

Weekly - Petty cash /expense card statement.

Name	SYED GOLAM SARWAR		Statement date	15-01-21		
Prepared by	SYED GOLA SARWAR		Sign	<i>Syed Gola Sarwar</i>		
From period	08-01-21		To period	14-01-21		

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	SCLLP	SERENE FARM	Hammer drill bit	120	☐ Y ☐ N	☐ Y ☐ N
2.	SCLLP	SERENE FARM	Teflon tape for plumbing work	100	☐ Y ☐ N	☐ Y ☐ N
3.	SCLLP	SERENE FARM	Self screw and bit	550	☐ Y ☐ N	☐ Y ☐ N
4.	SCLLP	SERENE FARM	Wood cutting wheel	230	☐ Y ☐ N	☐ Y ☐ N
5.	SCLLP	SERENE FARM	Brooms for cleaning	70	☐ Y ☐ N	☐ Y ☐ N
6.	SCLLP	SERENE FARM	Electrical metal box for villa 30	200	☐ Y ☐ N	☐ Y ☐ N
7.	SCLLP	SERENE FARM	Office boy petrol expenses	200	☐ Y ☐ N	☐ Y ☐ N
8.	MFHLLP	SERENE FARM	Transport charges for GI sheet	2200	☐ Y ☐ N	☐ Y ☐ N
9.					☐ Y ☐ N	☐ Y ☐ N
10.					☐ Y ☐ N	☐ Y ☐ N
Total				Rs 3,670 /-		

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

☐ Other **Certified by:**

Approved by:	Div. Manager	Accountant	Accounts Manager
Sign:	<i>Syed Gola Sarwar</i>	<i>T. Zaidi</i>	
Date:	S.R. ENGINEER Modi Farm House (Hyd) LLP	15/01/2021	

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

Serene Constructions LLP (20-21)

M G Road, Ranigunj

Secunderabad

State Name : Telangana, Code : 36

Journal VoucherNo. : ¹⁰³¹⁶~~JOU/10311~~Dated : **8-Mar-21**

Particulars	Debit	Credit
Equipment-URD <i>Dr</i>	120.00	
To ECARD-Syed Golam Sarwar Expenses Card		120.00
 On Account of : Being amount credited to Syed Golam Sarwar towards Purchase of Hammer drill bit		
	₹ 120.00	₹ 120.00

Prepared by: ramakrishna

Approved by

JUMBO ENTERPRISES

(60/1, RANIGUNJ),

SECUNDERABAD Telangana India

CONTACT NO : 040-40025646

jumboent786@gmail.com

GSTIN NO: 36AAZPJ5696A1Z6

Sales Invoice

Customer : **SELLP**

Bill No: S/3014

Mobile No :

Date: 08-01-2021

#	Particular/HSN	Qty	RATE	Disc.	TOTAL
1	8*210	1	120.00	.00	120.00
	QTY	1			120.00

Total Discount : Rs. 0.00

Net Bill Amount : Rs. 120.00

Payment Details

Cash			120
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INWARD

Inward No: **5634**

Dt: **8/1/2021**

MRN No:

Thank you Visit Again

Received Goods once sold will not be taken back

User: **M. Kalyan**

M. Kalyan

Sere... onstr... (Hyd) LLP

! Thanks For Shopping With Us !



Serene Constructions LLP (20-21)

M G Road, Ranigunj

Secunderabad

State Name : Telangana, Code : 36

Journal VoucherNo. : **JOU/40312**Dated : **8-Mar-21**

Particulars		Debit	Credit
Plumbing-URD	Dr	100.00	
To ECARD-Syed Golam Sarwar Expenses Card			100.00
On Account of :			
Being amount credited to Syed Golam Sarwar towards Purchase of teflon tape for plumbing work			
		₹ 100.00	₹ 100.00

Prepared by: ramakrishna

Approved by

TIME: 36519254116

Quotation

**Cell : 9490770591
9912856985**

Krishna Electrical & Hardware Paints

Suppliers : PVC Fittings, SWR Fittings, C PVC, G.I. Fittings,
Surya Cem, Kolar Cem, All Building Material Etc.,

Kammeta 'X' Road, Yenkepally, Chevella Mandal, R.R.Dist - (T.S.)

No.

Date: 12/1/2021

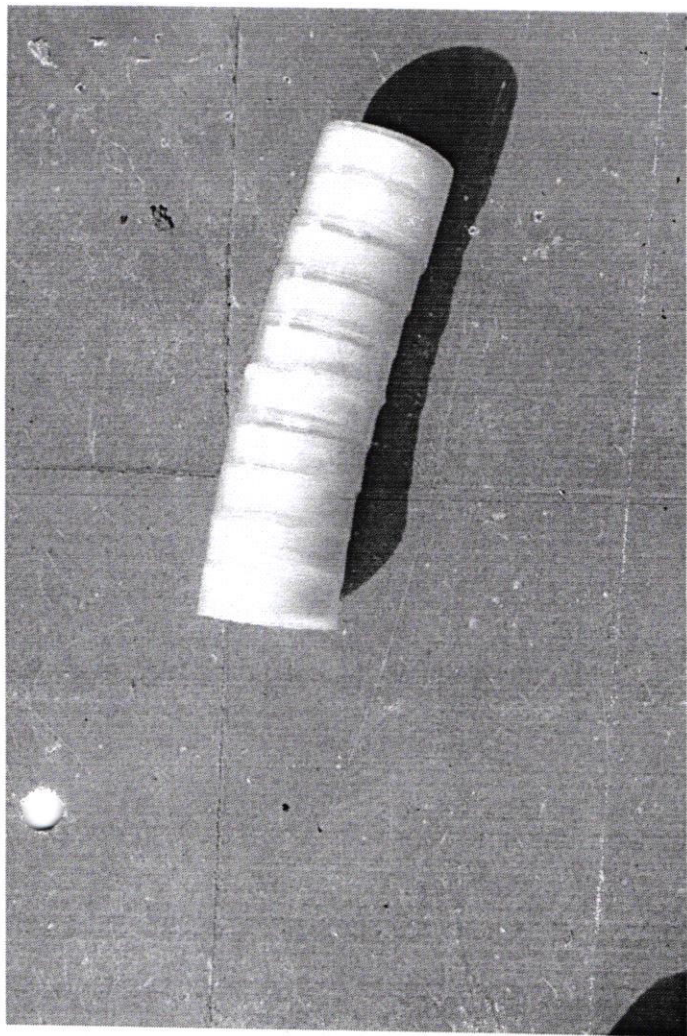
Name

Serun Constructive 21p

[illegible]

Goods once sold will not be taken back or exchanged

Signature _____



Serene Constructions LLP (20-21)

M G Road, Ranigunj

Secunderabad

State Name : Telangana, Code : 36

Journal VoucherNo. : ¹⁰³¹⁸ ~~JOU/10313~~Dated : **8-Mar-21**

Particulars		Debit	Credit
Doors, Door Frames & Hardware-URD	Dr	550.00	
To ECARD-Syed Golam Sarwar Expenses Card			550.00
On Account of :			
Being amount credited to Syed Golam Sarwar towards Purchase of self screw and bit			
		₹ 550.00	₹ 550.00

Prepared by: ramakrishna

Approved by

CASH BILL

Cell : 9490408997, 9948706303, 9502405912

SRI BALAJI HARDWARE ELECTRICALS

HARDWARE, PAINTS, SANITARY, CEMENT, ELECTRICALS

**Dealers in : Asain Paints, Birla White Cement,
CPVC Fittings, Sudhakar, Ashirwad, Astral Pipes, Anchor,
Phillips & All Electricals Items.**

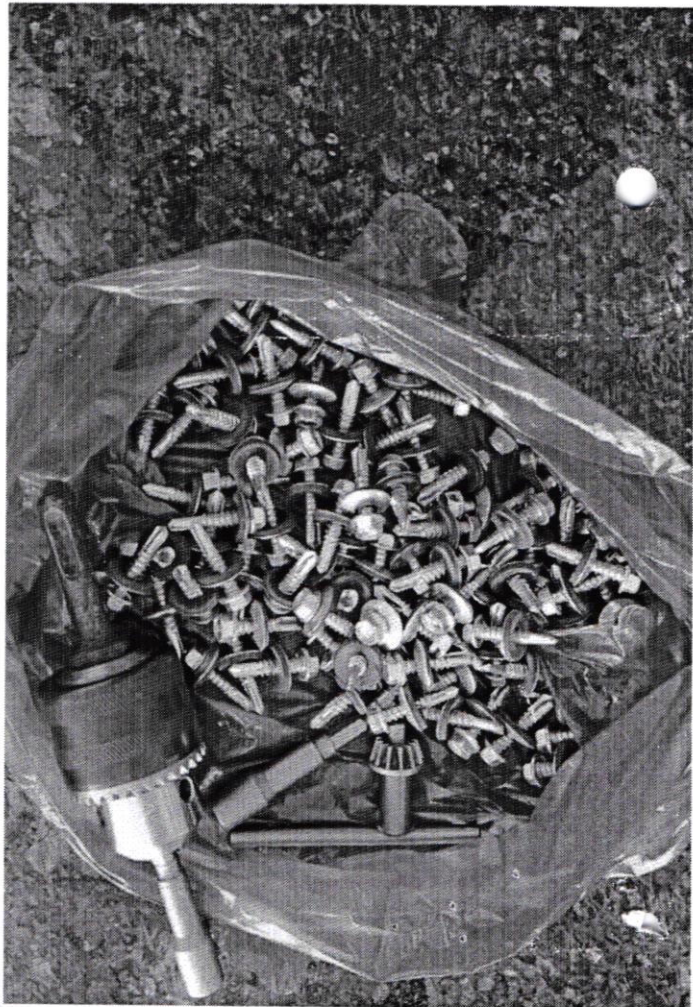
Opp. Andhra Bank, Village & Mandal Chevella, R.R. Dist.

Name Serene Construction LLP Date 10/11/2024

PARTICULARS	Qty.	Rate	Amount Rs.	Ps.								
Sekel iscor 1 inch	100 R		220									
— Bith	2 R		80									
Cable mat	1 R		250									
			550									
INWARD <table><tr><td>Inward No: 5636</td><td>Dt. 10/11/2024</td></tr><tr><td>MRN No:</td><td>Dt.</td></tr><tr><td>Received By: M. Kaly</td><td>Sign: M. Kaly</td></tr><tr><td colspan="2">Serene Construction (Hyd) LLP</td></tr></table>					Inward No: 5636	Dt. 10/11/2024	MRN No:	Dt.	Received By: M. Kaly	Sign: M. Kaly	Serene Construction (Hyd) LLP	
Inward No: 5636	Dt. 10/11/2024											
MRN No:	Dt.											
Received By: M. Kaly	Sign: M. Kaly											
Serene Construction (Hyd) LLP												
		TOTAL	550									

Goods once sold will not be taken or exchange

Signature



Serene Constructions LLP (20-21)

M G Road, Ranigunj

Secunderabad

State Name : Telangana, Code : 36

Journal VoucherNo. : ¹⁰³¹⁹~~JOU/10314~~

Dated : 8-Mar-21

Particulars		Debit	Credit
Doors, Door Frames & Hardware-URD	Dr	230.00	
To ECARD-Syed Golam Sarwar Expenses Card			230.00
On Account of :			
Being amount credited to Syed Golam Sarwar towards Purchase of wood cutting wheel			
		₹ 230.00	₹ 230.00

Prepared by: ramakrishna

Approved by

CASH BILL

Cell : 9490408997, 9948706303, 9502405912

SRI BALAJI HARDWARE ELECTRICALS

HARDWARE, PAINTS, SANITARY, CEMENT, ELECTRICALS

Dealers in : Asain Paints, Birla White Cement,
CPVC Fittings, Sudhakar, Ashirwad, Astral Pipes, Anchor,
Phillips & All Electricals Items.

Opp. Andhra Bank, Village & Mandal Chevella, R.R. Dist.

Name Serene Construction LLP

Date 29/11/2021

PARTICULARS	Qty.	Rate	Amount Rs.	Ps.								
4x4 Black wood/ceiling	1		230									
INWARD <table><tr><td>Inward No: 5635</td><td>Dt: 9/11/2021</td></tr><tr><td>MRN No:</td><td>Dt:</td></tr><tr><td>Received By: M. Kish</td><td>Sign: M. Kish</td></tr><tr><td colspan="2">Serene Construction (Hyd) LLP</td></tr></table>					Inward No: 5635	Dt: 9/11/2021	MRN No:	Dt:	Received By: M. Kish	Sign: M. Kish	Serene Construction (Hyd) LLP	
Inward No: 5635	Dt: 9/11/2021											
MRN No:	Dt:											
Received By: M. Kish	Sign: M. Kish											
Serene Construction (Hyd) LLP												
		TOTAL	230									

Goods once sold will not be taken or exchange

Signature



Serene Constructions LLP (20-21)

M G Road, Ranigunj

Secunderabad

State Name : Telangana, Code : 36

10320

Journal Voucher

No. : JOU/10315

Dated : 8-Mar-21

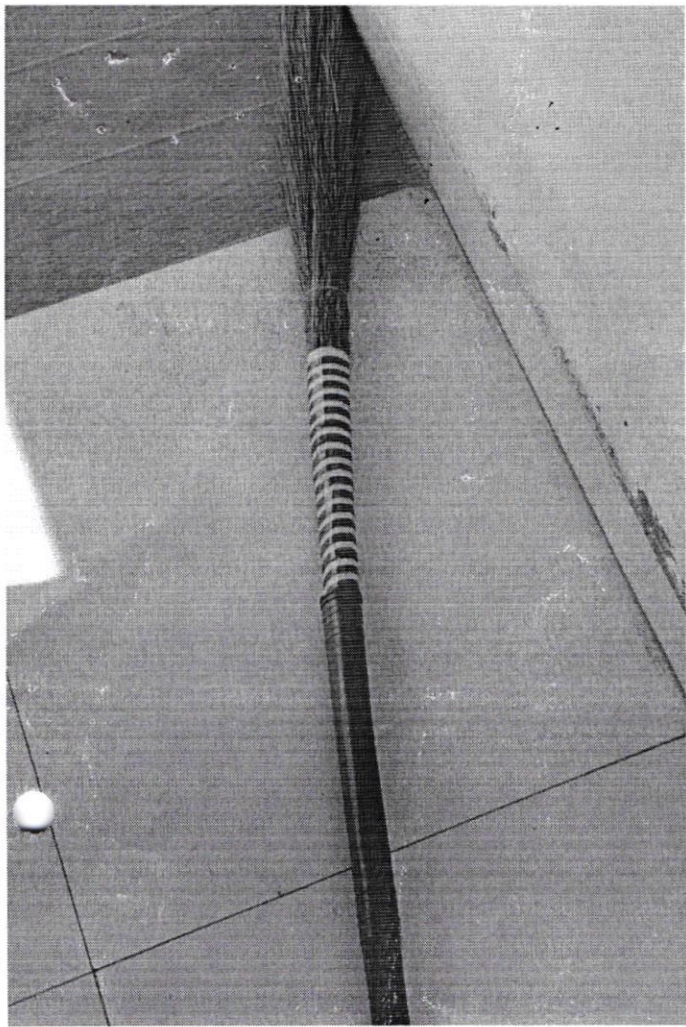
Particulars		Debit	Credit
Doors, Door Frames & Hardware-URD	Dr	70.00	
To ECARD-Syed Golam Sarwar Expenses Card			70.00
On Account of :			
Being amount credited to Syed Golam Sarwar towards Purchase of Brooms for cleaning			
		₹ 70.00	₹ 70.00

Prepared by: ramakrishna

Approved by

**Cell : 9490770591
9912856985**

 Signature



Serene Construction's LLP (20-21)

M G Road, Ranigunj
Secunderabad

State Name : Telangana, Code : 36

Journal Voucher

No. : ¹⁰³²¹~~JOU/10316~~

Dated : **8-Mar-21**

Particulars	Debit	Credit
Electrical-URD <i>Dr</i>	200.00	
<i>To</i> ECARD-Syed Golam Sarwar Expenses Card		200.00
On Account of : Being amount credited to Syed Golam Sarwar towards Purchase of Electrical metal box for villa 30	₹ 200.00	₹ 200.00

Prepared by: ramakrishna

Approved by



HDFC BANK

M/S SRI VENKATA SAFFERS
VENKAPALLY

Inward No: 5637	Dt: 8/1/21
MRN No:	Dt:
Received By: M. K. [Signature]	Sign: M. K. [Signature]

A03/2021

* Sree Construction (Hyd) L
08 JAN 2021 12:38:50
TXN NO: 1010808273
INVOICE NO: 85444
VEHICLE NO: NOT ENTERED
PRESET: 200.00 INR



NOZZLE NO : 1
PRODUCT: PETROL
RATE : 87 89 INR/Ltr
VOLUME : 2.28 Ltr
AMOUNT : 200.00 INR

Thank You! Visit Again

G-5001

DEBIT VOUCHER

Voucher No. _____

A/c.

Date : _____

8-1-21

Paid to	Office Boy Sukant		Rs.		Ps.
towards	Retiral Expenses for visit H.O to Providing and Submitting Voucher to Ho		200		
Rupees	200 (Two hundred rupee only -		1		
Cheque No.	Dated	Drawn on Bank			
			200		

Paid by	Cheque
	Cash

Cheque No.

Dated

Drawn on Bank

S.R. ENGINEER
Modi Faridabad (Haryana) LLP

Approved by:

Receiver's Signature

Serene Constructions LLP (20-21)

M G Road, Ranigunj

Secunderabad

State Name : Telangana, Code : 36

Journal VoucherNo. : ¹⁰³²² ~~JOU/10317~~Dated : **8-Mar-21**

Particulars		Debit	Credit
OE-Misc. Expenses	Dr	200.00	
To ECARD-Syed Golam Sarwar Expenses Card			200.00
On Account of :			
Being amount credited to Syed Golam Sarwar towards petrol expenses for office boy			
		₹ 200.00	₹ 200.00

Prepared by: ramakrishna

Approved by



Rajesh Traders (INDIA)

ELECTRICAL GOODS

STOCKIST OF : MI Golden Starters, Single Phasing Preventor, Fuse Units, Main Switches, Fuse Cut-Out Pannel Boards, Submersible Cable Wire and all Types of Electrical Goods,
Shop No. 5-1-155, Old Ghasmandi, Secunderabad - 500 003.

No. **1155**Date 8/1/2021M/s. Serene Construction LLP.

Vat Tin No.

Qty.	PARTICULARS	Rate		14.5%		4%		Amount									
		Rs.	Ps.	Rs.	Ps.	Rs.	Ps.	Rs.	Ps.								
1 No	M.C.B. Buy metal	200						200 =	00								
INWARD <table><tr><td>Inward No: 5633</td><td>Dt: 8/1/2021</td></tr><tr><td>MRN No:</td><td>Dt:</td></tr><tr><td>Received By: M. Kaly</td><td>Sign: M. Kaly</td></tr><tr><td colspan="2">Serene Construction (Hvd) LLP</td></tr></table>		Inward No: 5633	Dt: 8/1/2021	MRN No:	Dt:	Received By: M. Kaly	Sign: M. Kaly	Serene Construction (Hvd) LLP									
Inward No: 5633	Dt: 8/1/2021																
MRN No:	Dt:																
Received By: M. Kaly	Sign: M. Kaly																
Serene Construction (Hvd) LLP																	
(Rs. 200)																	
(Two hundred only)																	
		TOTAL						200 =	1								
		VAT						-									
		G.TOTAL						200	00								

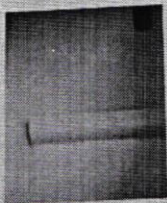
1. Goods once sold cannot be taken back.

2. Interest @ 2% per Month will be charged If this bill is not paid on presentation.

For **RAJESH TRADERS (INDIA)**

Receiver's Signature

Hollvin



Serene Constructions LLP (20-21)

M G Road, Ranigunj

Secunderabad

State Name : Telangana, Code : 36

Journal VoucherNo. : **JOU/10318**Dated : **10-Mar-21**

Particulars	Debit	Credit
OERD-House Keeping Service <i>Dr</i>	3,000.00	
To SP-Srikanth		1,500.00
To SP-Rafiq		1,500.00
On Account of : Being amount credited to Srikanth & Rafiq (Shreyas Services) towards Bonus for the period from Oct-20 to Dec-20		
	₹ 3,000.00	₹ 3,000.00

Prepared by: ramakrishna

Approved by

Project: Serene Farms							
Prepared by: N.Narendar reddy							
Date: 22.01.2021							
Quarterly review of service providers bonus of Oct-20 to Dec-20							
Sl.no.	Name	Designation	Service provider	Pay from	Marks	Category	Amount
1	Srikanth	Office boy	Shreya services	Serene	95	A	1,500
2	Rafiq	Machine Operator	Shreya services	Serene	85	A	1,500
3	Indramma	Sweeper	Shreya services	-	65	C	-
4	M.Kiran	Security supervisor	Karthik security services	-	40	C	-
5	Tarzan	Sweeper	Radha Krishna	Serene	65	C	-
6	Yadamma	Sweeper	Shreya services	Serene	60	C	-
Total							3,000
Quarterly review of service providers-(Bonus Payable)in Jan-21 to Mar-21.							

[Signature]

VERIFIED BY
22 JAN 2021
B. PRAVEEN
AUDIT MANAGER

[Signature]

APPROVED BY
04 MAR 2021
G. JAI KUMAR
MANAGER-H.R. & ADMIN

Serene Constructions LLP (20-21)

M G Road, Ranigunj

Secunderabad

State Name : Telangana, Code : 36

Journal VoucherNo. : **JOU/10319**Dated : **10-Mar-21**

Particulars	Debit	Credit
EOY-PT Payable <i>Dr</i>	150.00	
<i>To</i> SP-Summit Builders		150.00
On Account of : Being amount credited to Summit Builders towards PT for the month of Feb-21		
	₹ 150.00	₹ 150.00

Prepared by: ramakrishna

Approved by

ESI/ PF/ PT Advance Statement.

Pay to - Summit Builders - Axis Bank account

Date: 04.03.2021

Company:	SERENE CONSTRUCTIONS LLP	
S.No	Particulars	Amount
1	PF	-
2	ESI	-
3	PT	150
	Total	150

pd
4/3/21

APPROVED BY
04 MAR 2021
G. JAI KUMAR
MANAGER-H.R. & ADMN

Serene Constructions LLP (20-21)

M G Road, Ranigunj

Secunderabad

State Name : Telangana, Code : 36

Journal VoucherNo. : ¹⁰³²⁵~~JOU/10320~~

Dated : 13-Mar-21

Particulars	Debit	Credit
Electrical-URD <i>Dr</i>	780.00	
To ECARD-Syed Golam Sarwar Expenses Card		780.00
On Account of : Being amount credited to Syed Golam Sarwar towards Purchase of Scre rod and nipples for plumbing work		
	₹ 780.00	₹ 780.00

Prepared by: ramakrishna

Approved by

19254116

Cell : 9490770591

9912856985

Krishna Electrical & Hardware Paints

Suppliers : PVC Fittings, SWR Fittings, C PVC, G.I. Fittings,
Surya Cem, Kolar Cem, All Building Material Etc.,

Kammeta 'X' Road, Chevella Mandal, R.R.Dist - (T.S.)

No.

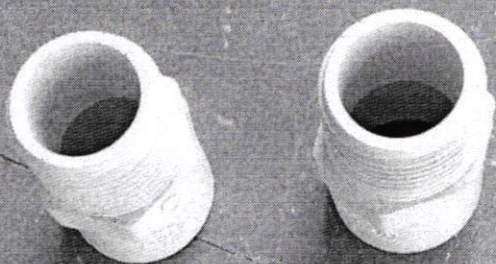
Date : 26/02/21

Name Serene constructions LLP

[illegible]

Goods once sold will not be taken back or exchanged

Signature





Serene Constructions LLP (20-21)

M G Road, Ranigunj

Secunderabad

State Name : Telangana, Code : 36

Journal VoucherNo. : **JOU/10321**Dated : **13-Mar-21**

Particulars	Debit	Credit
Paints-URD <i>Dr</i>	380.00	
<i>To</i> ECARD-Syed Golam Sarwar Expenses Card		380.00
On Account of : Being amount credited to Syed Golam Sarwar towards Purchase of Paints		
	₹ 380.00	₹ 380.00

Prepared by: ramakrishna

Approved by

**Cell : 9490770591
9912856985**

 Signature



Serene Constructions LLP (20-21)

M G Road, Ranigunj

Secunderabad

State Name : Telangana, Code : 36

Journal Voucher

No. : JOU/10327

Dated : 13-Mar-21

Particulars	Debit	Credit
OE-Misc. Expenses <i>Dr</i>	100.00	
To ECARD-Syed Golam Sarwar Expenses Card		100.00
On Account of : Being amount credited to Syed Golam Sarwar towards Purchase of Scotch brite	₹ 100.00	₹ 100.00

Prepared by: ramakrishna

Approved by

5/2/21

100-08A20

INWARD	
Inward No: 5788	Dt: 09-03-21
MRN No:	Dt:
Received by: R. Sachin	Signature: [Signature]
Serene Construction (Hyd) Ltd	
100-00	

[Large handwritten signature]

JAI HANUMAN
KIRANA GENERAL STORE & RICE DEPOT
WHOLESALE & RETAIL
Kammata X Road, Chevella Mdl, R.R. Dist.,
Cell: 9806064853.

AZ

Stainless Steel
Scrubber

HEAVY DUTY PACK
100% STAINLESS STEEL
MADE IN U.S.A.

AZ

AZ

HEAVY DUTY PACK
100% STAINLESS STEEL
MADE IN U.S.A.

HEAVY DUTY PACK
100% STAINLESS STEEL
MADE IN U.S.A.

FREE

Stainless Steel Scrubber

FREE

Stainless Steel Scrubber

FREE

Stainless Steel Scrubber

FREE

Stainless Steel Scrubber

AZ

AZ

AZ

AZ

HEAVY DUTY PACK
100% STAINLESS STEEL
MADE IN U.S.A.

FREE

Stainless Steel Scrubber



