Circular No. 201(X) – Accounts Division Date: 28-08-2020

Sub: Revised list of accounts assigned to accountants to be effective from 01-09-2020.

Accountants shall be grouped in teams as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Group | Head of group | Sr. accountants | Accountants/Asst. Accountants |
| Group 1 | Sangeetha | Praveen Raju | Shivananad, Keertana |
| Group 2 | Rajyalaxmi | Nagamalleswar .S | R. Lavanya, Krishna Veni |
| Group 3 | K. Swathi, | Vamshi | Vindya, Sridhar |
| Group 4 | D. Lavanya | Shailaja | Bhavani, N. Rajkumar, |
| Group 5 | Sambasiva Rao | Umakanth |  |
| Group 6 | Jaya Prakash | Vinay Chary |  |
| Group 7 | Jagadish | Upender |  |

|  |  |  |
| --- | --- | --- |
| Sl. No | Name of the Company | Accountant |
|  | Mayflower Platinum - MPLGV Discovery Centres Pvt. Ltd., | Sangeeta |
|  | GV Research Centres Pvt. Ltd.,Aedis Developers LLPMHPL/GVSH – New land in Kolthur  | Praveen Raju |
|  | Tapadia & Modi Medical Foundation | Keerthana. S |
|  | Cash account (upto Rs. 1 lakh)Amigo United Avenues (Database only) MCMET | Shivanand  |
|  | Vista Homes, Modi Realty Mallapur LLP Summit Sales LLP – Investment a/c. | Rajyalaxmi |
|  | Mehta & Modi Realty Kowkur LLPVilla Orchids LLP (additional charge)Greenwood Estates | Nagamalleswar |
|  | Greens Group MBMCBNC Estates | R. Lavanya |
|  | Soham Mansion Owners AssociationSyed Mehdi | Krishnaveni |
|  | Nilgiri EstatesSummit Sales LLP – Trading A/c. | D. Lavanya |
|  | Modi Housing P Ltd., - SOV IIISilveroak Villas LLP – SOV 1 to 95 (from 1.10.2020)East Side Residency LLP | Shailaja |
|  | Summit Sales LogisticsSummit Sales common expenditure | N. Rajkumar |
|  |  | T. Bhavani |
|  | Modi Realty Miriyalaguda LLPModi Consultancy Services | Swathi K |
|  | Kadakia & Modi HousingModi Realty Genome Valley LLP - BRGV | Vamshi |
|  | Matrix Real Estates Consultants LLP - Hyderabad | Vindya |
|  |  | Sridhar |
|  |  | Sambasiva Rao |
|  | Modi Properties Pvt. Ltd – current a/c. (Yes, Kotak, SBI, Axis) Modi Housing Pvt. Ltd – current a/c. (Yes, Kotak, Axis)Modi & Modi Realty Hyderabad Pvt. Ltd.Summit Builders (statutory payments)Soham Modi HUFCash account (main) (from 1.10.2020)MHPL - Marigold Residency | Umakanth |
|  |  | Jaya Prakash |
|  | Modi Realty Gagilapur LLPModi Realty Vikarabad LLPModi Realty Muraharipally LLPSilveroak RealtyModi Realty Suryapet LLPModi Realty Siddipet LLPModi Realty Timmapur LLPParamount BuildersParamount Estates Modi Realty Pocharam LLP (Nilgiri Heights)Modi & Modi ConstructionsModi VenturesAlpine EstatesGirijabai Modi Charitable Trust | Vinay Chary |
|  |  | Jagadish |
|  | Tejal ModiGaurang ModySatish Modi HUFNisha ModiNidhi ModiGaurang Mody HUFSoham ModiSerene Constructions LLP Modi Farmhouse Hyderabad LLPSerene Clubs & Resorts LLPSM Modi ComplexPM Modi Complex | Upender |

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 loansRERA statementsAttending to service tax litigationsAttending to VAT litigations | Jaya Prakash | Gopi to assist in bank related works.  |
| GST, Monthly gate pass statement – monitor and raise GST bills | Jagdish |  |
| Certification of cash books on weekly basis | Kanaka Rao |  |

Note:

1. Sujatha to independently scan and upload all vouchers on M-codex.
2. 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.
3. Modi Realty Mallapur LLP (NFC) group includes Paramount Avenue P. Ltd., & Modi Estates.
4. Approval by managers of weekly vouchers, approving of GST returns & IT returns is given in Annexure -A.
5. 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.
6. Managers to specialize in their field and help in planning by providing quarterly reports.
7. Gopi to visit bank twice a day for depositing cheques or withdrawal of cash prepared by all the groups above – 11am and 2.30pm. Gopi to report to Jaya Prakash.
8. 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.

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.