Circular No. 201(W) – Accounts Division Date: 10-06-2020

Sub: Revised list of accounts assigned to accountants to be effective from 8-06-2020.

Accountants shall be grouped in teams as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Group | Head of group | Sr. accountants | Accountants/Asst. Accountants |
| Group 1 |  | Praveen, | Vinay Raja\*, Keerthana. S |
| Group 2 | Rajyalaxmi | Nagamalleswar .S | R. Lavanya, Vijaykumar .D\* |
| Group 3 | D. Lavanya | N. Rajkumar, | Krishna Veni, Bhavani |
| Group 4 |  | K. Swathi, | Vindya, Sridhar\* |
| Group 5 | Sangeeta | Upender | Shivanand, Ramakrishna.T\* |
| Group 6 |  | Nagamani | Umakanth\* |

|  |  |  |
| --- | --- | --- |
| Sl. No | Name of the Company | Accountant |
|  | GV Research Centres Pvt. Ltd.,  GV Discovery Centres Pvt. Ltd.,  Aedis Developers LLP  MHPL/GVSH – New land in Kolthur | Praveen Raju |
|  | MHPL - Marigold Residency  Girijabai Modi Charitable Trust  Tapadia & Modi Medical Foundation  MCMET | Keerthana. S |
|  | Vista Homes,  Modi Realty Mallapur LLP  Summit Sales LLP – Investment a/c. | Rajyalaxmi |
|  | Mehta & Modi Realty Kowkur LLP  Villa Orchids LLP (additional charge) | Nagamalleswar |
|  | Greens Group  MBMC  East Side Residency LLP | R. Lavanya |
|  | Soham Mansion Owners Association  BNC Estates  Alpine Estates | D. Vijay Kumar |
|  | Nilgiri Estates  Summit Sales LLP – Trading A/c. | D. Lavanya |
|  | Cash account (main)  Summit Sales Logistics  Summit Sales common expenditure | N. Rajkumar |
|  | Syed Mehdi | Krishnaveni |
|  | Modi & Modi Constructions  Modi Ventures  Modi & Modi Realty Hyderabad Pvt. Ltd., | T. Bhavani |
|  | Modi Realty Miriyalaguda LLP  Modi Consultancy Services | Swathi K |
|  | Matrix Real Estates Consultants LLP - Hyderabad | Vindya |
|  | Paramount Builders  Paramount Estates  Modi Realty Pocharam LLP (Nilgiri Heights) | Sridhar |
|  | Mayflower Platinum - MPL  Silveroak Villas LLP – SOV 1 to 95 | Sangeeta |
|  | Paramount Hill County (Database only)  Serene Constructions LLP  Modi Farmhouse Hyderabad LLP  Serene Clubs & Resorts LLP  SM Modi Complex  PM Modi Complex | Upender |
|  | Cash account (upto Rs. 1 lakh)  Amigo United Avenues (Database only)  Modi Properties Pvt. Ltd – current a/c. (Yes, Kotak, SBI, Axis)  Modi Housing Pvt. Ltd – current a/c. (Yes, Kotak, Axis) | Shivanand |
|  | Tejal Modi  Gaurang Mody  Satish Modi HUF  Nisha Modi  Nidhi Modi  Gaurang Mody HUF  Soham Modi HUF  Soham Modi | Ramakrishna .T (Upender to overwise) |
|  | Modi Realty Gagilapur LLP  Modi Realty Vikarabad LLP  Summit Builders (statutory payments)  Modi Realty Muraharipally LLP  Silveroak Realty  Greenwood Estates  Audit reports across all accountants  Modi Realty Suryapet LLP  Modi Realty Siddipet LLP  Modi Realty Timmapur LLP | Umakanth |
|  | Kadakia & Modi Housing | Satyanarayana |
|  | Modi Realty Genome Valley LLP - BRGV | Jagadish |
|  | Modi Housing P Ltd., - SOV III | Jaya Prakash to be assisted by Umakanth |

Details of task assigned to managers – groups A to D.

|  |  |  |
| --- | --- | --- |
| Approval of statements of all kinds.  Training and approval for P&L and balance sheet of all ongoing projects on quarterly basis.  Filing of tax returns | Sambasiva Rao |  |
| All works relating to liaisioning with banks including opening of a/c., closing of a/c., deposit of cheques, operating instructions, online payments, signature on all documents by partners, etc.  Laisioning for loans  RERA statements | Satyanarayana | Gopi to assist in bank related works. |
| Attending to service tax litigations  Attending to VAT litigations | Jaya Prakash |  |
| GST, Monthly gate pass statement – monitor and raise GST bills | Jagdish | Assisted by Sujatha. |
| Certification of cash books on weekly basis | Kanaka Rao |  |

Note:

1. Vinay Chary to report to MD as accounts coordinator from 8.6.2020.
2. Sujatha to independently scan and upload all vouchers on M-codex from immediate effect
3. Owners association and other firms/companies associated with the main project shall be deemed to be assigned to the respective accountant. Explicit mention is not made above.
4. Modi Realty Mallapur LLP (NFC) group includes Paramount Avenue P. Ltd., & Modi Estates.
5. Approval by managers of weekly vouchers, approving of GST returns & IT returns is given in Annexure -A.
6. Hereon each group to prepare their own IT returns and GST returns. Managers in group to only play an advisory roles in their specified fields. They will only assist in preparing GST/Tax returns by imparting training and making corrections to returns.
7. Each group (1 to 6) shall be responsible for preparing documents for scrutiny and cases related to VAT, service tax, GST and IT. They shall meet the respective consultants along with managers for preparing replies and representations.
8. Managers to specialize in their field and help in planning by providing quarterly reports.
9. Bank works for deposit of cheques, withdrawal of cash, rotations to be handled by each group on their own. Person assigned of such works is marked with \*. They shall also be responsible for FDs, opening & closing accounts. Umakanth to assist group -3.
10. Gopi to visit bank once in a day for depositing cheques or withdrawal of cash prepared by all the groups above – 12 noon.
11. Vinay Chary – shall be the accounts coordinator and help MD in his tasks. To check compliance of weekly, monthly, quarterly and yearly reports. To make checklist of weekly report and online payments. Sujata to help in scanning of all accounts related vouchers and statements.

Soham Modi.

Annexure -A.

Approval by managers of weekly vouchers, approving of GST returns & IT returns

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Company/firm** | **GST assigned to** | **Weekly vouchers assigned to** | **IT returns assigned to** |
| 1. | Summit Builders (statutory payments) | Jagdish | Satyanarayana | Satyanarayana |
| 2. | Soham Mansion Owners Association | -- | Satyanarayana | Satyanarayana |
| 3. | Greenwood Estates | -- | Satyanarayana | Satyanarayana |
| 4. | Silveroak Villas LLP | Satyanarayana | Satyanarayana | Sambasiva Rao |
| 5. | Modi Realty Genome Valley LLP | Jagdish | Satyanarayana | Sambasiva Rao |
| 6. | Modi Properties Pvt. Ltd.(YES bank) | Jagdish | Satyanarayana | Sambasiva Rao |
| 7. | Modi Housing Pvt. Ltd. | Jagdish | Satyanarayana | Sambasiva Rao |
| 8. | MHPL – New land in Kolthur | Jayaprakash | Satyanarayana | Sambasiva Rao |
| 9. | Mehta & Modi Realty Kowkur LLP | Jagdish | Satyanarayana | Sambasiva Rao |
| 10. | MBMC | Satyanarayana | Satyanarayana | Sambasiva Rao |
| 11. | GV Discovery Centres Pvt. Ltd., | Jayaprakash | Satyanarayana | Sambasiva Rao |
| 12. | Greens Group | Satyanarayana | Satyanarayana | Sambasiva Rao |
| 13. | East Side Residency LLP | Jagdish | Satyanarayana | Sambasiva Rao |
| 14. | Summit Sales LLP – Investment a/c. | -- | Satyanarayana | NA |
| 15. | Modi Realty Suryapet LLP | Sambasiva Rao | Satyanarayana | Jayaprakash |
| 16. | Modi Realty Siddipet LLP | Sambasiva Rao | Satyanarayana | Jayaprakash |
| 17. | Aedis Developers LLP | Sambasiva Rao | Satyanarayana | Jagdish |
| 18. | BNC Estates | Jagdish | Satyanarayana | Sambasiva Rao |
| 19. | Silveroak Realty | Sambasiva Rao | Sambasiva Rao | Sambasiva Rao |
| 20. | Paramount Estates | Jayaprakash | Sambasiva Rao | Sambasiva Rao |
| 21. | Tapadia & Modi Medical Foundation | -- | Sambasiva Rao | Satyanarayana |
| 22. | Matrix Real Estates Consultants LLP | Jagdish | Sambasiva Rao | Satyanarayana |
| 23. | Summit Sales LLP | Jagdish | Sambasiva Rao | Sambasiva Rao |
| 24. | Serene Constructions LLP | Jagdish | Sambasiva Rao | Sambasiva Rao |
| 25. | Monthly gate pass statement - monitor | -- | Sambasiva Rao | Sambasiva Rao |
| 26. | Modi Realty Muraharipally LLP | Sambasiva Rao | Sambasiva Rao | Sambasiva Rao |
| 27. | Modi Consultancy Services | Jagdish | Sambasiva Rao | Sambasiva Rao |
| 28. | MCMET | Sambasiva Rao | Sambasiva Rao | Sambasiva Rao |
| 29. | GV Research Centres Pvt. Ltd., | Jagdish | Sambasiva Rao | Sambasiva Rao |
| 30. | Summit Sales LLP - voucher entry | -- | Sambasiva Rao | NA |
| 31. | Modi Realty Pocharam LLP (Nilgiri Heights) | Jagdish | Sambasiva Rao | Jayaprakash |
| 32. | Girijabai Modi Charitable Trust | -- | Sambasiva Rao | Jagdish |
| 33. | Cash account (main) | -- | Sambasiva Rao | -- |
| 34. | Summit Sales Logistics | Jagdish | Sambasiva Rao | Sambasiva Rao |
| 35. | Nilgiri Estates | Jagdish | Sambasiva Rao | Sambasiva Rao |
| 36. | Alpine Estates | -- | Jayaprakash | Satyanarayana |
| 37. | Syed Mehdi | Satyanarayana | Jayaprakash | Jagdish |
| 38. | Paramount Builders | Jayaprakash | Jayaprakash | Jagdish |
| 39. | Vista Homes, | Satyanarayana | Jayaprakash | Sambasiva Rao |
| 40. | Summit Sales common expenditure | Jagdish | Jayaprakash | Sambasiva Rao |
| 41. | Modi Realty Vikarabad LLP | Jagdish | Jayaprakash | Jayaprakash |
| 42. | Modi Realty Mallapur LLP | Jayaprakash | Jayaprakash | Sambasiva Rao |
| 43. | Modi Realty Gagilapur LLP | Jagdish | Jayaprakash | Jayaprakash |
| 44. | Modi Farmhouse Hyderabad LLP | -- | Jayaprakash | Sambasiva Rao |
| 45. | MHPL - Marigold Residency | Jagdish | Jayaprakash | Sambasiva Rao |
| 46. | Mayflower Platinum - MPL | Jagdish | Jayaprakash | Sambasiva Rao |
| 47. | Kadakia & Modi Housing | Satyanarayana | Jayaprakash | Sambasiva Rao |
| 48. | Serene Clubs & Resorts LLP | -- | Jayaprakash | Jayaprakash |
| 49. | Modi Ventures | -- | Jayaprakash | Jayaprakash |
| 50. | Modi & Modi Constructions | Sambasiva Rao | Jayaprakash | Jagdish |
| 51. | Nisha Modi | -- | Jayaprakash | Jagdish |
| 52. | Nidhi Modi | -- | Jayaprakash | Jagdish |
| 53. | Modi Realty Miriyalaguda LLP | Jagdish | Jagdish | Sambasiva Rao |
| 54. | Amigo United Avenues (Database only) | Jayaprakash | Jagdish | Satyanarayana |
| 55. | Soham Modi | Satyanarayana | Jagdish | Sambasiva Rao |
| 56. | Modi Realty Timmapur LLP | Jayaprakash | Jagdish | Sambasiva Rao |
| 57. | Happay card, petro card & common expenses | -- | Jagdish | Sambasiva Rao |
| 58. | Tejal Modi | -- | Jagdish | Jayaprakash |
| 59. | Satish Modi HUF | -- | Jagdish | Jayaprakash |
| 60. | Soham Modi HUF | -- | Jagdish | Jagdish |
| 61. | Paramount Hill County (Database only) | Satyanarayana | Jagdish | Jagdish |
| 62. | Jayatilal Mody | -- | Jagdish | Jagdish |
| 63. | Gaurang Mody HUF | -- | Jagdish | Jagdish |
| 64. | Gaurang Mody | -- | Jagdish | Jagdish |
| 65. | MPPL & MHPL (SBI – statutory) | -- | Jagdish | -- |
| 66. | MPPL & MHPL – Axis bank, | -- | Jagdish | -- |
| 67. | Cash account (upto Rs. 1 lakh) | -- | Jagdish | -- |

Managing Director.