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

## Journal Voucher

10011

No. : **JOU/10007/20/21** Dated : **6-Nov-2020**

| Particulars | | Debit | Credit |
|---|---|---|---|
| LSUD-Labour Charges | *Dr* | **21,588.00** | |
| LSUD-Allowance for Equipment | *Dr* | **21,588.00** | |
| LSUD-Allowance for Consumables | *Dr* | **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. | Vono 125, | 1500 | 07/- | Sft | 10500/- | |
| 2. | 179, 20, 132 | | | | | |
| 3. | | | | | | |
| 4. | Vono, 125, 179 | 6210 | 07/- | Sft | 43470/- | |
| 5. | 20, 132, 890 | | | | | |
| 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: -5 NOV 2020 |
| Sign: | Sign: Nagalaxmi | 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<br>Total amount = 53970/-<br>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

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 Equipment Charges

| S No. | Description | Amount |
|---|---|---|
| 1. | Brief description of work done: Towards Completion of Scaffolding<br>Total amount = 53970/-<br>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<br>Total amount = 53970/-<br>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

10012

No. : **JOU/10008/20/21** 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.Kurmanna | | | **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: 10196

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. Kurmanna | | |
| 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. | Purpose. | | | | | |
| 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: 5 NOV 2020 |
| Sign: [signature] | Sign: Nagalaxmi | 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..<br><br>Total Amount =27000/-<br><br>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 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..<br><br>Total Amount =27000/-<br><br>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..<br><br>Total Amount =27000/-<br><br>Work done from date 30.08.2020 to date: 29.09.2020 | Rs.5400/- |

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 | | | | | | | |
| | | | | | | | | | |
| | | | A | B | C | D | E= AxBxCxD | F | G=Sum of E |
| S No. | Item Head | Item Description | Length | Width | Height | Nos | Quantity | Units | 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: | | 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 | 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

10013

No. : **JOU/10009/20/21** Dated : **7-Nov-2020**

| Particulars | | Debit | Credit |
|---|---|---|---|
| OE-Misc. Expenses-Site | *Dr* | **1,200.00** | |
| *To* ECARD-Udavath Hemalatha | | | **1,200.00** |
| **On Account of :**<br>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

10014

No. : **JOU/10010/20/21** 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 :**<br>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 Hamali Worker's | Rs. | Ps. |
|---|---|---|
| towards Hamali charges for unloading the bag's (200) 200 bag's x6 = 1200/- | 1200/- | |
| Rupees | | |
| Paid by Cheque / Cash — Cheque No. ____ Dated ____ Drawn on Bank ____ | 1200/- | |

Certified by:
Project Manager
Nilgiri Estates

Bhargavi
Prepared by

Approved by

Receiver's Signature

# Purchase Order

 30-10-2020 11:36:17 Original / Office Copy / Purchase Div.Copy

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

| **Supplier Details** | | | |
|---|---|---|---|
| Summit Sales LLP | **Doc No** | 70348 | 72953 |
| 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad | **Doc Date** | 11-09-2020 | |
| | **Quote No** | NIL | |
| **GSTIN** 36ACQFS2044C1Z7 | **Quote Date** | 11-09-2020 | |
| 040-66335551 9618244433 | **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<br>Sy.No.143/133/134/135/136, Rampally Village.<br>Phone. Mallesham 9553797190 |
| **Penality 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 70137 |

For ***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 NEOA | Water tanker | 3600 | ☐Y ☑N | ☐Y ☑N |
| 7. | | | | | ☐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: | | | APPROVED BY | |
| Date: | 30/10/20 | | 09 NOV 2020 A. SAMBA SIVA RAO SR. MANAGER-ACCOUNTS | |

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. 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

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

Certified by:
Project Manager
Nilgiri Estates

**Nilgiri Esta[illegible]s**
M G Road, Ra[illegible]gunj
Secunderabad
State Name : Telangana, Code : 36

**Journal Voucher**

10015

No. : **JOU/10011/20/21** Dated : **7-Nov-2020**

| Particulars | | Debit | Credit |
|---|---|---|---|
| OE-Misc. Expenses-Site | *Dr* | **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 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

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

## Journal Voucher

10016

No. : **JOU/10012/20/21** Dated : **7-Nov-2020**

| Particulars | | Debit | Credit |
|---|---|---|---|
| OE-Misc. Expenses-Site | *Dr* | **2,400.00** | |
| *To* ECARD-Udavath Hemalatha | | | **2,400.00** |
| **On Account of :**<br>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 | Hamali Worker's | Rs. | Ps. |
|---|---|---|---|
| towards | Hamali Charges for | | |
| | unloading the bag's (400) | | |
| | 400 bag's x6 = 2400/- | | |
| Rupees | | | |
| | | | |
| Paid by Cheque / Cash | Cheque No. ______ Dated ______ Drawn on Bank ______ | 2400/- | |

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, IInd Floor, M.G.Road, Secunderabad - 500003.
G S T No. : 36AAHFN0766F1ZA

| **Supplier Details** | | | |
|---|---|---|---|
| Summit Sales LLP | **Doc No** | 70937 | 72995 |
| 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad | **Doc Date** | 01-10-2020 | |
| | **Quote No** | NIL | |
| **GSTIN** 36ACQFS2044C1Z7 | **Quote Date** | 01-10-2020 | |
| 040-66335551    9618244433 | **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<br>Sy.No.143/133/134/135/136, Rampally Village.<br>Phone. Mallesham 9553797190 |
| **Penality 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-70935 |

For ***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**

10017

No. : **JOU/10013/20/21** Dated : **7-Nov-2020**

| Particulars | | Debit | Credit |
|---|---|---|---|
| OE-Misc. Expenses-Site | *Dr* | **2,640.00** | |
| *To* ECARD-Udavath Hemalatha | | | **2,640.00** |
| **On Account of :**<br>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 | Hamali workers | Rs. | Ps. |
|---|---|---|---|
| towards | Hamali charges | 2640/- | 00 |
| | 440 Bag's × 6 = 2640 | | |
| | | | |
| Rupees | Two Thousand four Hundred | | |
| | only /- | | |
| Paid by Cheque / Cash | Cheque No. [ ] Dated [ ] Drawn on Bank [ ] | 2640/- | 00 |

Certified by:
Project Manager
Nilgiri Estates

Prepared by Approved by Receiver's Signature

# Purchase Order

 30-10-2020 11:36:17 Original / Office Copy / Purchase Div.Copy

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

| **Supplier Details** | | | |
|---|---|---|---|
| Summit Sales LLP | **Doc No** | 71572 | 175021 |
| 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad | **Doc Date** | 24-10-2020 | |
| | **Quote No** | NIL | |
| **GSTIN** 36ACQFS2044C1Z7 | **Quote Date** | 24-10-2020 | |
| 040-66335551 9618244433 | **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<br>Sy.No.143/133/134/135/136, Rampally Village.<br>Phone. 9030931172, 8297349480 |
| **Penality 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-71571 |

For ***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

10018

No. : **JOU/10017/20/21** Dated : **11-Nov-2020**

| Particulars | | Debit | Credit |
|---|---|---|---|
| SUP-Rama Electrical & Hardware | *Dr* | **732.00** | |
| *To* ECARD-Udavath Hemalatha | | | **732.00** |
| **On Account of :**<br>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

10019

No. : **JOU/10018/20/21** Dated : **11-Nov-2020**

| Particulars | | Debit | Credit |
|---|---|---|---|
| SUP-Rama Electrical & Hardware | *Dr* | **112.00** | |
| *To* ECARD-Udavath Hemalatha | | | **112.00** |
| **On Account of :**<br>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**

10020

No. : **JOU/10019/20/21** Dated : **11-Nov-2020**

| Particulars | | Debit | Credit |
|---|---|---|---|
| SUP-Rama Electrical & Hardware | *Dr* | **201.00** | |
| *To* ECARD-Udavath Hemalatha | | | **201.00** |
| **On Account of :**<br>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**

10021

No. : **JOU/10014/20/21** Dated : **11-Nov-2020**

| Particulars | | Debit | Credit |
|---|---|---|---|
| OIE-Repairs & Maintenance-Equipment | *Dr* | **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 | |
| 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.J. AGENCIES BILL NO. 2246 | 283 | ☑Y ☐N | ☑Y ☐N |
| 2. | SS LLP COMMON EXPENSES | | DHAVAL AUTO BILL NO:- 1249 | 1004 | ☑Y ☐N | ☑Y ☐N |
| 3. | SS LLP COMMON EXPENSES | | E. Delli (Sudarshan) | 300 | ☐Y ☑N | ☐Y ☑N |
| 4. | SS LLP COMMON EXPENSES | | G.H.M.C. (Garbage collector) | 300 | ☐Y ☑N | ☐Y ☑N |
| 5. | SS LLP COMMON EXPENSES | | RATNADEEP SUPER market | 757 | ☐Y ☑N | ☐Y ☑N |
| 6. | SS LLP COMMON EXPENSES | | VENKATARAMANA S, D. works | 70 | ☑Y ☐N | ☐Y ☑N |
| 7. | SS LLP COMMON EXPENSES | | Sai Binding works | 100 | ☐Y ☑N | ☐Y ☑N |
| 8. | N.G. | N.G. | MASTER'S COMMUNICATION | 1950 | ☑Y ☐N | ☑Y ☐N |
| 9. | | | | | ☐Y ☐N | ☐Y ☐N |
| 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: | APPROVED BY 09 OCT 2020 G. JAI KUMAR MANAGER-H.R. & ADMIN | | APPROVED BY 09 OCT 2020 A. SAMBA SIVA RAO SR. MANAGER-ACCOUNTS | |
| Date: | | 9/10 | | |

Transfer to SSLLP common Expenses.

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 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 1 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

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

Voucher No. ____________

N.E

A/c. ____________ Date : 9/10/2020

| | Rs. | Ps. |
|---|---|---|
| Paid to Master's communication | | |
| towards Purchasing of GSM Phone | 1950 | 00 |
| Bill no:- 1313 | | |
| | | |
| Rupees one Thousand nine Hundred | | |
| fifty Rupees only | | |
| Paid by Cheque / Cash ✓ — Cheque No. — Dated — Drawn on Bank | 1950 | 00 |

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

Prepared by Approved by Receiver's Signature

**TAX INVOICE**

Ph: 40070262, 66107617
Cell: 9059071335

# Master's Communication

19/20, Suryalok Complex, Gunfoundary, Hyderabad-500 001.

M/s Nilgiri Estates.

Invoice No. 1313

Date 07/10/2020

State Code 36 GSTIN 36AAHFN0766F1ZA

| S.No. | PARTICULARS | HSN Code | Qty. | Rate | Amount Rs. | Ps. |
|---|---|---|---|---|---|---|
| 1 | Mrn Graphic | 8512 1240 | 01 | | 19504 | |
| | | | | Sub. Total | 19504 | |
| | | | | SGST @ | | |
| | | | | CGST @ | | |
| | | | | IGST @ | | |
| | | | | Grand Total | 19504 | |

INWARD
Inward No: 543 Dt: 07/10/2020
MRN No: Dt:
Received By: [illegible]
Sign:
MODI PROPERTIES

Rupees [illegible]

For
*Master's Communication*

Goods once sold cannot be taken back or exchanged
Subject to Hyderabad Jurdiction
E&OE

GSTIN: 36AALFM6113F1ZE
State Code: 36