

2. Monthly payment tracker

Monthly Payment Tracker		Month	Mar-24				
Prepared by: Lavanya.D		Note: Month is with reference to due date.					
Date:	18.04.2025						
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	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			
10	Nilgiri Estates	15	ESI	ESI			Yes
11	MHSVC	15	ESI	ESI			
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			
16	MHSVC	15	Staff Allowances	Mobile Allowances			
17	MHPL Trading	20	RCM/GST	RCM payment			
18	Nilgiri Estates	24	TSSPDCL	Electricity Charges			Yes
19	MHSVC	24	TSSPDCL	Electricity Charges			Yes
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.							