

Nilgiri Estates
M G Road, Ranigunj
Secunderabad
State Name : Telangana, Code : 36

Journal Voucher

No. : JOU/10007/20/21

Dated : 6-Nov-2020

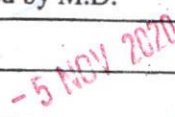
Particulars	Debit	Credit
LSUD-Labour Charges <i>Dr</i>	21,588.00	
LSUD-Allowance for Equipment <i>Dr</i>	21,588.00	
LSUD-Allowance for Consumables <i>Dr</i>	10,794.00	
To TDS-.75% Contract		405.00
To CONT-Yageti Eswar Rao		53,565.00
 On Account of : Being amount credited to CONT-Yageti Eswar Rao towards scaffolding work done for villa no:-125,179,20,132,89D from dt:-11.09.2020 to dt:-30.10.2020		
	₹ 53,970.00	₹ 53,970.00

Prepared by: bhavani

Approved by

TP: 10197 to 10201

Construction division.
Advice for giving credit to contractors/suppliers.

Sl. No. - site bills register		1172		Date - site bills Register		03-11-20	
Company Name:		NE		Site:		NE	
Name of Contractor		Eshwar Rao					
Nature of work		Scaffolding					
Work done		From Date		11-09-20		To Date 30-10-20	
Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no	
1.	Nond 125	1500	07/-	sqft	10500/-		
2.	129, 20, 132						
3.							
4.	Nond, 125, 129	6210	07/-	sqft	43470/-		
5.	20, 132, 89						
6.							
7.							
8.							
9.							
10.							
11.	Total:				53970/-		
Bill required		☒ YES ☐ NO.		GST bill required		☐ YES ☒ NO.	
Measurement & estimate sheet:		☒ Required ☐ Not required		Measurement & estimate sheet:		☒ Enclosed ☐ Not enclosed	
PO/WO no.		—		PO/WO date:		—	
Remarks : work completed							
Approved by Project Manager		Approved by Design Team		Approved by M.D.			
Date: 03-11-20		Date: 04/11/2020		Date:			
Sign: 		Sign: 		Sign: 			

Notes: 1. This advice must be sent within 7 days of completing work. 2. This form can be used for certifying labour bills, bills for hire charges, earth work, turnkey civil contractors. 3. Wherever not applicable - fill NA. 4. Estimate and measurement sheets are not required for turnkey jobs where guideline rates are clearly given.

Bill for Labour Charges

Yageti Eshwar Rao
Machabollarum, Erukalabasti,
Rangareddy.

Date: 03.11.20

In favor of: Nilgiri Estates
Project / Site: Nilgiri Estate I
Location: Rampally

Type of Work: Scaffolding
Towards: Allowance for Labour Charges

S No.	Description	Amount
1.	Brief description of work done: Towards Completion of Scaffolding Total amount = 53970/- Work done from date :11.09.20 to date: 30.10.20	Rs.21588/-

Amount in words: Twenty one thousand five hundred eighty eight rupees only.

Sign: _____

Bill for Equipment Charges

Yugeti Eshwar Rao
Muchabollarum, Erukulabasti,
Rangareddy.

Date: 03.11.2020

In favor of: Nilgiri Estates
Project / Site: Nilgiri Estate I
Location: Rampally

Type of Work: Scaffolding
Towards: Allowance for Equipment Charges

S No.	Description	Amount
1.	Brief description of work done: Towards Completion of Scaffolding Total amount = 53970/- Work done from date :11.09.20 to date: 30.10.20	Rs.21588/-

Amount in words: Twenty one thousand five hundred eighty eight rupees only.

Sign: _____

Bill for Consumable Charges

Yageti Eshwar Rao
Machabollarum, Erukalabasti,
Rangareddy.

Date.03.11.2020

In favor of: Nilgiri Estates
Project / Site: Nilgiri Estate I
Location: Rampally

Type of Work: Scaffolding
Towards: Allowance for Consumable Charges

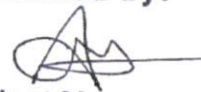
S No.	Description	Amount
1.	Brief description of work done: Towards Completion of Scaffolding Total amount = 53970/- Work done from date :11.09.20 to date: 30.10.20	Rs.10794/-

Amount in words: Ten thousand seven hundred and ninty four rupees only.

Sign: _____

MEASUREMENT SHEET									
Company Name:		Nilgiri Estates			Approved by:		Vijay raj		
Project:		Nilgiri Estate							
Work Description:		Scaffolding							
Contractor:		Eshwar rao							
Prepared By:		Anil.M							
Date:		03/11/2020							
S No.	Item Head	Item Description	Length	Width	Height	No's	Quantity	Units	Item Head Total
1	V.no: 125, 179, 20, 132 South side and Staircase wall	South side wall and headroom fixing	25.00	1.00	15.00	4.00	1500.00	Sft	1,500.00
2	V.no 89(D)	For applying putty on external walls of the villa	135.00	2.00	23.00	1.00	6210.00	Sft	6210.0
								Total:-	7710

ESTIMATE SHEET							
Company Name:		Nilgiri Estates		Approved by:		Vijay raj	
Project:		Nilgiri Estate					
Work Description:		Scaffolding					
Contractor:		Eshwar rao					
Prepared By:		Anil M					
Date:		03/11/2020					
S No.	Item Head	Item Description	Quantity	Units	Rate	Amount	Item Head Total
1	V.no: 125, 179, 20, 132 South side and Staircase wall	On Stair Case	1500.00	Sft	7.00	10500.0	
2	V.no 89(D)	For applying putty on external walls of the	6210.0	Sft	7.0	43470.0	
						Total Amount:	53970.0

Certified by:

Project Manager
Nilgiri Estates

Nilgiri Estates
M G Road, Ranigunj
Secunderabad
State Name : Telangana, Code : 36

Journal Voucher

No. : JOURNAL ¹⁰⁰¹²10008/20/21

Dated : 6-Nov-2020

Particulars		Debit	Credit
LSUD-Labour Charges	Dr	10,800.00	
LSUD-Allowance for Equipment	Dr	10,800.00	
LSUD-Allowance for Consumables	Dr	5,400.00	
To TDS-.75% Contract			203.00
To CONT-T.Kurmannna			26,797.00
On Account of :			
Being amount credited to CONT-Yageti Eswar Rao towards drinking water supply work from dt:-30.08.2020 to dt:-29.09.2020			
		₹ 27,000.00	₹ 27,000.00

Prepared by: bhavani

Approved by 

TP: 10/196

Construction division.
Advice for giving credit to contractors/suppliers.

Sl. No. - site bills register		1174		Date - site bills Register		03-11-20	
Company Name:		NE		Site:		NE	
Name of Contractor		T. Kuxmann					
Nature of work		Earth work					
Work done		From Date		30-08-20		To Date	
						29-09-20	
Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no	
1.	water supply	60	450	No's	27,000/-		
2.	Purpise.						
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.	Total:				27,000/-		
Bill required		☒ YES ☐ NO.		GST bill required		☐ YES ☒ NO.	
Measurement & estimate sheet:		☒ Required ☐ Not required		Measurement & estimate sheet:		☒ Enclosed ☐ Not enclosed	
PO/WO no.		—		PO/WO date:		—	
Remarks : work completed.							
Approved by Project Manager		Approved by Design Team		Approved by M.D.			
Date: 03-11-20		Date: 04/11/2020		Date: 05 NOV 2020			
Sign:		Sign:		Sign:			

Notes: 1. This advice must be sent within 7 days of completing work. 2. This form can be used for certifying labour bills, bills for hire charges, earth work, turnkey civil contractors. 3. Wherever not applicable - fill NA. 4. Estimate and measurement sheets are not required for turnkey jobs where guideline rates are clearly given.

Bill for Labour Charges

T. Kurmanna,
H.no:45,bank colony,Mallapur,
Hyderabad.

Date:03.11.2020

In favor of: Nilgiri Estates
Project / Site: Nilgiri Estate II
Location: Rampally
Type of Work: Earth work
Towards: Allowance for Labour Charges

S No.	Description	Amount
1.	Brief description of work done:Towards completion of Drinking water supply work..	Rs.10800/-
	Total Amount =27000/-	
	Work done from date 30.08.2020 to date: 29.09.2020	

Amount in words:Ten thousand eight hundred rupees only.

Sign: _____

Bill for Equipment Charges

T. Kurmanna,
H.no:45,bank colony,Mallapur,
Hyderabad.

Date 0.11.2020

In favor of: Nilgiri Estates
Project / Site: Nilgiri Estate II
Location: Rampally

Type of Work: Earth work
Towards: Allowance for Equipment Charges

S No.	Description	Amount
1.	Brief description of work done:Towards completion of Drinking water supply work.. Total Amount =27000/- Work done from date 30.08.2020 to date: 29.09.2020	Rs.10800/-

Amount in words:Ten thousand eight hundred rupees only.

Sign: _____

Bill for consumable Charges

T. Kurmanna,
H.no:45,bank colony,Mallapur,
Hyderabad.

Date:03.11.2020

In favor of: Nilgiri Estates
Project / Site: Nilgiri Estate II
Location: Rampally

Type of Work: Earth work
Towards: Allowance for Consumable Charges

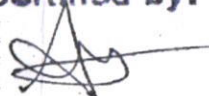
S No.	Description	Amount
1.	Brief description of work done:Towards completion of Drinking water supply work..	Rs.5400/-
	Total Amount =27000/-	
	Work done from date 30.08.2020 to date: 29.09.2020	

Amount in words:Five thousand Four hundred rupees only.

Sign: _____

MEASUREMENT SHEET									
Company Name:		Niligiri Estates			Approved by:		Vijay Raj		
Project:		Niligiri Estates			Sign:				
Work Description:		NE Phase I & II Water Supply Work							
Contractor Name:		Kumanna							
Prepared By		Rahul.T							
Date:		19/10/2020							
S No.	Item Head	Item Description	A Length	B Width	C Height	D Nos	E= AxBxCxD Quantity	F Units	G=Sum of E Item Head Total
A	NE Phase I & II Water Supply Work								
	Water Supply	Drinking Water	1.00	1.00	1.00	60.00	60.00	Nos	

ESTIMATE SHEET							
Company Name:		Nilgiri Estates			Approved by:		Vijay Raj
Project:		Nilgiri Estates			Sign:		
Work Description:		NE Phase I & II Water Supply Work					
Contractor Name:		Kumanna					
Prepared By		Rahul.T					
Date:		19/10/2020					
S No.	Item Head	Item Description	Quantity	Units	Rate	Amount	Item Head Total
A	NE Phase I & II Water Supply Work						
	Water Supply	Drinking Water	60.00	Nos	450.00	27000.00	
						Total	27000.00
Total Inwords: Twenty Seven Thousand Only.							

Certified by:

Project Manager
Nilgiri Estates

Nilgiri Estates
M G Road, Ranigunj
Secunderabad
State Name : Telangana, Code : 36

Journal Voucher

No. : ¹⁰⁰¹³ JOURNAL/10009/20/21

Dated : 7-Nov-2020

Particulars	Debit	Credit
OE-Misc. Expenses-Site <i>Dr</i>	1,200.00	
<i>To</i> ECARD-Udavath Hemalatha		1,200.00
 On Account of : Being amount credited to Hemalatha towards hamali charges payment made through expenses card		
	₹ 1,200.00	₹ 1,200.00

Prepared by: bhavani

Approved by

Nilgiri Estates
M G Road, Ranigunj
Secunderabad
State Name : Telangana, Code : 36

Journal Voucher

No. : JOU/10014/20/21

Dated : 7-Nov-2020

Particulars		Debit	Credit
SUP-Rama Electrical & Hardware	Dr	1,522.00	
SUP-Rama Electrical & Hardware	Dr	2,820.00	
To ECARD-Udavath Hemalatha			4,342.00
On Account of :			
Being amount credited to Hemalatha towards purchase of material against invoice no:-4630,4631 dt:-29.10.2020			
		₹ 4,342.00	₹ 4,342.00

Prepared by: bhavani

Approved by

DEBIT VOUCHER

Voucher No. _____

A/c: Nilgiri Estates

Date: 17/09/2020

Paid to				Rs.	Ps.
Hamali Worker's				1200/-	/
towards Hamali charges for unloading					
the bag's (200)					
200 bag's x 6 = 1200/-					
Rupees					
Paid by	Cheque	Cheque No.	Dated	Drawn on Bank	
	Cash				
				1200/-	

Diagani
Prepared by

Certified by:

[Signature]
Project Manager
Nilgiri Estates

Approved by

Receiver's Signature

Purchase Order

Page(s) 1 Of 1

30-10-2020 11:36:17

Original / Office Copy / Purchase Div.Copy

From Company : **Nilgiri Estates**
5-4-187/3 & 4, IIInd Floor, M.G.Road, Secunderabad - 500003.
G S T No. : 36AAHFN0766F1ZA

Supplier Details

Summit Sales LLP
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

Doc No	70348	72953
Doc Date	11-09-2020	
Quote No	NIL	
Quote Date	11-09-2020	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3002 - Cement - PPC - 50kgs - bags	200.00	266.60	0.00	28.00	68,249.60
Total Order Value . . .					68,249.60

Rupees : Sixty Eight Thousand Two Hundred Fourty Nine and Paise Sixty Only.

Terms and Conditions :-**Specification /** All items shall be of Parasakthi brand/company**Payment Terms** Within 2 days**Tax** Included in the above price**Delivery Date** within 2 days

Delivery Location Nilgiri Homes Phase - II
Sy.No.143/133/134/135/136, Rampally Village.
Phone. Mallesham 9553797190

Penalty For Delay Nil**Transportation** Included in the above prices**Warranty** Nil**Advance Paid** Nil**Other Terms** We reserve the rights to the items not conforming to qty & specs. Hamali chrges extra 12 Rs per bag..Above order is for Site &H.L.I. Work purpose .**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks** PO No 70137For **Nilgiri Estates**

Authorised Signatory

Accepted the above Terms And Conditions

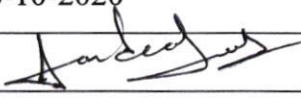
For **Summit Sales LLP**

Name : _____

Name : _____

Date : __/__/__

Weekly - Petty cash /expense card statement.

Name	Nilgiri Estate		Statement date	06-10-2020		
Prepared by	Bhargavi		Sign			
From period	15-09-2020		To period	30-10-2020		

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	Nilgiri Estate	Nilgiri Estate	Rama electrical 1x1/2 hose pipe & other material	1522	☒ Y ☐ N	☒ Y ☐ N
2.	Nilgiri Estate	Nilgiri Estate	Rama electrical janata paste & other material	2820	☒ Y ☐ N	☒ Y ☐ N
3.	NEOA	NEOA	Garbage pick up	2000	☐ Y ☒ N	☐ Y ☒ N
4.	NEOA	NEOA	Police beat - Misc expenses	1000	☐ Y ☒ N	☐ Y ☒ N
5.	Nilgiri Estate	Nilgiri Estate	Hamali Charges for cement 200 bags x 6	1200	☐ Y ☒ N	☐ Y ☒ N
6.	Nilgiri Estate	Nilgiri Estate	Water tanker	3600	☐ Y ☒ N	☐ Y ☒ N
7.		NEOA			☐ Y ☐ N	☐ Y ☐ N
8.					☐ Y ☐ N	☐ Y ☐ N
9.					☐ Y ☐ N	☐ Y ☐ N
10.	Total			12142/-		

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:	30/10/20			

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. Employees 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

30 OCT 2020
N. NARENDER REDDY
ASST. MANAGER-AUDIT

Certified by:

Project Manager
Nilgiri Estates

APPROVED BY

09 NOV 2020

Nilgiri Estates
M G Road, Rangunj
Secunderabad
State Name : Telangana, Code : 36

Journal Voucher

No. : JOU/10011/20/21

Dated : 7-Nov-2020

Particulars	Debit	Credit
OE-Misc. Expenses-Site <i>Dr</i>	600.00	
To ECARD-Udavath Hemalatha		600.00
On Account of : Being amount credited to Hemalatha towards transportation charges payment made through expenses card		
	₹ 600.00	₹ 600.00

Prepared by: bhavani

Approved by

Weekly - Petty cash /expense card statement.

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

X

Nilgiri Estates
M G Road, Ranigunj
Secunderabad
State Name : Telangana, Code : 36

Journal Voucher

No. : JOU/10012/20/21

Dated : 7-Nov-2020

Particulars	Debit	Credit
OE-Misc. Expenses-Site <i>Dr</i>	2,400.00	
To ECARD-Udavath Hemalatha		2,400.00
On Account of : Being amount credited to Hemalatha towards hamali charges payment made through expenses card	₹ 2,400.00	₹ 2,400.00

Prepared by: bhavani

Approved by

DEBIT VOUCHER

Voucher No. _____

A/c: Nilgiri Estates Date: 06/10/20

Paid to <u>Hammell Worker's</u>				Rs.	Ps.
towards <u>Hammell Charges for</u>					
<u>unloading the bags (400)</u>					
<u>400 bags x 6 = 2400/-</u>					
Rupees					
Paid by	Cheque	Cheque No.	Dated	Drawn on Bank	
	Cash				
				<u>2400/-</u>	

Prepared by [Signature]

5

Certified by:

[Signature]
Approved by
Project Manager
Nilgiri Estates

Receiver's Signature

Purchase Order

Page(s) 1 Of 1

30-10-2020 11:36:17

Original / Office Copy / Purchase Div.Copy

From Company : **Nilgiri Estates**
5-4-187/3 & 4, IIInd Floor, M.G.Road, Secunderabad - 500003.
G S T No. : 36AAHFN0766F1ZA

Supplier Details

Summit Sales LLP
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

Doc No	70937	72995
Doc Date	01-10-2020	
Quote No	NIL	
Quote Date	01-10-2020	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3002 - Cement - PPC - 50kgs - bags	400.00	258.40	0.00	28.00	132,300.80
Total Order Value . . .					132,300.80
Rupees : One Lakh(s) Thirty Two Thousand Three Hundred and Paise Eighty Only.					

Terms and Conditions :-**Specification /** All items shall be of Parasakthi brand/company**Payment Terms** After Delivery & Production of bill**Tax** Included in the above price**Delivery Date** within 2 days

Delivery Location Nilgiri Homes Phase - II
Sy.No.143/133/134/135/136, Rampally Village.
Phone. Mallesham 9553797190

Penalty For Delay Nil**Transportation** Included in the above prices**Warranty** Nil**Advance Paid** Nil**Other Terms** We reserve the rights to the items not conforming to qty & specs. Hamali chrges extra 12 Rs per bag..Above order for Security room purpose .**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks** PO NO-70935For **Nilgiri Estates**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : __/__/__

Nilgiri Estates
M G Road, Ranigunj
Secunderabad
State Name : Telangana, Code : 36

Journal Voucher

No. : JOU/10013/20/21

Dated : 7-Nov-2020

Particulars	Debit	Credit
OE-Misc. Expenses-Site <i>Dr</i>	2,640.00	
<i>To</i> ECARD-Udavath Hemalatha		2,640.00
 On Account of : Being amount credited to Hemalatha towards hamali charges payment made through expenses card		
	₹ 2,640.00	₹ 2,640.00

Prepared by: bhavani

Approved by

DEBIT VOUCHER

Voucher No. _____

A/c. Nilgiri Estates

Date : 27/10/2020

Paid to		Rs.		Ps.	
towards		2640 / - 00			
Hamali water's Hamali charges 3440 Bag's x 6 = 2640					
Rupees Two thousand four hundred only / -					
Paid by		Cheque No.		Dated	
Cash		Drawn on Bank		2640 / - 00	
		Certified by:			

Prepared by

Certified by:

Approved by
Project Manager
Nilgiri Estates

Receiver's Signature



Purchase Order

Page(s) 1 Of 1

30-10-2020 11:36:17

Original / Office Copy / Purchase Div.Copy

From Company : **Nilgiri Estates**
5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003.
G S T No. : 36AAHFN0766F1ZA

Supplier Details

Summit Sales LLP
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

Doc No	71572	175021
Doc Date	24-10-2020	
Quote No	NIL	
Quote Date	24-10-2020	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3002 - Cement - PPC - 50kgs - bags	440.00	246.10	0.00	28.00	138,603.52
Total Order Value . . .					138,603.52

Rupees : One Lakh(s) Thirty Eight Thousand Six Hundred Three and Paise Fifty Two Only.

Terms and Conditions :-**Specification /** All items shall be of PENNA brand/company**Payment Terms** After Delivery & Production of bill**Tax** Included in the above price**Delivery Date** within 2 days

Delivery Location Nilgiri Estate
Sy.No.143/133/134/135/136, Rampally Village.
Phone. 9030931172, 8297349480

Penalty For Delay Nil**Transportation** Included in the above prices**Warranty** Nil**Advance Paid** Nil**Other Terms** We reserve the rights to the items not conforming to qty & specs. Hamali chrges extra 12 Rs per bag..Above order for site use purpose & HL1 also using.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks** PO NO-71571For **Nilgiri Estates**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : __/__/__

Nilgiri Estates
M G Road, Ranigunj
Secunderabad
State Name : Telangana, Code : 36

Journal Voucher

No. : JOU ¹⁰⁰¹⁸~~10017~~/20/21

Dated : 11-Nov-2020

Particulars	Debit	Credit
SUP-Rama Electrical & Hardware <i>Dr</i>	732.00	
<i>To</i> ECARD-Udavath Hemalatha		732.00
On Account of : Being amount credited to Hemalatha towards purchase of hardware material against invoice no:-4398 dt:-18.09.2020		
	₹ 732.00	₹ 732.00

Prepared by: bhavani

Approved by

Nilgiri Estates
M G Road, Ranigunj
Secunderabad
State Name : Telangana, Code : 36

Journal Voucher

No. : JOU/10018/20/21

Dated : 11-Nov-2020

Particulars	Debit	Credit
SUP-Rama Electrical & Hardware <i>Dr</i>	112.00	
To ECARD-Udavath Hemalatha		112.00
On Account of : Being amount credited to Hemalatha towards purchase of hardware material against invoice no:-4399 dt:-18.09.2020		
	₹ 112.00	₹ 112.00

Prepared by: bhavani

Approved by

Nilgiri Estates
M G Road, Ranigunj
Secunderabad
State Name : Telangana, Code : 36

Journal Voucher

No. : **JOU/10019/20/21**

Dated : 11-Nov-2020

Particulars	Debit	Credit
SUP-Rama Electrical & Hardware <i>Dr</i>	201.00	
To ECARD-Udavath Hemalatha		201.00
On Account of : Being amount credited to Hemalatha towards purchase of hardware material against invoice no:-4394 dt:-18.09.2020		
	₹ 201.00	₹ 201.00

Prepared by: bhavani

Approved by

Nilgiri Estates
M G Road, Ranigunj
Secunderabad
State Name : Telangana, Code : 36

Journal Voucher

No. : JOU/10021/20/21

Dated : 11-Nov-2020

Particulars	Debit	Credit
OIE-Repairs & Maintenance-Equipment <i>Dr</i>	1,950.00	
To SP-Summit Sales LLP Common Expences		1,950.00
On Account of : Being amount credited to SSLLP Common Expenses towards purchase of GSM phone payment made though expenses card		
	₹ 1,950.00	₹ 1,950.00

Prepared by: bhavani

Approved by

Weekly - Petty cash /expense card statement.

Name	D. Shiva Shankar		Statement date	09/10/2020		
Prepared by	D. Shiva Shankar		Sign	<i>[Signature]</i>		
From period	30/9/2020		To period	09/10/2020		

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	SS LLP COMMON EXPENSES		P.S. AGENCIES A/c no. 2246	283	☒ ☐	☒ ☐
2.	SS LLP COMMON EXPENSES		DHAVAL AUTO Bill no. 1249	1004	☒ ☐	☒ ☐
3.	SS LLP COMMON EXPENSES		E. Delft (Subversion)	300	☐ ☒	☐ ☒
4.	SS LLP COMMON EXPENSES		G. H. M. C. (Garbage collector)	300	☐ ☒	☐ ☒
5.	SS LLP COMMON EXPENSES		RATNA DEEP SUPER market	757	☐ ☒	☐ ☒
6.	SS LLP COMMON EXPENSES		VEN KATRAMANA S. D. works	70	☒ ☐	☐ ☒
7.	SS LLP COMMON EXPENSES		Sari binding work	100	☐ ☒	☐ ☒
8.	N.E.	N.E.	MASTER'S COMMUNICATION	1950	☒ ☐	☒ ☐
9.					☐ ☒	☐ ☒
10.	Total			4764/-		

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:

APPROVED BY
 09 OCT 2020
 G. JAI KUMAR
 SR. MANAGER - ADMIN

APPROVED BY
 09 OCT 2020
 A. SAMBA SIVA RAO
 SR. MANAGER - ACCOUNTS

transfer to SS LLP common Expenses

Notes: 1. Scanned copy of this statement to be submitted by Friday 2pm. 2. Original vouchers to be attached to this statement and sent to Accounts Manager 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 1 month. 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

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. _____

N.E

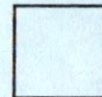
Date : 9/10/2020

Paid to <u>Master's Communication</u>				Rs.	Ps.
towards <u>Purchase of GSM Phone</u>				1950	00
<u>Bill no:- 1313</u>				}	
Rupees <u>one Thousand nine Hundred</u>					
<u>fifty Rupees only</u>					
Paid by	Cheque No.	Dated	Drawn on Bank	1950	00
Cash ☒					

Prepared by Sum

APPROVED BY
09 OCT 2020
G. JAI KUMAR
MANAGER-H.R. & ADMIN

Receiver's Signature



State Code: 36