

MEMO

Date & From	TO & REMARKS
02/01/2026 MINISH	<p>Dear Lavanya</p> <p>As received on Approval of MD SIR for Rs/- 25,000/- for Crane's Shifting of Container from MHPL & Rampally to GV Site. Enclosing Voucher's for your reference.</p>
(+) 29,225/-	<p>Crane's → TOTAL - 24,100/-</p> <p>Misc expense → TOTAL - 5,125/-</p> <p><u>TOTAL</u> 29,225/-</p>
	<p>29,225/-</p> <p>(-) 25,000/- Advance</p> <p>4,225/- Balance to receive</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		
Sl No	Debit company	to Debit project	Description of expenses	Amount	Bill enclosed	GST bill
1.	MHSVC	MHSVC	Towards Containers Shifting Work Purpose From Rampally to GV Stores Turkapally . On dated 20/12/25.	5,700/-		
2	MHSVC	MHSVC	Towards Containers Shifting Work Purpose From Rampally to GV Stores Turkapally . On dated 21/12/25	5,000/-		
3	MHSVC	MHSVC	Towards Containers Shifting Work Purpose From Rampally to GV Stores Turkapally . On dated 22/12/25	6,400/-		
4	MHSVC	MHSVC	Towards Containers Shifting Work Purpose From Rampally to GV Stores Turkapally . On dated 23/12/25.	7,000/-		
Amount to be credited by	<input type="checkbox"/> Transfer to Happy card, <input type="checkbox"/> Transfer to expense card, <input type="checkbox"/> Cash reimbursement, <input type="checkbox"/> Transfer to personal a/c.			24,100/-		
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 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.

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	CHEQUE	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
Sadhana			

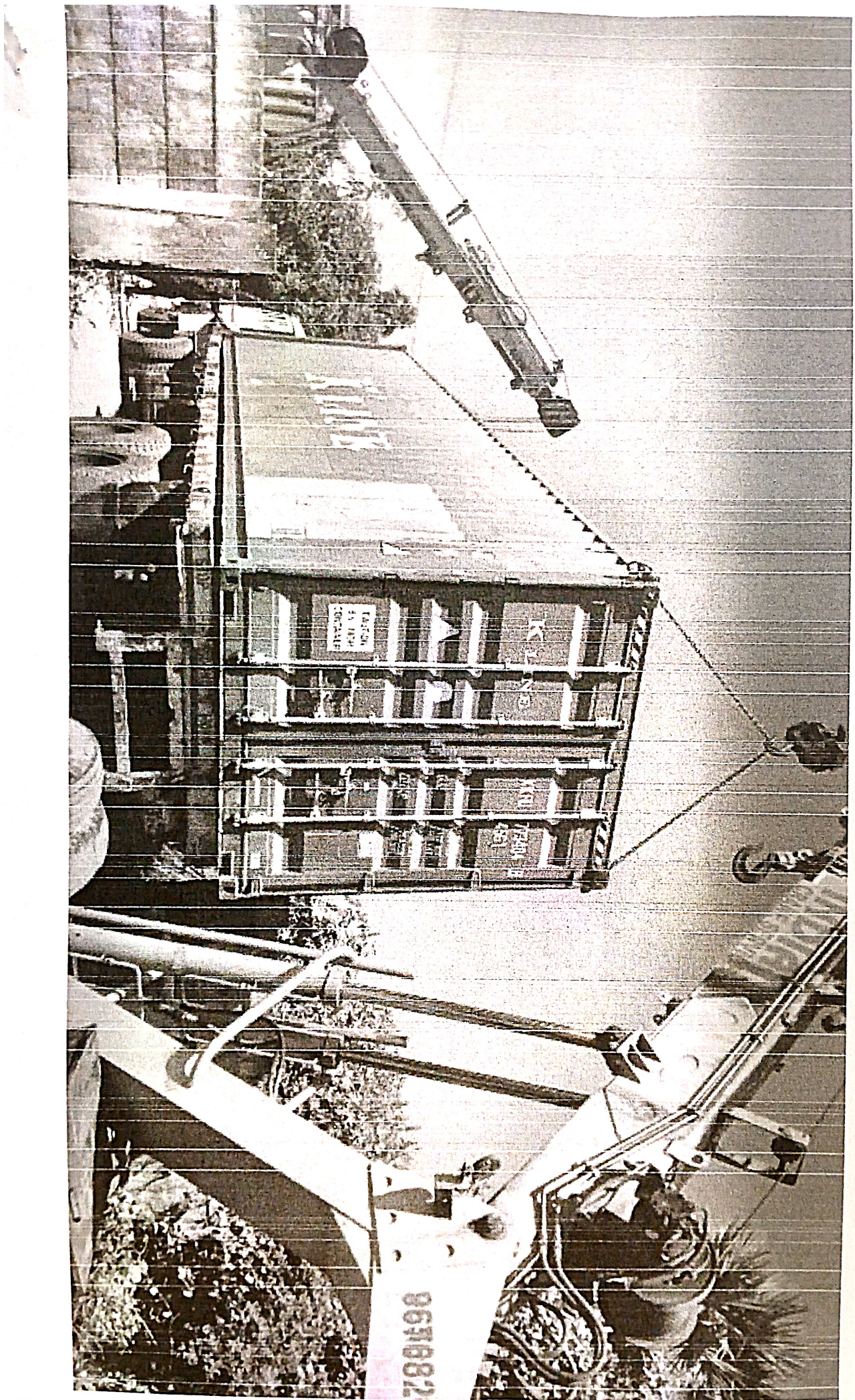
Notes: 1. Print full sheet. 2. ~~Not to be used~~ for all minor maintenance works. 3. Details of labour, hire charges, material charges to be filled written overleaf. 4. Project may differ from location of work.



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.	Rs.6,400/-		
Amount in words	Six Thousand Four Hundred Rupees Only .		
Mode of payment	CHEQUE	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
Sadhana			

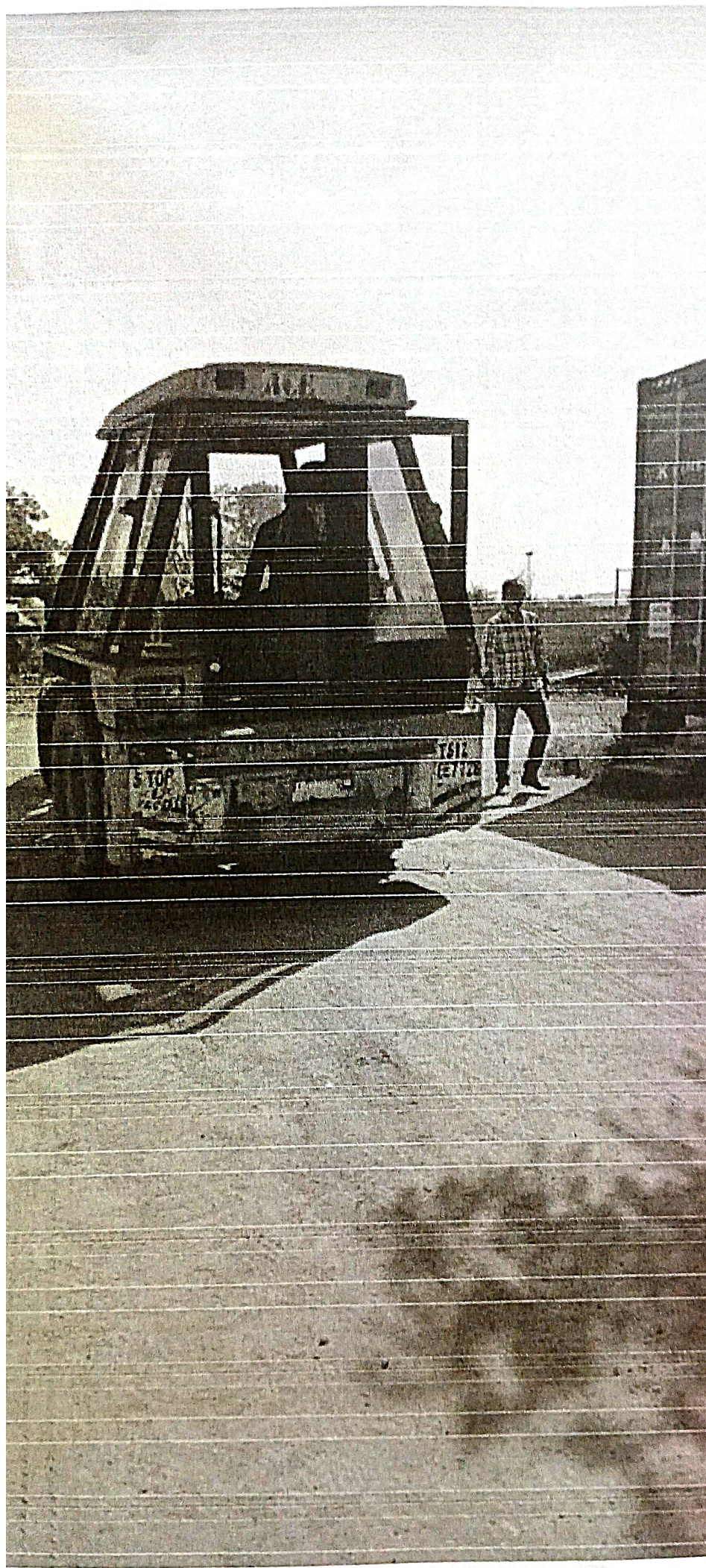
Notes: 1. Print full sheet and use for all minor maintenance works. 3. Details of labour, hire charges, material to be printed/written overleaf. 4. Project may differ from location of work.

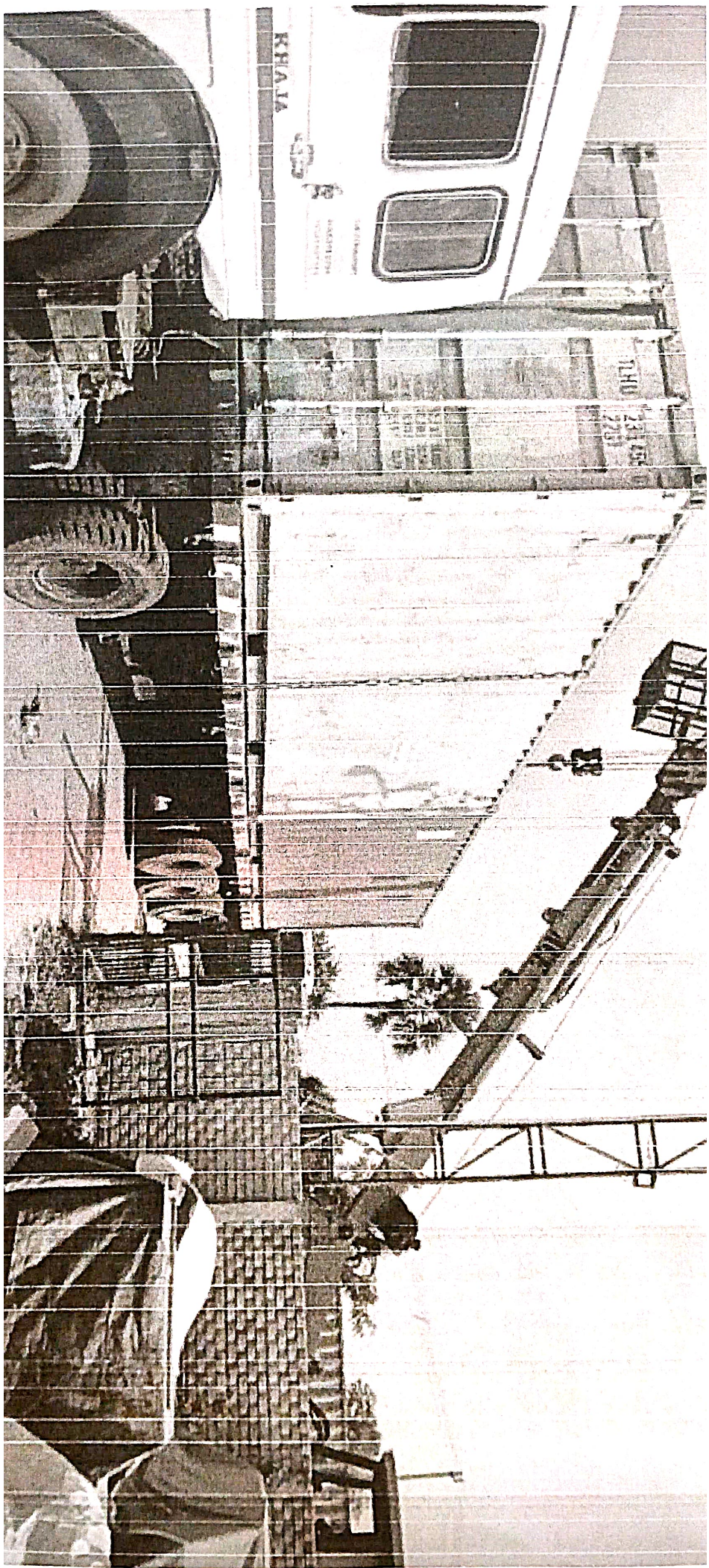


DEBIT VOUCHER

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: 20-12-2025	To:	20-12-25
Amount in Rs.	Rs.5,700/-		
Amount in words	Five thousand Seven Hundred Rupees Only .		
Mode of payment	APPROVED Amount no.	Date	Bank
CHEQUE			
Prepared by	Approved by	Receivers name	Receivers signature
Sadhana			

Notes: 1. Print full sheet and reuse 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/-	
Amount in words		Seven thousand Rupees Only.	
Mode of payment		Cheque/trf no.	Date
CHEQUE			
Prepared by		Approved by	Receivers name
Sadhana		MINISH PARIKH	
			Receivers signature

Notes: 1. Print full sheet 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.

