

2. Monthly payment tracker

Monthly Payment Tracker		Month		Aug-25			
Prepared by: Swathi.K		Note: Month is with reference to due date.					
Date: 105-09-2025							
S No.	Firm / Company	Due day of month	Pay to	Towards	PDC Amount	Check marked not more than Amt.	Amount paid
1	GVRC	5th	Salary	for the month of August'25	2,99,450		Yes
2	GVRC	7th	TDS Payment	for the month of August'25	1,36,481		Yes
3	GVRC	15th	Southern Power Distribut	for the month of August'25	70,22,656		No
4	GVRC	15th	TSSPDCL	for the month of August'25	55,131		No
5	GVRC	15th	SP HMWSSB	for the month of August'25	2,55,076		No
6	GVRC	21st	GST	for the month of August'25	34,72,552		No
7	GVRC	30th	KOTAK- EMI	for the month of August'25	91,30,865		Yes
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Total					2,03,72,211		
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.							