Circular no. 138/f- Admin Division Date: 22-06-2020

Subject: Management information system – revised guidelines

1. In the next few weeks M-codex module for audit report should be ready. Accordingly, hereafter instead of sending reports to audit team and respective managers, only send details of the reports, period of report and scan Id no. to audit team and respective manager who is reviewing the report.
2. All divisions shall be required to send the required information (Scan id nos) by email to report-[audit@modiproperties.com](mailto:audit@modiproperties.com) before its due date.
3. Details of reports are given in annexures attached herein.
4. Additional description of each report to be sent is given under.
5. Praveen to monitor the reports sent and update the excel sheet. Praveen to print out his report of receipts/non receipt of information and place an attested copy on MDs desk by the following dates:
   1. Weekly reports – by subsequent Tuesday.
   2. Monthly reports – by 3rd of the month.
   3. Quarterly reports – within 30 days by end of quarter.
   4. Yearly reports – by 30th April.
6. Admin/HR had been advised to withhold salaries, if report/information is not received.
7. Note that the period mentioned for due dates pertains to the period on which the report is due. Do not confuse it with the period of report. Eg.: Cube test report from QC may be for the period 1st June to 30th June, 2018, however, the report is due on 15th July, 2018. Therefore, the report date must be mentioned as for the period 1st to 31st July, 2018. The weekly cycle shall be for the period Monday to Sunday.
8. Due to Covid lockdown reports for the period March, April, May are due. All division to file their reports for this period on or before 30th June, 2020.
9. Details of reports as per annexures:
   1. In Annexure – A – Accounts division
   2. In Annexure – B – Admin
   3. In Annexure – C –Purchase.
   4. In Annexure – D – Sales, CR & Promotions
   5. In Annexure – E – Engg. & QC.
10. Hard copy of reports to be sent to MD duly signed by the manager of the division, only where required as marked in the annexure. Scanned copies/scan ids to be sent to Ashaiya for printing and placing on MDs desk.

Soham Modi.