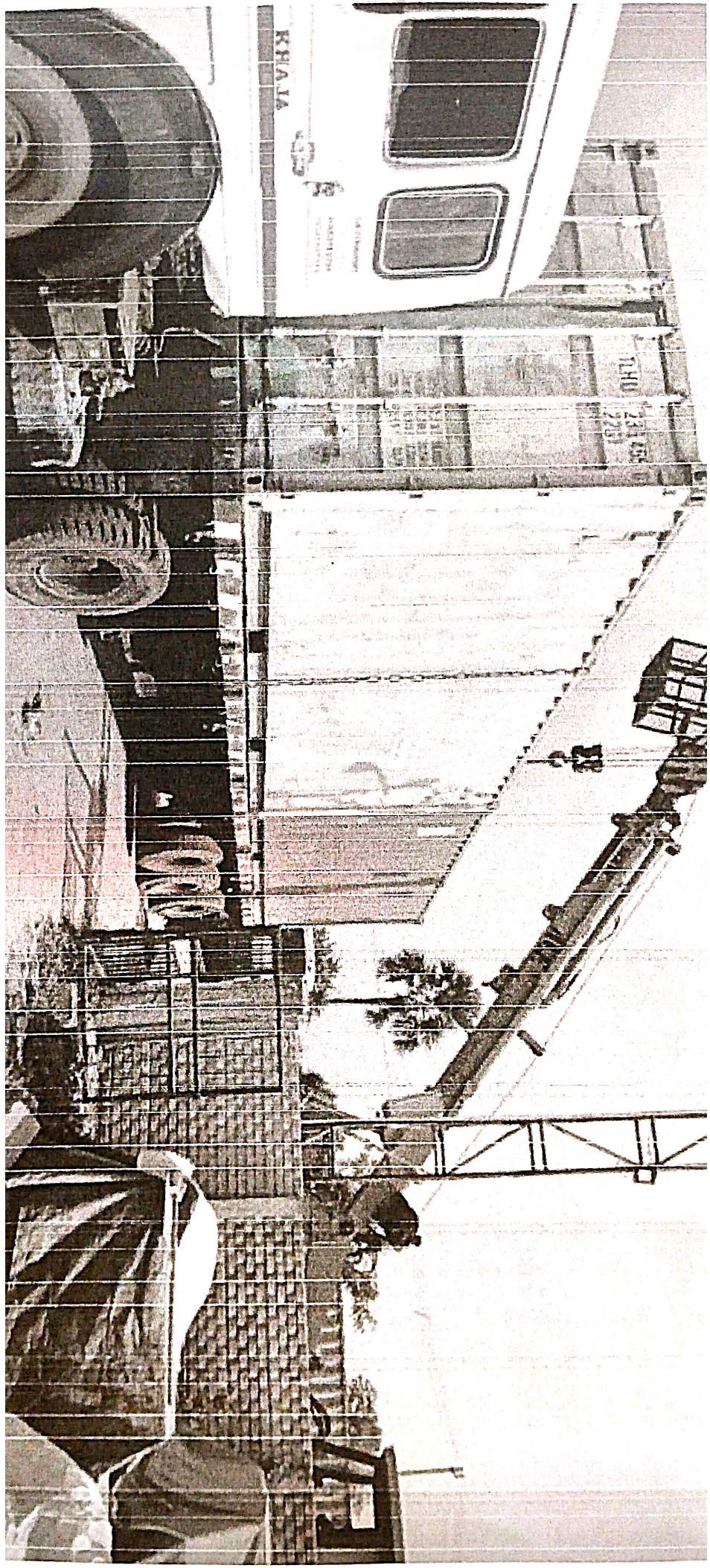


## DEBIT VOUCHER

DEBIT VOUCHER			
Company/Firm	MODI HOUSING PVT LTD- MHTR		
Project	MHTR		
Voucher no.			
Account head			
Paid to	BSE Crane		
Towards/description of work	Towards Containers Shifting from MHPL@Rampally to MHPL@GV Stores work Purpose. For 2 Cranes		
Location of work	MHTR@ RAMPALLY STORES		
Period	From: 20-12-2025	To: 20-12-25	
Amount in Rs.	Rs.5,700/-		
Amount in words	Five thousand and seven Hundred Rupees Only.		
Mode of payment	Bank	Date	Bank
CHEQUE	Approved	Receivers name	Receivers signature
Prepared by	Sadhana		

Notes: 1. Print full sheet ~~2 pages~~ 2 q reused 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.





**DEBIT VOUCHER**

Company/Firm	MODI HOUSING PVT LTD- MHTR		
Project	MHTR		
Voucher no.			
Account head			
Paid to	BSE Crane		
Towards/description of work	Towards Containers Shifting from MHPL@Rampally to MHPL@GV Stores work Purpose. For 2 Cranes for Full day		
Location of work	MHTR@ RAMPALLY STORES		
Period	From: 23-12-2025	To: 23-12-25	
Amount in Rs.	Rs. 7,000/- <del>Approved</del> <del>Rs. 7,000/-</del>		
Amount in words	<del>Approved</del> <del>Rs. 7,000/-</del> Seven Rupees Only .		
Mode of payment	Cheque/trf no.	Date	Bank
CHEQUE	10000		
Prepared by	Approved by	Receivers name	Receivers signature
Sadhana	MINISH PATEL		

Notes: 1. Print full ~~HEAVY~~ ~~FREE~~ 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.

