

Weekly - Petty cash /expense card statement.

Name	G. JAI KUMAR		Statement date	30/01/26		
Prepared by	G. JAI KUMAR		Sign			
From period			To period			

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MHTR	MHSVC	POLLUTION Department <sup>Somesh</sup> 3044	300	<input checked="" type="checkbox"/> ON	<input checked="" type="checkbox"/> ON
2.	MHTR	MHSVC	POLLUTION DEPARTMENT <sup>Somesh</sup> 8387	300	<input checked="" type="checkbox"/> ON	<input checked="" type="checkbox"/> ON
3.	MHTR	MHSVC	VENKATESHWARA Filling station <sup>Somesh</sup> Bill 45298	1550	<input checked="" type="checkbox"/> ON	<input checked="" type="checkbox"/> ON
4.	MHTR	MHSVC	MOHAMMAD AVIO ELECTRON <sup>Somesh</sup> 3044	11.60	<input checked="" type="checkbox"/> ON	<input checked="" type="checkbox"/> ON
5.	MHTR	MHSVC	MISCELLANEOUS charge <sup>Shekar</sup> 150	150	<input checked="" type="checkbox"/> ON	<input checked="" type="checkbox"/> ON
6.	MHTR	MHSVC	Refreshment charges <sup>Shekar</sup> 1075	1075	<input checked="" type="checkbox"/> ON	<input checked="" type="checkbox"/> ON
7.	MHTR	MHSVC	Toll charges <sup>Shekar</sup> 2028	2028	<input checked="" type="checkbox"/> ON	<input checked="" type="checkbox"/> ON
8.			VENKATESHWARA Filling station <sup>Shekar</sup> ADD BLUE OIL	1550	<input checked="" type="checkbox"/> ON	<input checked="" type="checkbox"/> ON
9.			Bill no. 45229		<input checked="" type="checkbox"/> ON	<input checked="" type="checkbox"/> ON
10.					<input checked="" type="checkbox"/> ON	<input checked="" type="checkbox"/> ON
11.	Total			8131/-		

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:	30 JAN 2026			

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. 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	M H T R		
Project	M H T R		
Voucher no.	-		
Account head	-		
Credit to	Thrapart Department		
Towards/description of work	Pollution Control Certificate for TS10UD3044 Bus		
Location of work			
Period	From:	24/01/2026	To: 24/01/2026
Amount in Rs.	300/-		
Amount in words			
Moe of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
Y.S			

Notes: 1. Print full sheet. 2. 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.

APPROVED BY  
29 JAN 2026  
G. JAI KUMAR  
AGM-HR & Admin



# ONLINE POLLUTION UNDER CONTROL CERTIFICATE

Transport Department, Govt. Of Telangana State

Form PUC

Sub Rule(2) of Rule 115

POLLUTION UNDER CONTROL CERTIFICATE

All India Valid



PTS License Number

: 011/2005

PTS License Validity

: 09-04-2028

PUC Certificate Number

TS-PUC-20263289424

Registration Number : TS10UD3044

Make : VE COMMERCIAL VEHICLES LIMITED

Model : EICHER2075H STARLINESTAFFAC(21+CD+1)2X1 PB BSVI-PH2

Vehicle Class : Private Service Vehicle

Mfg. Month/Year : 08/2023

Type Of Engine : 4 Stroke

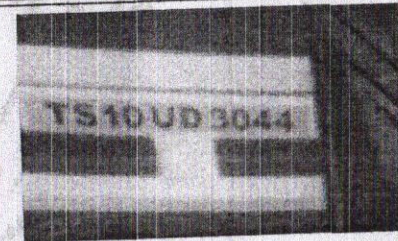
BS Norms : Bharat Stage VI

Fuel Type : DIESEL

Test Date : 24-01-2026 12:17:11

Odometer Reading : 0

S.No.	RPM	K Value (0.00 - 0.70)	HSU Value% (0.00 - 26.00)
1.	800 - 1800	1.710	52.060
2.	580 - 1480	0.000	0.000
3.	580 - 1790	0.000	0.000
Mean	616 - 1700	0.570	21.740



PUC Test Result : PASS

Tested the vehicle with Registration Number TS10UD3044 and found Complying with provisions made under sub - rule (2) of Rule 115 of Central Motor vehicle Rules, 1989.

The period of validity is from 24-01-2026 to 23-01-2027

PREVENT POLLUTION PROTECT ENVIRONMENT (PTSA - TELANGANA)

Authorized Signatory

Seal  
of PTS

Name and Address of PTS : M/S RAJARAJESHWARI MPTS , RANIGUNJ  
Mobile Number : 8978989633 , Email : THOTAEVANSH26@GMAIL.COM

STOP POLLUTION SAVE LIFE Don't Drink & Drive

Don't Use Cell Phone While Driving  
Wear the Helmet Save the Life



DEBIT VOUCHER			
Company/Firm	MHTR		
Project	MHTR		
Voucher no.	-		
Account head	-		
Credit to	Transport Department		
Towards/description of work	Pollution Control certificate for TS10UB8387 jayo vehicul.		
Location of work			
Period	From:	24-01-2026	To: 24-01-2026
Amount in Rs.	300/-		
Amount in words			
Moe of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
<i>[Signature]</i>			

Notes: 1. Print full sheet. 2. 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.





ONLINE POLLUTION UNDER CONTROL CERTIFICATE  
Transport Department, Govt. Of Telangana State

Form PUC

Sub Rule(2) of Rule 115

POLLUTION UNDER CONTROL CERTIFICATE

All India Valid

PTS License Number : 011/2005  
PTS License Validity : 09-04-2028

PUC Certificate Number  
TS-PUC-20263289374

Registration Number : TS10UB8387  
Make : MAHINDRA & MAHINDRA LTD  
Model : MAHINDRA DI 3200 CN & LD CRR (H BODY) MM BSIV  
Vehicle Class : Goods Carriage  
Mfg. Month/Year : 09/2018

Type Of Engine : 4 Stroke  
BS Norms : Bharat Stage IV  
Fuel Type : DIESEL  
Test Date : 24-01-2026 12:13:25  
Odometer Reading : 0

S.No.	RPM	K Value (0.00 - 1.62)	HSU Value% (0.00 - 50.00)
1.	800 - 1800	1.710	52.060
2.	580 - 1480	0.000	0.000
3.	580 - 1790	0.000	0.000
Mean	616 - 1700	0.570	21.740



PUC Test Result : PASS

Tested the vehicle with Registration Number TS10UB8387 and found Complying with provisions made under sub - rule (2) of Rule 115 of Central Motor vehicle Rules, 1989.  
The period of validity is from 24-01-2026 to 23-01-2027

PREVENT POLLUTION PROTECT ENVIRONMENT (PTSA - TELANGANA)

Name and Address of PTS : M/S RAJARAJESHWARI MPTS, RANIGUNJ  
Mobile Number : 8978989633, Email : THOTAEVANSH26@GMAIL.COM

Authorized Signatory

Seal  
of PTS

STOP POLLUTION SAVE LIFE Don't Drink & Drive

Don't Use Cell Phone While Driving  
Wear the Helmet Save the Life



**DEBIT VOUCHER**

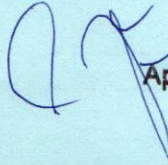
Mt SVC

Voucher No. \_\_\_\_\_

A/c. \_\_\_\_\_ Date : 28/1/26

Paid to <u>Miscellaneous</u> (M. Shetkar)				Rs.	Ps.
towards <u>Miscellaneous charges Amount Paid</u>				150 -	00
<u>to Police Person at Vizag Steel Plant</u>				/	
<u>Main Gate Agan date 23/1/26</u>					
Rupees <u>one hundred and fifty Rupees only</u>					
<u>X</u>					
Paid by	<u>Cheque</u> <u>Cash</u>	Cheque No.	Dated	Drawn on Bank	
					150 - 00

M. Shetkar  
Prepared by

  
Approved by

Receiver's Signature

--

MH Svc

**DEBIT VOUCHER**

Voucher No. \_\_\_\_\_

Date: 28/1/26

A/c. \_\_\_\_\_

				Rs.	Ps.
Paid to Refreshment Allowance (M. Shekar)				1075-	00
towards Refreshment charges I went to AMTZ				/	
Site for steel material 22/1/26 to 24/1/26					
Rupees one thousand seventy five Rupees only					
<div style="display: flex; justify-content: space-between;"> <div>           Paid by <u>Cheque</u>  <u>Cash</u> </div> <div>Cheque No. <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span></div> <div>Dated <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span></div> <div>Drawn on Bank <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span></div> </div>				1075-	00

M. Shekar  
Prepared by

Approved by

Receiver's Signature



**DEBIT VOUCHER**

MH SVC

Voucher No. \_\_\_\_\_

A/c. \_\_\_\_\_ Date : 28/1/26

Paid to IDFC First bank (M. Shetkar)				Rs.	Ps.
towards Toll charges Fastag Recharge of				2028-	00
Fuxio vehicle No. TG 10 T 5808				/	
X					
Rupees Two thousand and two hundred					
twenty Eight Rupees only X				2028-	00
Paid by	Cheque Cash	Cheque No. <input type="text"/>	Dated <input type="text"/>	Drawn on Bank <input type="text"/>	

M. Shetkar  
Prepared by

Approved by

Receiver's Signature





IDFC FIRST Bank -  
Fastag  
TG10T5808

₹2,028.60



### Bill Details



Customer Name

:

M shekar



### Payment Details



Bill Amount

₹2,000

Convenience fee(inclusive  
of GST)

+ ₹28.60

**Total Amount**

**₹2,028.60**

Transaction ID

NB26012220003583347171682

Bharat Connect Transaction ID

PP016022BB1XO1JL0075



Debited from

VVVVVVVVVVVVVVVV20



**DEBIT VOUCHER**


MH Svc

Voucher No. \_\_\_\_\_

A/c. \_\_\_\_\_ Date : 28/01/26

Paid to <u>Venkateshwara Filling Station (M. Shetkar)</u>				Rs.	Ps.	
towards <u>Ad blue oli purchase of (20Lts) can</u>				1550 -	00	
<u>for Fuzo vehicle purpose. Not T910T5808</u>				/		
<u>X</u>						
Rupees <u>One thousand Five hundred and fifty</u>						
<u>Pence only X</u>						
Paid by	<u>Cheque</u> Cash	Cheque No. <input type="text"/>	Dated <input type="text"/>	Drawn on Bank <input type="text"/>	1550 -	00

M. Shetkar  
Prepared by

 Approved by

Receiver's Signature



**CASH MEMO**

**Venkateshwara Filling Station**

Dealers : Bharat Petroleum Corpn. Ltd.

Sy. No.285/C, Kusaiguda, Kapra Mdl,  
Medchal Malkajgiri Dist. Ph : 6281701141

No.

45229

Date : 22/1/26

Sri

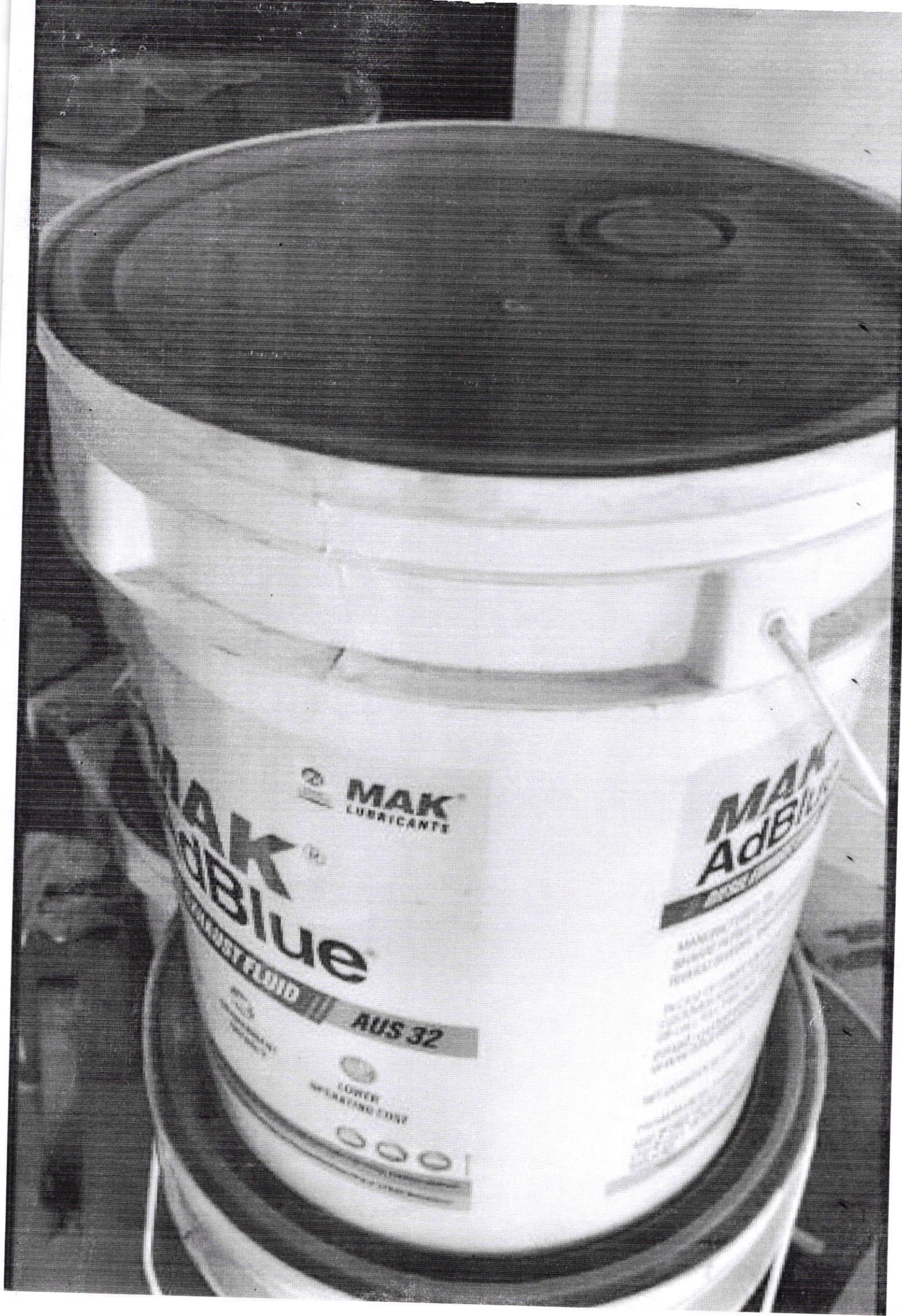
Veh.No

Qty.	Particulars	Rate	Amount	
			Rs.	Ps.
	Ad Blue oil		1550	-00
	Liters Petrol			
	Liters Diesel			
	Liters Oil			
	Thanks		1550	-00

Civil Suppliers No. 02/RR/2002  
GST IN : 36AAQFV0219C1ZB

7







DEBIT VOUCHER			
Company/Firm	MHTR		
Project	MHTR		
Voucher no.	-		
Account head			
Credit to	Venkateshwara filling station		
Towards/description of work	Add blue oil for Bus		
Location of work			
Period	From:	26/01/2026	To: 26/01/2026
Amount in Rs.	1550/-		
Amount in words			
Moe of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
PS			

Notes: 1. Print full sheet. 2. 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.

  
**APPROVED BY**  
**29 JAN 2026**  
 G. JAI KUMAR  
 AGM-HR & Admin



## CASH MEMO

## Venkateshwara Filling Station.

Dealers: Bharat Petroleum Corpn. Ltd.

Sy. No. 285/C, Kushaiguda, Kapra Mdl,  
Medchal Malkajgiri Dist. Ph : 6281701141

Date :

23/01/2026

Veh.No

TB10UD3044

No.

45298

Sri

Qty.

Particulars

Rate

Amount  
Rs. Ps.

Liters Petrol

Add Blue oil

Liters Diesel

20 Ltr

Liters Oil

Thanks

①

1550/-

1550/-

Civil Suppliers No. 02/RR/2002  
GST IN : 36AAQFV0219C1ZBVIVO Y2008  
Jan 23, 2026, 12:25

DEBIT VOUCHER			
Company/Firm	M H T R		
Project	M H T R		
Voucher no.	-		
Account head			
Credit to	Mohammad Aitto electrical works		
Towards/description of work	Repair work of lights to Bus 3044 charges.		
Location of work			
Period	From:	23/01/2026	To: 23/01/2026
Amount in Rs.	1160/-		
Amount in words			
Moe of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
AS			

Notes: 1. Print full sheet. 2. 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.







# MOHAMMAD AUTO ELECTRICAL WORKS

All Vehicles, Wiring Checkup, New Wiring, Alternators, Self Motors, Repairing  
SPECIALIST IN : IMPORTED & INDIAN ALTERNATORS  
E.C.M. REPAIRING AND SCANNING

Main Road, Turkapally (Mandal), Shamirpet (Dist) Medchal-500101

No.

M/s. TC 000 3044 Vehicle No 231126

Sl. No.	PARTICULARS			
(1)	Moh Fuse Box	Spl	380	380
(2)	Fuses	10	10	100
(3)	81 way			100
(4)	40 Ter			30
(5)	General wiring			500
	Chalkings			
	Fitting Chalk			1160

Note : Goods once sold will not be taken back.

*[Signature]*







