Weekly - Petty cash /expense card statement.

Name	K Suneel Kumar	Statement date	28-02-2020
Prepared by	K Suneel Kumar	Sign	
From period	22-02-2020	To period	28-02-2020

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	Summit Sales LLP	SSLLP	Printer repairing charges (CR)	1800	☐Y ☐N	☐Y ☐N
2.	Summit Sales LLP	Vista	Printer repairing charges (Vista)	1500	☐Y ☐N	☐Y ☐N
3.	Summit Sales LLP	SOV	Printer repairing charges (SOV)	1200	☐Y ☐N	☐Y ☐N
4.	Summit Sales LLP	MPPL	Internet charges	826	☐Y ☐N	☐Y ☐N
5.	Summit Sales LLP	SOVLLP	Internet Charges (MD)	4377	☐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			9703		

Amount to be credited by	☐ Transfer to Haapay card, ✓ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:			
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:				
Date:			28 FEB 2020	

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

INVOICE

Cell : 9 18413067

24 MANTRA TECHNOLOGIES

1-9-19/153, Opp. Kartik Apartments, Ramnagar,
HYDERABAD - 20.

No. 751

Name Summit Sales LLP

Date : 24/2/20

S.No.	DESCRIPTION	QTY.	RATE	TOTAL
1.	HP Printer Repairing Charges	1		1800-00
			TOTAL	1800-00

Goods once sold will not be taken back.

Sharath

For : 24 MANTRA TECHNOLOGIES

INVOICE Cell : 9618413067

24 MANTRA TECHNOLOGIES

 # 1-9-19/153, Opp. Kartik Apartments, Ramnagar,
HYDERABAD - 20.

No. 752 Date : 25/2/20

Name ~~Summit Bui~~ Summit Sales L.L.P

S.No.	DESCRIPTION	QTY.	RATE	TOTAL
1.	HP Printer Repairing Charges	1		1500-00
2.	Canon Printer Repairing Charges	1		1200-00
	SV		TOTAL	2700-00

Goods once sold will not be taken back.

Sharath

For : 24 MANTRA TECHNOLOGIES

airtel

Bill Payment Details 25-Feb-2020

Account ID
04066356207_ap

Date
25-Feb-2020

Transaction By
Debit Card

TRANSACTION REFERENCE
200225194974

AMOUNT PAID
Rs. 826

(i)

1. All payments made are subject to realization of the same.
2. Customer is liable to pay surcharge levied for delayed payment at such rates as specified by Airtel from time to time.
3. Customer is advised to make payment in full of the due amount along with delayed payment charges, if any
4. The payment made by the customer vide this receipt shall under no circumstances be deemed for full & final settlement.
5. All claims subject to exclusive jurisdiction of Delhi courts only.
6. This is a system generated document and does not require signature. Any unauthorized use, disclosure, dissemination, or copying of this document is strictly prohibited and may be unlawful.

2/27/2020 Payment Receipt

ATRIA CONVERGENCE TECHNOLOGIES LIMITED.

Print

8-2-618/1/2, Road No 11
Banjara Hills,
Hyderabad-500034
Tel:9121212121 and 7288999999
www.actcorp.in

ACT FIBERNET INCREDIBLY FAST

CIN : U72900KA2000PLC027290
GSTIN No : 36AACCA8907B1ZZ

PAYMENT RECEIPT

Received from	Suneel Kumar K
Account Number	101155072440
Payment Number	T1,d41df8,0
Date of Payment	25/02/2020
Transaction Reference number	CTX2002250657462941221
Amount	Rs.4377.6/-
Transaction details	OP

Note: No signature required as this document is generated electronically.

ACT
FIBERNET

Tax Invoice
(Original for the Receipient)

ATRIA CONVERGENCE TECHNOLOGIES LIMITED,
8-2-618/1/2, Road No 11,
Banjara Hills, Hyderabad, Telangana 500034.
Ph.No : 9121212121,7288999999
www.actcorp.in
E-mail : support@actcorp.in
GSTIN : 36AACCA8907B1ZZ

Name : Suneel Kumar K
Address : 5-4-187/3 and 4 MG Road Ranigunj Secunderabad
Hyderabad
Telangana
India
Zip Code: 500003
Home : 9502199355
Mobile :
GSTIN :

User Id : 101155072440
Account No : 101155072440
Invoice No. : TG-B1-21681671
Invoice Date : 01/02/2020
Invoice Period : Feb/2020
Due Date : 22/02/2020

Previous Due ₹	Payments Received ₹	Adjustments ₹	Invoice Amount ₹	Balance Amount ₹	Amount Payable ₹	Amount Payable ₹ ₹ paid after due date
-0.2	0	0	4,377.8	4,377.6	4,377.6	4,402.6

Invoice Charges

Account No: 101155072440 User Name:101155072440

TG-B1-21681671,S	01/02/2020	22/02/2020 - 21/08/2020	Internet telecommunications services	9984	A-Max 675 6M	3710	Per SemiAnnual	182 days	0	3,710	9	333.9	9	333.9	4,377.8
									Sub Total:	3,710		333.9		333.9	4,377.8
									Invoice Amount:	3,710		333.9		333.9	4,377.8

Registered office address: No. 1, 2nd and 3rd Floor, Indian Express Building, Queens Road, Bangalore - 560001.
CIN no: U72900KA2000PLC027290 Tel: 08042884288 Fax no: 080-42884200

Terms and Conditions

1. Cheques to be in favour of "M/s ATRIA CONVERGENCE TECHNOLOGIES LIMITED".
2. In case of cheque bounce, Rs.100/- penalty will be levied.
3. 18% interest will be levied on overdue payments.
4. Late Payment fee of Rs. 25/- shall be applicable if bill is paid post due date.
5. In case of overdue/ defaults, the right to deactivate your services, is reserved.
6. All disputes are subject to Telangana jurisdiction.
7. Unless otherwise stated,tax on this invoice is not payable under reverse charge.
8. This Invoice is system generated hence signature and stamp is not required.

SSLLP Common Expenses
5-4-187/3 & 4, M G Road
Ranigunj, Secunderabad
State Name : Telangana, Code : 36

Journal Voucher

No. : **JOU/10005** Dated : **1-May-2020**

Particulars		Debit	Credit
OIE-Repairs & Maintenance-Automobiles	*Dr*	**8,070.00**	
To ECARD-SSLLP COMEXP JAIKUMAR			**8,070.00**

On Account of :
Being amount credited to Jaikumar expenses card towards servicing of vehicle No: TS10UA 0143 dost vehicle

	₹ 8,070.00	**₹ 8,070.00**

Prepared by: rajkumar.n

Approved by

Request for payment

Division	Admin Division		
Pay to	Jaikumar Card		
Towards	Service of Dost vehicle - ~~GHT site~~		
Amount	8070/-	Payment / cheque date	
Payment from company	SSLLP logistics		
Project	GHT SSLLP		
Type of payment	☑ Advance ☐ Part Payment ☐ Balance Payment ☐ Full Payment ☐ PDC ☐ Transfer ☐ Other:		
Payment mode	☐ Cheque ☐ Payorder ☐ RTGS/NEFT ☐ Cash ☐ Online payment ☑ Payment by Happay card ☐ Transfer to Happay card ☐ Transfer to petro card ☐ Other:		
Payment to be divided (attach statement)		☐ Yes ☑ No	
PO/WO no.	—	Requisition no.	—
Remarks/ Desc.	Vehicle Repair/Service of Dost-Ashok Leyland 0143		

Requested by:	Approved by:	Sign	Date
Jaikumar			
[signature]			

Note: 1. Use this note for all requests for payment. 2. Do not use for weekly site payments. 3. Use for all transfers to Happay or petro card.

APPROVED BY
31 JAN 2020
G. JAI KUMAR
MANAGER-H.R. & ADMIN

APPROVED BY
01 FEB 2020
[illegible] MODI
MANAGING DIRECTOR

	SERVICE ESTIMATE		
	CUSTOMER NAME -SUNITH SALES LTD		
	CHASSIS NO - MB1AA22E2ERA72578		
	REG NO-TS10UA0143		
sl no	**part description**	**Quantity**	**Price**
1	WATER PUMP	1	1450
2	COOLANT	5	1270
3	WATER PUMP R/R	1	1350
4	COOLANT TANK RP		4000
		PARTS	8070
		TOTAL PARTS & LABOUR CHARGE	8070

APPROVED BY
31 JAN 2020
G. JAI KUMAR
MANAGER-H.R. & ADMIN

JOB CARD INVOICE

GSTIN No	36AAGCM9923M2ZT	**Invoice No**	INV1420190015542	**Date**	31.01.2020
Customer ID	4028767	**Job Card/Order No**	LJC14201920011229 / 4870370	**Job Card Date**	31.01.2020
Company SUMMIT SALES LLP 5-4-187/3&4 SOHAM MANSION 3RD FLOOR MG ROAD SECUNDERABAD MG Road 500003 HYDERABAD-HYDERABAD INDIA		**Regn No**	TS10UA0143	**KM/HR Reading**	118,100
		Chassis No	MB1AA22E2ERA72578	**Engine No**	AEH016381P
		Model	R0891300TLSFDIC	**Type Of Service**	LCV Paid Service
State	Telangana	**SA Name**	Sai Kumar Cheruku	**SA Mobile No**	8179951353
State code	36	**Customer PAN No**		**Place Of Supply**	36-Telangana
GSTIN Number	36ACQFS2044C1Z7				

Parts

S.NO	PART NO. & DESCRIPTION	HSN Code	QTY	UOM	Rate	Discount	Taxble Amount	CGST Amount	SGST Amount	Amount
1	214812VA0J SHROUD - NO LOSS TANK	87089100	1.000	EA	706.25	0.00	706.25	14.00% 98.88	14.00% 98.88	904.01
2	217112VA1A TANK COMPL-RAD RESVR WITH NO LOSS TANK	87089100	1.000	EA	578.91	0.00	578.91	14.00% 81.05	14.00% 81.05	741.01
3	217232VA2A FILLER NECK	87089100	1.000	EA	106.25	0.00	106.25	14.00% 14.88	14.00% 14.88	136.01
4	217232VA0J FILLER NECK MNTG BRKT	87089900	1.000	EA	111.72	0.00	111.72	14.00% 15.64	14.00% 15.64	143
5	217232VA1J RCB MNTG BRKT	87089100	1.000	EA	46.88	0.00	46.88	14.00% 6.56	14.00% 6.56	60
6	217412VA5B HOSE-RAD RESVR TANK	87089100	1.000	EA	57.03	0.00	57.03	14.00% 7.98	14.00% 7.98	72.99
7	217412VA1A HOSE-RAD RESVR TANK	40093100	1.000	EA	99.15	0.00	99.15	9.00% 8.92	9.00% 8.92	116.99
8	217412VA4B HOSE-RAD RESVR TANK	40093100	1.000	EA	133.05	0.00	133.05	9.00% 11.97	9.00% 11.97	156.99

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S.NO	PART NO. & DESCRIPTION	HSN Code	QTY	UOM	Rate	Discount	Taxble Amount	CGST Amount	SGST Amount	Amount
9	15-563201M CLAMP - HOSE	72081000	4.000	EA	27.12	0.00	108.48	9.00% 9.76	9.00% 9.76	128
10	83-63616-25 SCR-MACH HEX HD,PP W/SPW And PW,M6X1X16	87089000	10.000	EA	12.5	0.00	125.00	14.00% 17.50	14.00% 17.50	160
11	217232VA1A PRESSURE CAP BIG	87089100	1.000	EA	192.19	0.00	192.19	14.00% 26.91	14.00% 26.91	246.01
12	S214GOPREMXVA01 RADIATOR FLUID	38200000	5.000	L	203.39	0.00	1016.95	9.00% 91.53	9.00% 91.53	1200.01
13	B9708235 SUB ASSEMBLY SA OF WATER PUMP	84133030	1.000	EA	1029.69	0.00	1029.69	14.00% 144.16	14.00% 144.16	1318.01
14	215032VA0A HOSE-RAD,LWR	40093100	1.000	EA	355.93	0.00	355.93	9.00% 32.03	9.00% 32.03	419.99
15	15-565001M CLAMP-HOSE	72081000	2.000	EA	30.51	0.00	61.02	9.00% 5.49	9.00% 5.49	72
16	F8622150 HOSE OIL COOLER TO COOLANT I	40093100	1.000	EA	101.69	0.00	101.69	9.00% 9.15	9.00% 9.15	119.99
17	F8621550 HOSE COOLANT OUTLET BODY TO	40093100	1.000	EA	155.93	0.00	155.93	9.00% 14.03	9.00% 14.03	183.99

Parts Summary

CGST%	Total	SGST%	Total
14.00%	413.56	14.00%	413.56
9.00%	182.88	9.00%	182.88

Total Amount In(Figures):6179.00	**Total**	**0.00**	**4,986.12**	**596.44**	**596.44**	**6,179.00**

Total Invoice Value(In Words): SIX THOUSAND ONE HUNDRED SEVENTY NINE RUPEES ONLY

Customer Signature

For MALIK MOTORS PRIVATE LIMITED

Signature

6179
2336
8515

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TERMS AND CONDITIONS OF SALE

1. All Sales taxes, Local or central (wherever applicable) which may be levied or become leviable under any legislation now in force or enhanced here after shall be payable by the purchaser in addition to the price quoted/charged by us.
2. In addition handling charges of appropriate rates not included in the price quoted/charged will also be payable.
3. Our risk and responsibility ceases on delivery of the goods from our premises or to carriers. Customers are kindly requested to examine the goods before taking delivery.
4. The company is not liable for delays or non delivery due to contingencies arising from war, strikes, labour or political agitation, lock outs, fire, flood, drought, delays on rail or at sea, breakdown or other causes beyond the control of the sellers, whether in course of transit or delivery the sales is without responsibility on the part of the sellers for any arising therefrom.
5. Terms, Price, Discounts and special quotations are not subject to repetition.
6. These terms and conditions constitute the entire contract between the parties and override the earlier understanding if any.
7. For all purpose, sale proceeding are conclude at Dealer city. Any dispute, difference or claim between the parties shall be way of settled by the arbitration under Arbitration & Conciliation ACT, 1996 at Dealer city and only the courts in Dealer city will have the exclusive jurisdiction over the issues.

JOB CARD INVOICE

GSTIN No	36AAGCM9923M2ZT	**Invoice No**	INV1420190015543	**Date**	31.01.2020
Customer ID	4028767				
Company SUMMIT SALES LLP 5-4-187/3&4 SOHAM MANSION 3RD FLOOR MG ROAD SECUNDERABAD MG Road 500003 HYDERABAD-HYDERABAD INDIA		**Job Card/Order No**	LJC14201920011229 / 4870370	**Job Card Date**	31.01.2020
		Regn No	TS10UA0143	**KM/HR Reading**	118,100
		Chassis No	MB1AA22E2ERA72578	**Engine No**	AEH016381P
		Model	R0891300TLSFDIC	**Type Of Service**	LCV Paid Service
State	Telangana	**SA Name**	Sai Kumar Cheruku	**SA Mobile No**	8179951353
State code	36	**Customer PAN No**		**Place Of Supply**	36-Telangana
GSTIN Number	36ACQFS2044C1Z7				

Labour

S.NO	PART NO. & DESCRIPTION	SAC Code	QTY	UOM	Rate	Discount	Taxble Amount	CGST Amount	SGST Amount	Amount
1	CS000VA R&R RADIATOR	998729	105.000	MIN	6.666667	0.00	700.00	9.00% 63.00	9.00% 63.00	826
2	MC002VA SHROUD - NO LOSS TANK RR	998729	50.000	MIN	6.664	0.00	333.20	9.00% 29.99	9.00% 29.99	393.18
3	CS100VA R&R WATER PUMP	998729	142.000	MIN	6.667606	0.00	946.80	9.00% 85.21	9.00% 85.21	1117.22

Labour Summary

CGST%	Total	SGST%	Total
9.00	178.2	9.00	178.2

Total Amount In(Figures) 2336.40	**Total**	**0.00**	**1,980.00**	**178.20**	**178.20**	**2,336.40**
Total Invoice Value(In Words): TWO THOUSAND THREE HUNDRED THIRTY SIX RUPEES FORTY PAISE ONLY Customer Signature		For MALIK MOTORS PRIVATE LIMITED Signature				

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TERMS AND CONDITIONS OF SALE

1. All Sales taxes, Local or central (wherever applicable) which may be levied or become leviable under any legislation now in force or enhanced here after shall be payable by the purchaser in addition to the price quoted/charged by us.
2. In addition handling charges of appropriate rates not included in the price quoted/charged will also be payable.
3. Our risk and responsibility ceases on delivery of the goods from our premises or to carriers. Customers are kindly requested to examine the goods before taking delivery.
4. The company is not liable for delays or non delivery due to contingencies arising from war, strikes, labour or political agitation, lock outs, fire, flood, drought, delays on rail or at sea, breakdown or other causes beyond the control of the sellers, whether in course of transit or delivery the sales is without responsibility on the part of the sellers for any arising therefrom.
5. Terms, Price, Discounts and special quotations are not subject to repetition.
6. These terms and conditions constitute the entire contract between the parties and override the earlier understanding if any.
7. For all purpose, sale proceeding are conclude at Dealer city. Any dispute, difference or claim between the parties shall be way of settled by the arbitration under Arbitration & Conciliation ACT, 1996 at Dealer city and only the courts in Dealer city will have the exclusive jurisdiction over the issues.

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SSLLP Common Expenses
5-4-187/3 & 4, M G Road
Ranigunj, Secunderabad
State Name : Telangana, Code : 36

Journal Voucher

No. : **JOU/10004** Dated : **1-May-2020**

	Particulars		Debit	Credit
	OE-Misc. Expenses	*Dr*	**590.00**	
	Electrical-URD	*Dr*	**150.00**	
	OE-Misc. Expenses	*Dr*	**320.00**	
	PROMOUD-Print Media	*Dr*	**3,948.00**	
To	SSLLPCOMPEXP SHANKAR D			**5,008.00**
			₹ 5,008.00	**₹ 5,008.00**

On Account of :

Being amount credited to Shanker expenses card towards freshment allowances to Samanjeet singh for HO 2nd floor renovation works, Labour charges - SOVLLP; Paper Ads for Accountant - MPPL

Prepared by: rajkumar.n

Approved by

Weekly Petty cash /expense card statement

Name	D. Shiva Shankar	Statement date	29/02/2020
Prepared by	D. Shiva Shankar	Sign	[signature]
From period	25/02/2020	To period	28/02/2020

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	SOV LLP	SOV LLP	Local Purchase Insulation Tape	150	☐Y ☒N	☐Y ☒N
2.	SOV LLP	SOV LLP	Local Purchase GI Semi	220	☐Y ☒N	☐Y ☒N
3.	SOV LLP	SOV LLP	Labour charges Adde	100	☐Y ☒N	☐Y ☒N
4.	SOV LLP	SOV LLP	food Allowance AK Jone	250	☐Y ☒N	☐Y ☒N
5.	SOV LLP	SOV LLP	food Allowance Saman	90	☐Y ☒N	☐Y ☒N
6.	SOV LLP	SOV LLP	food Allowance Samarjit Singh	90	☐Y ☒N	☐Y ☒N
7.	SOV LLP	SOV LLP	food Allowance Samarjit Singh	70	☐Y ☒N	☐Y ☒N
8.	SOV LLP	SOV LLP	food Allowance Samarjit Singh	90	☐Y ☒N	☐Y ☒N
9.	MPPL	MPPL	DECCAN CHRONICLE HOLDINGS LTD	3948	☒Y ☐N	☒Y ☐N
10.	Total			5008/-		

Amount to be credited by: ☐ Transfer to Haapay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:

Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:	APPROVED BY G. JAI KUMAR MANAGER (REF & ADMIN)	[signature]	APPROVED BY A. SAMBA SIVA RAO SR. MANAGER-ACCOUNTS	
Date.	29 FEB 2020		[illegible] FEB 2020	

Note: 1. Scanned copy of this statement to be submitted before 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 [illegible]. Employee must maintain photocopy of all bills/vouchers for [illegible]. [illegible] accounts manager approval required for expenses of [illegible] 000/- a week. MD's approval is required for [illegible].

DEBIT VOUCHER

M/s. Silver Oak Villas LLP
5-4-187/3 & 4, II Floor, Soham Mansion,
M.G. Road, Secunderabad-03.
Site:Soham Mansion, IIIrd Floor, Renovation
M.G. Road, Secunderabad-03.

Voucher No. ________

A/c. Silver Oak villas llp Date : 28/02/2020

Paid to D shiva (Local purchase)	Rs.	Ps.
towards local purchase done for Insulation Tape	150.00	/ -
Rupees One hundred and fifty rupees only		
Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank	150.00	/ -

APPROVED BY
28 FEB 2020
G. JAI KUMAR
MANAGER - HR & ADMIN

Prepared by Approved by Receiver's Signature

OCTEN
QUALITY TOOLS

Estimate

Date 25/2/20

AN ISO 9001 : 2008 CERTIFIED CO.

M/s Silver oak villa LLP
2nd Floor Renovation

QNTY.	PARTICULARS	RATE	AMOUNT
10 nos	Insulation tape	15/-	150/-
			150
		TOTAL	

INWARD
Inward No: 936 Dt: 25/02/20
MRN No: Dt:
Received By: Samarjit Sign:
Medi Properties

Sov UP 2nd Plan remark 2/2/20

3x2 NO -2062

2x110/- 220/-

INWARD	
Inward No: 957	Dt: 28/02/20
MRN No:	Dt:
Received By: Samarpita	Sign:
Modi Properties	

220/-

DEL VOUCHER

M/s. Silver Oak Villas LLP
5-4-187/3 & 4, II Floor, Soham Mansion,
M.G. Road, Securderabad-03.
Site:Soham Mansion, IIIrd Floor, Renovation
M.G. Road, Secunderabad-03.

Voucher No. ____________

A/c. Silver Oak villas LLP Date : 28/02/2020

Paid to D Shiva (Local Purchase)	Rs.	Ps.
towards local purchase of Seive for dust seiving purpose for plastering	220.00	/ -
Rupees Two hundred and twenty rupees only.		
Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank	220.00	/ -

APPROVED BY
28 FEB 2020
G. JAI KUMAR
MANAGER H.R. & ADMIN

Prepared by Approved by Receiver's Signature

DEB VOUCHER

M/s. Silver Oak Villas LLP
5-4-187/3 & 4, II Floor, Soham Mansion,
M.G. Road, Secunderabad-03.
Site:Soham Mansion, IIIrd Floor, Renovation
M.G. Road, Secunderabad-03.

Voucher No. __________

A/c. Silver Oak villas LLP Date : 28/02/2020

	Rs.	Ps.
Paid to D shiva (Akshaya)		
towards For loading and unloading purpose at HO	100.00	
Rupees One hundred rupees only		
Paid by Cheque / Cash — Cheque No. ___ Dated ___ Drawn on Bank ___	100.00	

APPROVED BY
28 FEB 2020
...ALKUMAR
MANAGER-H.R. & ADMIN

Prepared by Approved by Receiver's Signature

DEB VOUCHER

M/s. Silver O... Villas LLP
5-4-187/3 & 4, II F... ...am Mansion,
M.G. Road, Sec... ...bad-03.
Site:Soham Mansion, II... Floor, Renovation
M.G. Road, Secunderabad-03.

Voucher No. ______________

A/c. Silver oak villas Date : 28/02/2020

Paid to D. Shiva (Arju Mason)	Rs.	Ps.
towards Mason did the work at HO late nights. Paid for lunch and Transportation charge.	250.00	/-
Rupees : Two hundreds and fifty rupees only		
Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank	250.00	/-

APPROVED BY
28 FEB 2020
G. JAI KUMAR
...R. & ADMI...

Prepared by Approved by Receiver's Signature

Done

DEBIT VOUCHER

SILVER OAK VILLAS LLP
5-4-187/3 & 4, 2nd Floor,
Soham Mansion, M.G. Road,
SECUNDERABAD-500 003.

Voucher No. ______________

A/c. ______________ Date : 28/02/20

	Rs.	Ps.
Paid to ~~[illegible]~~ Sainath		
towards Refresh for bricks and Store dust shifting as on 24/02/20 (Night 3.30)	90/-	
Rupees Ninety only		
Paid by Cheque / Cash — Cheque No. ____ Dated ____ Drawn on Bank ____	90/-	

28/02/20
Prepared by

APPROVED BY
28 FEB 2020
MANAGER-H.R. & ADMIN
Approved by

Receiver's Signature

Sorup

DEB VOUCHER

SILVER OAK VILLAS LLP
5-4-187/3 & 4, 2nd Floor,
Soham Mansion, M.G. Road,
SECUNDERABAD-500 003.

Voucher No. ____________

A/c. ____________ Date : 26/02/20

Paid to Samarjit Singh	Rs.	Ps.
towards Refreshment for Store dust and table shifting as on 24/02/20 night fall.	90/-	
Rupees Ninety Rs. only		
Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank	90/-	

APPROVED BY
26 FEB 2020
G. JAYKUMAR
MANAGER-H.R. & ADMIN

Prepared by 26/02/20

Approved by

Receiver's Signature

Sov LLP
DE T VOUCHER

SILVER OAK VILLAS LLP
5-4-187/3 & 4, 2nd Floor,
Soham Mansion, M.G. Road,
SECUNDERABAD-500 003.

Voucher No. ______

A/c. ______ Date : 26/02/20

	Rs.	Ps.
Paid to Samarjit Singh		
towards Refreshment for night civil work	70/-	
3rd floor as on 25/02/20. (night)		
Rupees Seventy Rs. only		
Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank	70/-	

APPROVED BY
26 FEB 2020
G. JAI KUMAR
MANAGER-H.R. & ADMIN

26/02/20
Prepared by

Approved by

Receiver's Signature

Sorted

DE T VOUCHER

SILVER OAK VILLAS LLP
5-4-187/3 & 4, 2nd Floor,
Soham Mansion, M.G. Road,
SECUNDERABAD-500 003.

Voucher No. ____________

A/c. ____________ Date : 28/02/20

Paid to Sarabjit Singh	Rs.	Ps.
towards Defreshment in Site as on 28/02/20	90/-	
Morning (6.25) and plumbing work.		
Rupees Ninety only		
Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank	90/-	

APPROVED BY
28 FEB 2020
G. SAI KUMAR
MANAGER-H.R. & ADMIN

Prepared by 28/02/20 Approved by Receiver's Signature 28/02/20

DEB.. VOUCHER

MODI PROPERTIES PVT. LTD.
5-4-187/3 & 4, IInd Floor,
M.G. Road, SECUNDERABAD-500 003.

Voucher No. ____________

A/c. ____________ Date : 25/02/2020

Paid to DECCAN CHRONICLE HOLDINGS LIMITED	Rs.	Ps.
towards Paper Ads for 88. Accountant	3948	00
CA no:- 8/1920/C06426		
Rupees Three Thousand Nine Hundered		
fourty Eight Rupees only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	3948	00

Prepared by

APPROVED BY
29 FEB 2020
Approved by
G. JAI KUMAR
MANAGER-H.R. & ADMIN

Receiver's Signature

DECCAN CHRONICLE HOLDINGS LIMITED
36, SAROJINI DEVI ROADSECUNDERABAD
HYDERABAD 500003
Phones 2780 3930 & 2780 3870
Fax 091-040-2780 3870

TAX INVOICE

GST NO: 36AABCD6737D1Z
SAC 998363

C.A. No	**S/1920/C06426**	Date	24/02/2020 15:53
Publication	DC	Ad Type	CLASSIFIED
Edition	HYDERABAD		

Name & Address — DC06148

MODI PRPORTIES PVT LTD

GST NO 36AABCM4761E1ZM

Client's Name MODI PRPORTIES PVT LTD

Caption

Heading **SITUATION VACANT**

Sub-Heading **ACCOUNTS & FINANCE**

Size/Words	0 / 18	
Bold	N	
Color	N	
Tick	N	
Letter	N	
Rate Extra Charges	0	
Other Charges	0	

Insertions

25-FEB-2020
26-FEB-2020
27-FEB-2020

Taxable Amount	3760
SGST (2.5 %)	94
CGST (2.5 %)	94
IGST (0 %)	0
UTGST (0 %)	0
Net Amount	**3948**

Received with thanks by cash

Three Thousand Nine Hundred Forty Eight Rupees Only

Conditions for booking

1. Every effort is made to publish the advt. on the date for which it is booked but no guarantee is given. Adevertisement not appearing on the scheduled date will be published immediately with out intimation
2. Any advertisement which does not appear in the special page or position booked for will be charged at ordinary rate and the extra charges revceived for special page or position will be refunded.
3. Box numbered letters will be issued on production of the CASH OR CARD MEMO Only
4. Contact 27803930 Ext 312 for complaint/Clarifications
5. 25% will be deducted against cancellation Prior to date of publication

for Deccan Chronicle Holdings Limited

Counter Clerk

SSLLP Common Expenses
5-4-187/3 & 4, M G Road
Ranigunj, Secunderabad
State Name : Telangana, Code : 36

Journal Voucher

No. : **JOU/10003** Dated : **1-May-2020**

Particulars		Debit	Credit
Paints-URD	*Dr*	**780.00**	
To SSLLPCOMPEXP SHANKAR D			**780.00**

On Account of :
Being amount credited to D Shiva shanker expenses card towards purchsae of cement Ho 2nd floor renovations works - SOVLLP

	Debit	Credit
	₹ 780.00	**₹ 780.00**

Prepared by: rajkumar.n

Approved by

Weekly - Petty cash /expense card statement

Name	D. Shiva Shankar	Statement date	29/02/2020
Prepared by	D. Shiva Shankar	Sign	
From period	28/02/2020	To period	28/2/2020

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	Sov LLP	Sov LLP	Color Purchase 2 boxes Cemmy	780	☐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			780/-	☐Y ☐N	☐Y ☐N

Amount to be credited by: ☐ Transfer to Haapay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:

Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:	APPROVED BY 29 FEB 2020 G. JAI KUMAR MANAGER - HR & ADMIN		APPROVED BY 29 FEB 2020 A. SAMRA SIVA RAO	
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

M/s. Silver Oak Villas LLP
5-4-187/3 & 4, II Floor, Soham Mansion,
M.G. Road, Secunderabad-03.
Site:Soham Mansion, IIIrd Floor, Renovation
M.G. Road, Secunderabad-03.

Voucher No. ____________

A/c. Silver oak villas LLP Date : 28/2/2020

Paid to D shiva (Local Purchase)	Rs.	Ps.
towards local purchase of cement bags (02 nos) including auto charges	780.00	/-
Rupees Seventy hundreds and eighty rupees only		
Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank	780.00	

APPROVED BY
28 FEB 2020
G. JAI KUMAR
MANAGER ADMIN

Prepared by Approved by Receiver's Signature

JINDAL®
Committed to Serve Quality

Sovlet
2nd floor
Ferrand 27/02/2020

2 Bg UTCee 680
@ 340

INWARD	
Inward No: 951	Dt: 27/02/2020
MRN No:	Dt:
Received By: Laxman Singh	Sign:
Modi Properties	

Auto Charges - 680
100

780/-

SSLLP Common Expenses
5-4-187/3 & 4, M G Road
Ranigunj, Secunderabad
State Name : Telangana, Code : 36

Journal Voucher

No. : **JOU/10002**

Dated : **1-May-2020**

Particulars		Debit	Credit
OIE-Repairs & Maintenance-Automobiles	*Dr*	**7,115.00**	
To ECARD-SSLLP COMEXP JAIKUMAR			**7,115.00**
On Account of : Being amount credited to Jaikumar towards Wagon R Car vehicel No:- TS10EB 4520 dt:- 28.02.20 against Bill No:- 19026601 dt:- 25.02.2020.		**₹ 7,115.00**	**₹ 7,115.00**

Prepared by: raikumar.n

Approved by

DEBIT VOUCHER

SUMMIT SALES LLP COMMON EXPENSES
Soham Mansion, 5-4-187/3, And 4,
3rd Floor, M.G. Road,
SECUNDERABAD-500 003.

Voucher No. ______________

A/c. ______________ Date : 29/02/20

SSLLP Logistics

Paid to Varun Motor Pvt. Ltd	Rs.	Ps.
towards Vehicle Maintainance & Servicing Vehicle	7115/-	
No. TS10EB4520 as on 28/02/20 Nagaraj		
Rupees Seven thousand one hundred and fifteen		
only		
Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank	7115/-	

APPROVED BY
29 FEB 2020
KUMAR
MANAGER-H.R. & ADMIN

29/02/2

Prepared by

Approved by

Receiver's Signature

GST No. 36AABCV2471Q1ZT **VARUN MOTORS PVT. LTD.**

MARUTI AUTHORISED DEALERS

VARUN — Caring for Customers

BALANAGAR : 040-4477 7979 | BEGUMPET: 040-4475 7979 | MALAKPET : 2454 7676, ... | TOLICHOWKI : | VANASTHALIPURAM: | GACHIBOWLI : | ECIL : | JUBILEE HILLS: ...607071 / 72 | BHEL : 040-4800 4900 | BEGUMPET MQSW: 040-44608309 / 10 | MOTINAGAR: 88861 10917

ORIGINAL FOR RECIPIENT / DUPLICATE FOR TRANSPORTER / TRIPLICATE FOR SUPPLIER

Job Card Retail Tax Invoice

Customer Name & Address : ID : 1933881328
SUMMIT SALES LLP
5-4-187/3 &4, 2ND FLOOR, SOHAM MANSION, MG ROAD, SEC-BAD
HYDERABAD
Pin:500047
State & Code : 36-TELANGANA
Mobile : 8885583001
Loyalty Card : NA
Fuel Trim :
Cust GSTIN/UIN : 36ACQFS2044C1Z7

Invoice No. : 010/BR/19026601
Date : 25/02/2020 19:25:34
Job Card No. : JC19026712
Job Card Date: 25/02/2020
Reg.No. : TS10EB4520
Mileage : 106387
SA Name : KANAKA RATHNAM A
SA(M) : 9502809053
Model : MARUTI WAGON R VXI BS
EW Type : NA
Chassis No. : 770693
Last Service : 97221 (10-08-19)
Service type: Periodic Maintenance Service
Next Service Due : PMS120
Place of Supply: TELANGANA

Srl.	Part Number	Description	Batch	HSN/SAC	Tax	Qty.	Rate	Taxable Amount	Tax Paid Amount	Labour Charges
Labour										
Demanded Repairs-Others/Suggested Jobs										
3	ZA11L0	WHEEL ALIGNMENT		998729						450.00
4	ZA10L1	NITROGEN GAS FILLING		998729						125.00
5	ZA64L0	OUT SIDE LABOUR		998729						200.00
6	ZA04L0	WHEEL BALANCING - 4 WHEEL		998729						380.00

RECEIVED CASH / CHEQUE ...

VARUN ... PVT ... WORK SHOP

Recommendations :
REAR INJECTOR WEEK,STUDS NEED TO BE REPLACE REAR SHOCKS OIL LEAKAE,LOWER ARMS NOISE, WIPER BLADE NOISE, ALL MOUNTING NEED TOBE R

For VARUN MOTORS PVT LTD

Authorised Signatory

Dealer GSTIN : 36AABCV2471Q1ZT

		Taxable Amount	Tax Paid Amount	Labour Charges
Sub Total Amount	:	2,847.93	0.00	3,149.00
CGST @ 14%	:	69.02		
SGST @ 14%	:	69.02		
CGST @ 9%	:	204.65		283.41
SGST @ 9%	:	204.65		283.41
CGST @ 2.5%	:	2.02		
SGST @ 2.5%	:	2.02		
Sub Total Amount	:	3,399.31	0.00	3,715.82
Net Bill Amount (Rounded)	:			7,115.00

Rupees Seven Thousand One Hundred And Fifteen Only

* Unapproved fitments may affect your and vehicle safety. Kindly do not fit any unapproved fitments in your vehicle.

I acknowledge that the jobs/repairs/service carried out in my vehicle and the respective cost estimates were explained to me. I have received my vehicle after completion of all repairs being carried out to my satisfaction and I confirm that my vehicle is in good condition. I further authorize this workshop to contact me by call or sms to inform me with any other information in relation to my vehicle.

Customer Signature

Mobile No.:

VARUN

GST No. 36AABCV2471Q1ZT

VARUN MOTORS PVT. LTD.

MARUTI AUTHORISED DEALERS

Caring for Customers

BALANAGAR : ☎: 040- 4477 7979 | BEGUMPET: ☎: 040-4475 7979 | MALAKPET : ☎ 2454 7676, 2455 [illegible] | TOLICHOWKI : ☎: 040-[illegible] | VANASTHALIPURAM: ☎: 040-[illegible] | GACHIBOWLI : ☎: [illegible] | ECIL : ☎: [illegible] | JUBILEE HILLS: ☎: 23607071 / 72 | BHEL : ☎: 040-4800 4900 | BEGUMPET MQSW: ☎: 040-44608309 / 10 | MOTINAGAR: ☎: 88861 10917

ORIGINAL FOR RECIPIENT/DUPLICATE FOR TRANSPORTER/TRIPLICATE FOR SUPPLIER

Job Card Retail Tax Invoice

Customer Name & Address : ID : 1933881328
SUMMIT SALES LLP
5-4-187/3 &4, 2ND FLOOR, SOHAM MANSION, MG ROAD, SEC-BAD
HYDERABAD
Pin:500047
State & Code : 36-TELANGANA
Mobile : 8885583001
Loyalty Card : NA
Cust GSTIN/UIN : 36ACQFS2044C1Z7
Fuel Trim :

Invoice No. : 010/BR/19026601
Date : 25/02/2020 19:25:34
Job Card No. : JC19026712
Job Card Date: 25/02/2020
Reg.No : TS10EB4520
Mileage : 106387
SA Name : KANAKA RATHNAM A
SA(M) : 9502809053
Model : MARUTI WAGON R VXI BS
EW Type : NA
Chassis No. : 770693
Last Service : 97221 (10-08-19)
Service type: Peroidic Maintenance Service
Next Service Due : PMS120
Place of Supply: TELANGANA

Srl.	Part Number	Description	Batch	HSN/SAC	Tax	Qty.	Rate	Taxable Amount	Tax Paid Amount	Labour Charges
Parts										
Schedule Service										
1	16510M68K00	FILTER ASSY,OIL	AA	8421	18%	1.000	69.49	69.49	0.00	
Demanded Repairs-Others/Suggested Jobs										
1	09409M07L01	CLIP	AA	3926	28%	10.000	2.34	23.40	0.00	
2	15910M67L00	CABLE ASSY,ACCEL	AB	8708	28%	1.000	179.68	179.68	0.00	
3	28313M86J00	BUSH, SELECT CABLE	AB	8708	28%	1.000	16.40	16.40	0.00	
4	99000M24120-978	MGP RUST SMASH	AA	2710	18%	1.000	73.72	73.72	0.00	
5	99000M24121-053	PREMIUM FOAM WASH-FIBER CLOTH	AA	6307	5%	1.000	80.95	80.95	0.00	
6	99000M24121-110	INTERIOR PROTECTION COVERS - ARENA	AA	3920	18%	1.000	16.10	16.10	0.00	
7	99000M24121-136	PAPER FLOOR MAT (20X15)	AA	4820	18%	4.000	0.84	3.36	0.00	
8	990J0M67LS0-010	CABIN AIR FILTER, WAGON R	AA	8415	28%	1.000	273.43	273.43	0.00	
9	990J0M999H2-260	SCREEN WASH 50	AB	3402	18%	3.000	14.40	43.20	0.00	
10	990J0M999H2-640	AC DISINFECTANT	AB	3307	18%	1.000	605.93	605.93	0.00	
11	99999MS5W30-CAS	SYNTHETIC OIL(5W30)-CASTROL	AB	2710	18%	2.900	504.23	1462.27	0.00	
Labour										
Schedule Service										
1	ZE21L0P	PMS - 1P 30K/50K/70K/90K/100K/110K		998729						1,760.00
Demanded Repairs-Others/Suggested Jobs										
1	QC02R0	ACCELERATOR CABLE ASSY		998729						234.00
2	ZE35L0	VALENTINE SPECIAL SERVICE CAMP		998729						0.00

Note : Goods once sold will not be taken back.

GST No. 36AABCV2471Q1ZT

VARUN MOTORS PVT. LTD.

MARUTI AUTHORISED DEALERS

Caring for Customers

BALANAGAR : 040-4477 7979 | BEGUMPET: 040-475 7979 | MALAKPET : 2454 7676, 2455 5555 | TOLICHOWKI : 040-6688 7676 | VANASTHALIPURAM: 040-2402 7676 | GACHIBOWLI : 040-2300 7876 | ECIL : | JUBILEE HILLS: 23607071 / 72 | BHEL : 040-4800 4900 | BEGUMPET MQSW: 040-44608309 / 10 | MOTINAGAR: 88861 10917

ORIGINAL FOR RECIPIENT/DUPLICATE FOR TRANSPORTER/TRIPLICATE FOR SUPPLIER

Job Card Retail Tax Invoice

Customer Name & Address ID : 1933881328
SUMMIT SALES LLP
5-4-187/3 &4, 2ND FLOOR, SOHAM MANSION, MG ROAD, SEC-BAD
HYDERABAD
Pin:500047
State & Code : 36-TELANGANA
Mobile : 8885583001
Loyalty Card : NA
Cust GSTIN/UIN : 36ACOFS2044C1Z7
Fuel Trim :

Invoice No : 010/BR/19026621
Date : 26/02/2020 12:58:16
Job Card No. : JC19026797
Job Card Date : 26/02/2020
Reg.No. : TS10EB4520
Mileage : 106389
SA Name : KANAKA RATHNAM A
SA(M) : 9502809053
Model : MARUTI WAGON R VXI BS
EW Type : NA
Chassis No. : 770693
Last Service : 106387 (25-02-20)
Service type : RUNNING REPAIR
Next Service Due : PMS110
Place of Supply : TELANGANA

Srl.	Part Number	Description	Batch	HSN/SAC	Tax	Qty.	Rate	Taxable Amount	Tax Paid Amount	Labour Charges
Parts										
Demanded Repairs-Others/Suggested Jobs										
1	990J0M99921-010	BATTERY CR 1620 - OE REMOTE	AB	8506	18%	1.000	79.66	79.66	0.00	
Labour										
Demanded Repairs-Others/Suggested Jobs										
1	ZE35L0	VALENTINE SPECIAL SERVICE CAMP		998729						0.00
2	ZA64L0	OUT SIDE LABOUR		998729						0.00

RECEIVED CASH / CHEQUE / CARD

Recommendations :

	Taxable Amount	Tax Paid Amount	Labour Charges
Sub Total Amount :	79.66	0.00	0.00
CGST @ 9% :	7.17		
SGST @ 9% :	7.17		
Sub Total Amount :	94.00	0.00	0.00
Net Bill Amount (Rounded) :			94.00

Rupees Ninety Four Only

For VARUN MOTORS PVT LTD

Authorised Signatory

Dealer GSTIN : 36AABCV2471Q1ZT

* Unapproved fitments may affect your and vehicle safety. Kindly do not fit any unapproved fitments in your vehicle

I acknowledge that the jobs/repairs/service carried out in my vehicle and the respective cost estimates were explained to me. I have received my vehicle after completion of all repairs being carried out to my satisfaction and I confirm that my vehicle is in good condition. I further authorize this workshop to contact me by call or sms to inform me with any other information in relation to my vehicle.

Customer Signature Mobile No.

SSLLP Common Expenses
5-4-187/3 & 4, M G Road
Ranigunj, Secunderabad
State Name : Telangana, Code : 36

Journal Voucher

No. : **JOU/10001**

Dated : **1-May-2020**

Particulars		Debit	Credit
OE-Misc. Expenses	*Dr*	**180.00**	
To ECARD-SSLLP COMEXP JAIKUMAR			**180.00**
On Account of : Being purchase of Gova ropes and sponges for 2nd floor renovation works - SOVLLP		**₹ 180.00**	**₹ 180.00**

Prepared by: rajkumar.n

Approved by

DEBIT VOUCHER

SILVER OAK VILLAS LLP
5-4-187/3 & 4, 2nd Floor,
Soham Mansion, M.G. Road,
SECUNDERABAD-500 003.

Voucher No. ____________

A/c. SOV LLP IInd Floor, Renovation Date : 20-2-2020.

Paid to Hardware General	Rs.	Ps.
towards Gova Rope and sponge (1dozen) Local Purchase	180	00
Rupees One hundred and Eighty only/-		
Paid by Cheque / Cash — Cheque No. ____ Dated ____ Drawn on Bank ____	180	00

APPROVED BY
29 FEB 2020
G. JAI KUMAR
MANAGER - ADMIN

Prepared by — Approved by — Receiver's Signature

ORDER & ESTIMATE FORM

DATE : ....

Name : Local Purchase

Address : Sox up 2nd floor Renovat

100 - Nos / G. Rassi

80 = Nos / Spange

180 -

INWARD

Inward No: 908	Dt: 20/02/20
MRN No:	Dt:
Received By: Jamnz Dit	Sign:
Modi Pro...	

KEDIA POLYMERS
Hyderabad - 500 055.
e-mail : kediapolymers@gmail.com

Weekly - Petty cash /expense card statement.

Name	G. Jai Kumar	Statement date	29/02/2020
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.	SOVLLP	SOVLLP				
2.	SSLLP Logistics	SSLLP Logistics	Hardware General Local Purchase	180	☐Y ☐N	☐Y ☐N
3.			Vaxon motor PVT Ltd	7115	☐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				☐Y ☐N	☐Y ☐N
				7295/-		

Amount to be credited by: ☐ Transfer to Haapay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:

Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:	APPROVED BY		APPROVED BY	
Date:	29 FEB 2020 G. JAI KUMAR		29 FEB 2020	

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 6 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