

Monthly payment tracker

Monthly Payment Tracker		Month		Jul-24			
Prepared by: Rukmini DP		Note: Month is with reference to due date.					
Date: 12.07.2024							
S No.	Firm / Company	Due day of month	Pay to	Towards	PDC Amount	Check marked not more than Amt.	Amount paid
1	NRK Biotech	5 th July	Staff	For the month of June'24	1,95,000		Yes
2	NRK Biotech	7 th July	TDS	For the month of Jun'24	3,71,000		
3	NRK Biotech	15 th July	Aditya Birla Finance	For the month of June'24	20,70,926		Yes
4	NRK Biotech	15 th July	Mobile Allowances	For the month of June'24	3,044		
5	NRK Biotech	15 th July	PF	For the month of June'24	14,018		
6	NRK Biotech	15 th July	ESI	For the month of June'24	1,454		
7	NRK Biotech	20 th July	GST	For the month of June'24	-		-
8	NRK Biotech	20 th July	TSSPDCL	For the month of June'24	13,710		Yes
9							
10							
	Total				26,69,152		
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.							