

Monthly Payment Tracker			Month	Dec-24		
Prepared by: Lavanya.D		Note: Month is with reference to due date.				
Date: 31-01-2025						
S No.	Firm / Company	Due day of month	Pay to	Towards	PDC Amount	Check marked not more than Amt.
1	Nilgiri Estates	5	Salaries	Salaries		Amount paid YES
2	MHSVC	5	Salaries	Salaries		YES
3	MHPL Trading	5	Rent	Stores Rent		YES
4	Nilgiri Estates	7	TDS	TDS		YES
5	Nilgiri Estates	7	Rent	Rent		YES
6	MHPL Trading	7	TDS	TDS		YES
7	MHSVC	7	TDS	TDS		YES
8	Nilgiri Estates	15	PF	PF		YES
9	MHSVC	15	PF	PF		YES
10	Nilgiri Estates	15	ESI	ESI		YES
11	MHSVC	15	ESI	ESI		YES
12	MHSVC	15	Shreyas Services	House Keeping		YES
13	Nilgiri Estates	15	Shreyas Services	House Keeping		YES
14	MHSVC	15	Expert Security Guards	Security Charges		YES
15	Nilgiri Estates	15	Staff Allowances	Mobile Allowances		YES
16	MHSVC	15	Staff Allowances	Mobile Allowances		YES
17	MHPL Trading	20	RCM/GST	RCM payment		NA
18	Nilgiri Estates	24	TSSPDCL	Electricity Charges		YES
19	MHSVC	24	TSSPDCL	Electricity Charges		YES
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.						

Handwritten signature