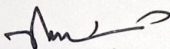


Weekly - Petty cash /expense card statement.

Name		CHITRAK NEMAN		Statement date		31/7/25	
Prepared by		CHITRAK		Sign		CHITRAK	
From period				To period			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	RAJESH KUMAR JAGANNATHAN		Hindustan Times Delhi Classified	6237	Y N	Y	N
2.	"	"	Tei Delhi Classified Papers	15876	Y N	Y	N
3.	"	"	The Hindu Chennai "	7232	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			29845			
Amount to be credited by		Transfer to Happy card, Transfer to expense card, Cash reimbursement, Transfer to personal a/c.					
Approved by:		Div. Manager		Accounts Manager		MD	
Sign:		[Signature]		[Signature]		[Signature]	
Date:		31 JUL 2025		31 JUL 2025		31 JUL 2025	

Notes: 1. Scanned copy of this statement to be submitted before every Friday 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 bills of last week is not received withhold further payment and salary. 5. Employee must maintain photocopy of all bills/vouchers for 3 months. 6. Division manager and accounts manager approval required for expenses of over 2,000/- per week. MDs approval is required for expenses of over 10,000/- per week

DEBIT VOUCHER			
Company/Firm	RAGESH KUMAR JANTILAL KADAKIA		
Project			
Voucher No.			
Account head			
Paid to	NANDINI ADS		
Towards/description of work	8/8/25 10/8/25 Party Lease Ad Hindustan Times Delhi Lease Res PAPER AD		
Location of work			
Amount in Rs.	6237/-		
Amount in words	Six Thousand Two Hundred K. M. Sekhara		
Mode of payment			
	Cheque/trf No.	Date 31/7/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
G. H. K.			

APPROVED BY
31 JUL 2026
E. PRASAD
MANAGER PROMOTION

DEBIT VOUCHER			
Company Firm	RAGSH ISHAR JAYANTILAL KADAMBA		
Project			
Voucher No.			
Account head			
Paid to	NANDINI AOS		
Towards description of work	5/8/25 1st 8/25 PARTIAL LEASE AS TIMES OF SODA DECHI CLASSIFIED PAPER AS		
Location of work			
Amount in Rs.	15876/-		
Amount in words	Fifteen thousand eight hundred seventy six and		
Mode of payment			
	Cheque/trf No.	Date 31/7/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Y. W. K.			

APPROVED BY

31 JUL 2026

E. PRASAD
MANAGER PROMOTION

DEBIT VOUCHER			
Company/Firm	PAGESH KUNAR JAHANTILAL KADAKSA		
Project			
Voucher No.			
Account head			
Paid to	NANDINI ADS		
Towards/description of work	28/8/25 10/8/25 Green Towers Lease Begumpet THE HINDU Chennai Classified PAPER AD		
Location of work			
Amount in Rs.	72321/-		
Amount in words	Seven thousand Two Hundred Twenty Three		
Mode of payment			
	Cheque/trf No.	Date 31/7/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
PNR	Sh		

APPROVED BY

31 JUL 2026

E. PRASAD
MANAGER PROMOTION

Note: Above amount Rs. 29,345/- to be loaded in Murali - Cash Card

29 JUL 2025

SOHAM MODI