

2. Monthly payment tracker

Monthly Payment Tracker			Month	Nov-25			
Prepared by: Lavanya.D			Note: Month is with reference to due date.				
Date:	26-12-2025						
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	Nilgiri Estates	5	Rent	Villano-131			YES
3	MHSVC	5	Salaries	Salaries			YES
4	Nilgiri Estates	7	TDS	TDS			YES
5	MHPL Trading	7	TDS	TDS			YES
6	MHSVC	7	TDS	TDS			YES
7	Nilgiri Estates	15	PF	PF			YES
8	MHSVC	15	PF	PF			
9	Nilgiri Estates	15	ESI	ESI			YES
10	MHSVC	15	ESI	ESI			
11	MHSVC	15	Shreyas Services	House Keeping			YES
12	Nilgiri Estates	15	Shreyas Services	House Keeping			YES
13	MHSVC	15	Expert Security Guards	Security Charges			YES
14	Nilgiri Estates	15	Staff Allowances	Mobile Allowances			YES
15	MHSVC	15	Staff Allowances	Mobile Allowances			YES
16	MHPL Trading	20	RCM/GST	RCM payment			YES
17	Nilgiri Estates	24	TSSPDCL	Electricity Charges			YES
18	MHSVC	24	TSSPDCL	Electricity Charges			YES
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
	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.							