

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.

M. JAYA PRAKASH
Sr. Manager Accounts