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Monthly payment tracker

Monthly Payment Tracker		Month	Dec/23			
Prepared by: Rukmini DP		Note: Month is with reference to due date.				
Date: 29.12.2023						
S No.	Firm / Company	Due day of month	Pay to	Towards	PDC Amount	Check marked not more than Amt. Amount paid
1	Modi Realty Miryalaguda LLP	07 th Dec	TDS	TDS payment	21,000	Yes
2	AVR Gulmohar Welfare Assoc	07 th Dec	TDS	TDS payment	2,300	No
3	Modi Realty Miryalaguda LLP	15 th Dec	PF	PF Payment	-	No
4	Modi Realty Miryalaguda LLP	15 th Dec	ESI	ESI Payment	-	No
5	AVR Gulmohar Welfare Assoc	15 th Dec	K Rajani	House Keeping Charges	50,848	No
6	AVR Gulmohar Welfare Assoc	15 th Dec	Ravi Shankar	Gardening Charges	36,333	No
7	AVR Gulmohar Welfare Assoc	15 th Dec	United Security Services	Security Charges	45,360	No
8	AVR Gulmohar Welfare Assoc	15 th Dec	Shaik Masood	Swimming Pool Charges	13,000	No
9	AVR Gulmohar Welfare Assoc	15 th Dec	TSSPDCL	CT Meter Dec'23	73,054	Yes
10	Modi Realty Miryalaguda LLP	18 th Dec	TSSPDCL	Construction Meter Dec'	2,078	Yes
11	Modi Realty Miryalaguda LLP	18 th Dec	TSSPDCL	Customer Villas Meters	9,710	Yes
12	Modi Realty Miryalaguda LLP	20 th Dec	GST	GST for the month of De	-	Yes
13	-	-	-	-	-	-
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25						
26						
27						
28						
29						
30						
Total					253,683	
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.						