

Monthly Payment Tracker			Month	Mar-24			
Prepared by: Lavanya.D			Note: Month is with reference to due date.				
Date:	10-04-2024						
S No.	Firm / Company	Due day of month	Pay to	Towards	PDC Amount	Check marked not more than Amt.	Amount paid
1	Nilgiri Estates	5	Salaries	Salaries			Yes
2	MHSVC	5	Salaries	Salaries			Yes
3	MHTR	5	Rent	SSLLP Stores Rent			Yes
4	Nilgiri Estates	7	TDS	TDS			Yes
5	MHTR	7	TDS	TDS			Yes
6	Nilgiri Estates	15	PF	PF			Yes
7	MHTR	15	PF	PF			Yes
8	Nilgiri Estates	15	ESI	ESI			Yes
9	MHTR	15	Shreyas Services	House Keeping			Yes
10	Nilgiri Estates	15	Shreyas Services	House Keeping			Yes
11	MHTR	15	Expert Security Guards	Security Charges			Yes
12	Nilgiri Estates	15	Staff Allowances	Mobile Allowances			Yes
13	MHTR	15	Staff Allowances	Mobile Allowances			Yes
14	MHTR	20	RCM/GST	RCM payment			No
15	Nilgiri Estates	20	RCM/GST	RCM payment			No
16	Nilgiri Estates	24	TSSPDCL	Electricity Charges			Yes
17	MHTR	24	TSSPDCL	Electricity Charges			Yes
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
	Total				-		
Notes: 1. Include EMI, Utility bills, Rents, GST, TDS, credit card bills, club bills, PF/ESI, Salary, etc.							
2. Sort by due day.							
3. Make PDCs if amount is known. Else make cheque mark not more than approximate amount payable.							
4. PDCs/blank cheques to be prepared.							