

Weekly - Petty cash /expense card statement.

Name	Sadhana B	Statement date	17-02-2026			
Prepared by	Sadhana B	Sign				
From period	01-12-2026	To period	31-01-2026			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MHTR	MHTR	Sri Ganga Water Plant			
2.			Towards Supplying Drinking water for Staff for month of DEC-25 & Jan -26	1,660/-		
3.	MHTR	MHTR	TGSPDCL			
4.			Towards Electricity Bill Payment for month of Jan-26	391/-		
5.	MHTR	MHTR	TGSPDCL			
6.			Towards Electricity Bill Payment for month of Jan-26	451/-		
7.						
8.						
9.				<b>Rs. 2,502/-</b>		
Amount to be credited by: <input type="checkbox"/> Transfer to Haapay card, <input type="checkbox"/> Transfer to expense card, <input type="checkbox"/> Cash reimbursement, <input type="checkbox"/> Transfer to personal a/c.						
Approved by:		<input checked="" type="checkbox"/> <b>APPROVED</b> Dr. Manager	Accountant	Accounts Manager	MD	
Sign:		17 FEB 2026 MAINISH PARIKH				
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 receipt 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	MODIHOUSING PVT LTD-MHTR		
Project	MHPL@Rampally		
Voucher no.			
Account head			
Paid to	Sri ganga water plant		
Towards/description of work	Supply of drinking water for staff & others for month of DEC -25 & Jan 26		
Location of work	MHTR@RAMPALLY STORES		
Period	From: 01-12-2025	To: 15-01-2026	
Amount in Rs.	Rs.1,660/-		
Amount in words:	One thousand Six hundred and Sixty Rupees Only .		
Mode of payment	Cheque/tri no.	Date	Bank
Cash			
Prepared by	Approved by	Receivers name	Receivers signature
Sadhana	MINISH PARIKH		

Notes: 1. Print full name of the person 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.



Cell: 3705290307  
010486389

# SRI GANGA WATER PLANT

H.No. 9-7-34, Rampally (V), Keesara (M), Medchal Dist.

To: M.H.T.R. Rampally store Date: . . . . .

Date of Delivery	No of Bottles			Received By
	Full Delivery	Empty Return	Balance of Party	
01/12/25	04	—	—	Sri
2/12/25	02	—	—	Sri
3/12/25	03	—	—	Sri
4/12/25	03	—	—	Sri
5/12/25	03	—	—	Sri
6/12/25	03	—	—	Sri
8/12/25	03	—	—	Sri
10/12/25	06	—	—	Sri
12/12/25	05	—	—	Sri
19/12/25	05	—	—	Sri
22/12/25	06	—	—	Sri
25/12/25	06	—	—	Sri
27/12/25	04	—	—	Sri
31/01/26	06	—	—	Sri
10/2/26	04	—	—	Sri

DEBIT VOUCHER			
Company/Firm	MODI HOUSING PVT LTD- MHTR		
Project	MHTR		
Voucher no.			
Account head			
Paid to	TGSPDCL		
Towards/description of work	Towards Electricity Bill of MHPL@Rampally Stores . USC NO 110065890		
Location of work	MHTR@ RAMPALLY STORES		
Period	From: 01-01-2026	To: 31-01-2026	
Amount in Rs.	Rs.451/-		
Amount in words	Four Hundred Fifty one Rupees Only .		
Mode of payment	Cheque/trf no.	Date	Bank
CHEQUE			
Prepared by	Approved by	Receivers name	Receivers signature
Sadhana	MINISH PARIKH MANAGER PRO		

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.

TELANGANA  
TGSPDCL  
LT-ELECTRICITY  
BILL-CUM NOTICE

Dt:01/02/2026 Time:12:19  
Bill No:0182  
ERO: KEESARA(313)  
Sec: KEESARA  
AREACODE: 16  
APP.VER: 02.17  
MacId:80042522018777

Consumer Details :

SC No.2016 02551  
USC No.110065890  
Name:G ANAND KUMAR  
Addr:SY NO:210

RAMPALLY  
RAMPALLY

Mobile No: 9618681999

Email ID:

SD AVAILABLE: 14594

Cat:2A NON-DOMESTIC/COMM

Contracted Load 10.00 KW

Meter No.7526423(IR)

MF: 1.00 Ph:3 LT

PF: 1.00

Date	Sts	KWH	KVAH
Prs 01/02/26	01	7619	8957
Prv 01/01/26	01	7609	8947
Billed Units:	10		Days: 31
Recorded MD			0.54

VOL\_R : 245.5 CUR\_R : 0.0  
VOL\_Y : 240.8 CUR\_Y : 0.0  
VOL\_B : 244.9 CUR\_B : 0.0

Energy Charges 100.00  
Fixed Charges 300.00  
Customer Charges 50.00  
Electricity Duty 0.60  
Interest on ED 0.00  
Surcharge 0.00  
ACD Surcharge 0.00  
FSA/FCA Charges 0.00  
Subsidy 0.00  
Adjustment 0.00  
Interest on CD 0.00  
Loss/Gain 0.40  
Bill Amount 451.00

Arrears  
Arrears as on 31-03-25 0.00  
Arrears after 01-04-25 0.00  
ACD Due 0.00  
Total Due 451.00

Malpractice and Theft Amount 0  
Due Date 15-02-2026  
Disc Date 01-05-2026  
Last Paid Dt 13/01/2026  
AE/ADE Mobile.8712471625  
AAD Mobile No.8712471635

Development Charges 0

24x7 HELPLINE: 1912

DEBIT VOUCHER			
Company/Firm	MODI HOUSING PVT LTD- MHTR		
Project	MHTR		
Voucher no.			
Account head			
Paid to	TGSPDCL		
Towards/description of work	Towards Electricity Bill of MHPL@Rampally Stores . USC NO 113663228.		
Location of work	MHTR@ RAMPALLY STORES		
Period	From: 01-01-2026	To: 31-01-2026	
Amount in Rs.	Rs.391/-		
Amount in words	Three Hundred ninety one Rupees Only .		
Mode of payment	Cheque/trf no.	Date	Bank
CHEQUE			
Prepared by	Approved by	Receivers name	Receivers signature
Sadhana	MINISH PARIKH MANAGER FRO		

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.

TELANGANA  
TGSPDCL  
LT-ELECTRICITY  
BILL-CUM NOTICE

Dt:06/02/2026 Time:10:16  
Bill No:1298  
ERO: KEESARA(313)  
Sec: KEESARA  
AREACODE: 201617  
APP.VER: 02.1B  
MacId:80042516000786

Consumer Details :  
SC No.2016 09009  
USC No.113663228  
Name:R ARCHANA  
Addr:SY NO 210PART  
RAMPALLY  
RAMPALLY  
Mobile No: 9001255639  
Email ID:  
SD AVAILABLE: 18696

Cat:2A NON-DOMESTIC/COMM  
Contracted Load 1.00 KW  
Meter No.07031132(IR)  
MF: 1.00 Ph:1  
PF: 1.00

	Date	Sts	Rdg(KWH)
Present	06/02/26	01	21477
Previous	08/01/26	01	21433
Units: 44			Days: 29
Recorded MD			0.04 KW

Energy Charges	308.00
Fixed Charges	30.00
Customer Charges	50.00
Electricity Duty	2.64
Interest on ED	0.00
Surcharge	0.00
ACD Surcharge	0.00
FSA/FCA Charges	0.00
Subsidy	0.00
Adjustment	0.00
Interest on CD	0.00
Loss/Gain	0.36
Bill Amount	391.00

Arrears  
Arrears as on 31-03-25 0.00  
Arrears after 01-04-25 0.00  
ACD Due 0.00  
Total Due 391.00

Malpractice and Theft Amount 0  
Due Date 20-02-2026  
Disc Date 06-03-2026  
Last Paid Dt 13/01/2026  
AE/ADE Mobile.8712471632  
AAD Mobile No.8712471635

Development Charges 0

24x7 HELPLINE: 1912