Internal Memo: 901/46/d - administration Date: 15.06.2020

Sub.: Group email IDs

Communication to sites and various divisions in the office are not being directed to all concerned staff members. To correct the situation group emails are now being redirected through new domain i.e., modiproperties.in. The new domain is not accessible to any staff members, it shall only handled by system admin.

Group gmails should be discontinued and in its place group email Ids in the format xxxx@modiproperties.com shall be used. In select cases where huge volume of emails i.e., plans, QC, Promotions, Purchase are being redirected through a gmail id (which is not visible to user).

Staff members shall use these group emails judiciously i.e., use the group email when everyone in the group is required to receive the information. Do not unnecessarily send emails to groups instead of individuals.

It is important that such group emails are addressed to a particular staff member (say Mr. Prabhakar, etc). Without that a situation may arise where all group members would ignore the mail or several persons may reply to the same email.

The policy for forming group emails is as follows:

Each active housing project shall have 3 group email Ids as:

xxx@modiproperties.com (Eg.: gmr@modiproperties.com) – to be exclusively used for incoming email of customers and customer complaints to be redirected to project manager, MD, partners CR manager.

xxx-sales@modiproperties.com (Eg.: gmr-sales@modiproperties.com) – to be exclusively used for enquiries, referrals and incoming sales related emails and to be redirected to sales manager and one executive of the project.

xxx-const@modiproperties.com (Eg.: gmr-const@modiproperties.com) – to be exclusively used for construction related activities and to be redirected to all Project manager + 2 additional engineers.

This shall be applicable to GMR, MPL, MGA, GHT, SOV, NE, Vista, AGH, ESR, BRGV, Serene, VOC, KNM and other new projects.

Each completed project shall have one group email. (Eg.: bnc@modiproperties.com). To be exclusively used for incoming mails from customers and customer complaints. This email to be redirected to CR manager. Applicable to BNC, MFP, MFH, VSC, PMR, GMG, SOB, SOA, MNM, GWE.

Commercial projects shall only have 1 group email Id (Eg.: gvrc@modiproperties.com). This is to be used for all construction related activities. Redirect to project managers + 1 engineer at site. Applicable to GVRC, GVDC & MCMET.

Each division shall have group email ids as under:

cr@modiproperties.com. Redirect to entire CR team.

adm@modiproperties.com. Redirect to Kanaka Rao, Sitaram, Rama Rao, Jai Kumar & Praveen. Jai Kumar to use his personal email Id. Use for issues related to building permits, admin, notices received at site, officials visiting at site, utility connections, etc. admin@modiproperties.com to be redirected to Jai Kumar (mail not to be used any further).

hr@modiproperties.com. To be exclusively to HR activities like salaries, conveyance, leaves, etc. redirected to Jai Kumar, Iqra. Iqra to use her personal email Id.

admin\_labour@modiproperties.com exclusively to be used for registration of PF & ESI. Redirected to Jai Kumar & Iqra.

Admin\_attendance@modiproperties.com to be redirected to Jai Kumar and Iqra and to be used for sending attendance from all sites.

sys\_admin@modiproperties.com. To be exclusively used to issues related to computer, peripherals, network, trouble shooting, etc. redirect to Laxmi and Suneel.

purchase@modiproperties.com. Redirect to entire purchase team.

accounts-team@modiproperties.com. Redirect to entire accounts team.

ac@modiproperties.com redirect to 3 to 5 accounts managers. Sambasiva Rao to use personal email Id. Redirect emails related to IT, service tax, VAT & GST to this email id i.e., it@modiproperties.com, vat@modiproperties.com, gst@modiproperties.com, st@modiproperties.com, it\_a@modiproperties.com, etc. accounts@modiproperties.com to be redirected to Sambasiva Rao and not be used any further.

accountscoordinator@modiproperties.com. Redirect accounts coordinator (Manasa) and accounts@modiproperties.com.

promotions@modiproperties.com. Redirect to all members of promotions team.

plans@modiproperties.com. This email to be used for all issues related to issue and correction of plans. Redirect to engineering & design team, Soham & Kanaka Rao.

bills@modiproperties.com to be redirected to E&D team and used for sending contractor bills to HO. To be discontinued after billing data base is fully functional.

facility.mgr@modiproperties.com. This is to be used for maintenance of commercial properties. Redirect to Soham, Jai Kumar, Praveen, Ashaiya.

sales@modiproperties.com. This is a backup account to be accessed by promotions team. All enquiries related to sales, referrals, website enquiries, MCS, etc., to be also copied to this email Id.

sales-team@modiproperties.com. Redirect to entire sales team.

mkt@modiproperties.com to be redirected to all sales managers, CR managers and promotions managers.

qc@modiproperties.com. Redirect to entire QC team.

Report-audit@modiproperties.com shall be used for sending audit reports to be redirected to entire audit team + Ashaiya.

audit@modiproperties.com to be redirected to entire audit team.

info@modiproperties.com to be redirected to Aruna. This to be disabled after analysis of mails received on this email id and redirecting such mails.

A list of all email Ids is attached herein.

Soham Modi.

List of mails for mailing list:
Date: 22-03-2020

|  |  |  |
| --- | --- | --- |
| Group | Group Email ID | Redirected To: |
| GMRFor customers & customer complaints only | gmr@modiproperties.com redirected to gmr@modiproperties.in then redirected to : | ramprasad@modiproperties.comanandmehta@modiproperties.comgbrambabu@modiproperties.comsohammodi@modiproperties.com |
| GMR-SalesEnquires, referrals, sale related queries only | gmr-sales@modiproperties.com redirected to gmr-sales@modiproperties.in then redirected to : | praveenpathak@modiproperties.comsrikanth@modiproperties.com |
| GMR-ConstConstruction related queries only | gmr-const@modiproperties.com.redirected to gmr-const@modiproperties.in then redirected to : | ramprasad@modiproperties.comsaikumar@modiproperties.comsravani@modiproperties.com |
| MPLFor customers & customer complaints only | mpl@modiproperties.com redirected to mpl@modiproperties.in then redirected to : | sohammodi@modiproperties.comsubbareddy@modiproperties.comgbrambabu@modiproperties.com |
| MPL-SalesEnquires, referrals, sale related queries only | mpl-sales@modiproperties.com redirected to mpl-sales@modiproperties.in then redirected to : | ashok@modiproperties.comnaveena@modiproperties.com |
| MPL-ConstConstruction related queries only | mpl-const@modiproperties.com.redirected to mpl-const@modiproperties.in then redirected to : | nandini@modiproperties.comnarenderreddy@modiproperties.comsubbareddy@modiproperties.com |
| MGAFor customers & customer complaints only | mga@modiproperties.com redirected to mga@modiproperties.in then redirected to : | sohammodi@modiproperties.comraj.nikhil@modiproperties.comkprasad@modiproperties.com |
| MGA-SalesEnquires, referrals, sale related queries only | mga-sales@modiproperties.com redirected to mga-sales@modiproperties.in then redirected to : | suresh@modiproperties.comkranthi@modiproperties.com |
| MGA-ConstConstruction related queries only | mga-const@modiproperties.com.redirected to mga-const@modiproperties.in then redirected to : | dhanraj@modipropertis.compushpalatha@modiproperties.comraj.nikhil@modiproperties.com |
| GHTFor customers & customer complaints only | ght@modiproperties.com redirected to ght@modiproperties.in then redirected to : | sohammodi@modiproperties.comanandmehta@modiproperties.comasuresh@modiproperties.comkprasad@modiproperties.com |
| GHT-SalesEnquires, referrals, sale related queries only | ght-sales@modiproperties.com redirected to ght-sales@modiproperties.in then redirected to : | suresh@modiproperties.comvasundhara@modiproperties.com |
| GHT-ConstConstruction related queries only | ght-const@modiproperties.com.redirected to ght-const@modiproperties.in then redirected to : | asuresh@modiproperties.comrajeshbabu@modiproperties.comsneha.k@modiproperties.com |
| SOVFor customers & customer complaints only | sov@modiproperties.com redirected to sov@modiproperties.in then redirected to : | sohammodi@modiproperties.compurshotham@modiproperties.comkprasad@modiproperties.com |
| SOV-SalesEnquires, referrals, sale related queries only | sov-sales@modiproperties.com redirected to sov-sales@modiproperties.in then redirected to : | anitha.n@modiproperties.comnagarjuna@modiproperties.com |
| SOV-ConstConstruction related queries only | sov-const@modiproperties.com.redirected to sov-const@modiproperties.in then redirected to : | meenakshi@modiproperties.compurshotham@modiproperties.combrahmam@modiproperties.com |
| SERENEFor customers & customer complaints only | serene@modiproperties.com redirected to serene@modiproperties.in then redirected to : | sohammodi@modiproperties.comsarwar@modiproperties.comgbrambabu@modiproperties.com |
| SERENE-SalesEnquires, referrals, sale related queries only | serene-sales@modiproperties.com redirected to serene-sales@modiproperties.in then redirected to : | suresh@modiproperties.com |
| SERENE-ConstConstruction related queries only | serene-const@modiproperties.com.redirected to serene-const@modiproperties.in then redirected to : | sarwar@modiproperties.commahesh.m@modiproperties.com |
| NEFor customers & customer complaints only | ne@modiproperties.com redirected to ne@modiproperties.in then redirected to : | sohammodi@modiproperties.comsuresh.g@modiproperties.comkprasad@modiproperties.com |
| NE-SalesEnquires, referrals, sale related queries only | ne-sales@modiproperties.com redirected to ne-sales@modiproperties.in then redirected to : | anandkishore@modiproperties.comrajkumar@modiproperties.com |
| NE-ConstConstruction related queries only | ne-const@modiproperties.com.redirected to ne-const@modiproperties.in then redirected to : | anil.m@modiproperties.combhargavi@modiproperties.comsuresh.g@modiproperties.com |
| VISTAFor customers & customer complaints only | vista@modiproperties.com redirected to vista@modiproperties.in then redirected to : | sohammodi@modiproperties.comgbrambabu@modiproperties.commadhu@modiproperties.com |
| VISTA-SalesEnquires, referrals, sale related queries only | vista-sales@modiproperties.com redirected to vista-sales@modiproperties.in then redirected to : | anandkumar@modiproperties.comgopal@modiproperties.com |
| VISTA-ConstConstruction related queries only | vista-const@modiproperties.com.redirected to vista-const@modiproperties.in then redirected to : | madhu@modiproperties.comkhader@modiproperties.comsneha@modiproperties.com |
| AGHFor customers & customer complaints only | agh@modiproperties.com redirected to agh@modiproperties.in then redirected to : | sohammodi@modiproperties.comzakir@modiproperties.comkprasad@modiproperties.com |
| AGH-SalesEnquires, referrals, sale related queries only | agh-sales@modiproperties.com redirected to agh-sales@modiproperties.in then redirected to : | harika@modiproperties.com rajkumar@modiproperties.com |
| AGH-ConstConstruction related queries only | agh-const@modiproperties.com.redirected to agh-const@modiproperties.in then redirected to : | zakir@modiproperties.comhussain@modiproperties.comvijitha@modiproperties.com |
| ESRFor customers & customer complaints only | esr@modiproperties.com redirected to esr@modiproperties.in then redirected to : | sohammodi@modiproperties.comanandmehta@modiproperties.comgbrambabu@modiproperties.comvijay@modiproperties.com |
| ESR-SalesEnquires, referrals, sale related queries only | esr-sales@modiproperties.com redirected to esr-sales@modiproperties.in then redirected to : | laxmikaanth@modiproperties.comsanjeet@modiproperties.com |
| ESR-ConstConstruction related queries only | esr-const@modiproperties.com.redirected to esr-const@modiproperties.in then redirected to : | vijay@modiproperties.commujtahid@modiproperties.comaswini@modiproperties.com |
| BRGVFor customers & customer complaints only | brgv@modiproperties.com redirected to brgv@modiproperties.in then redirected to : | sohammodi@modiproperties.commadhu@modiproperties.comkprasad@modiproperties.com |
| BRGV-SalesEnquires, referrals, sale related queries only | brgv-sales@modiproperties.com redirected to brgv-sales@modiproperties.in then redirected to : | suresh@modiproperties.com |
| BRGV-ConstConstruction related queries only | brgv-const@modiproperties.com.redirected to brgv-const@modiproperties.in then redirected to : | priyanka@modiproperties.comsalman@modiproperties.commadhu@modiproperties.com |
| VOCFor customers & customer complaints only | voc@modiproperties.comredirected to voc@modiproperties.in then redirected to : | asuresh@modiproperties.comanandmehta@modiproperties.comgbrambabu@modiproperties.comsohammodi@modiproperties.com |
| VOC-SalesEnquires, referrals, sale related queries only | voc-sales@modiproperties.com redirected to voc-sales@modiproperties.in then redirected to : | suresh@modiproperties.comvasundhara@modiproperties.com |
| VOC-ConstConstruction related queries only | voc-const@modiproperties.com.redirected to voc-const@modiproperties.in then redirected to : | asuresh@modiproperties.comsharvani@modiproperties.com |
| KNMFor customers & customer complaints only | knm@modiproperties.comredirected to knm@modiproperties.in then redirected to : | rahul.g@modiproperties.comkprasad@modiproperties.comsohammodi@modiproperties.com |
| KNM-SalesEnquires, referrals, sale related queries only | knm-sales@modiproperties.com redirected to knm-sales@modiproperties.in then redirected to : | suresh@modiproperties.comvasundhara@modiproperties.com |
| KNM-ConstConstruction related queries only | knm-const@modiproperties.com.redirected to knm-const@modiproperties.in then redirected to : | rahul.g@modiproperties.comchand@modiproperties.com |
| GVDCConstruction related queries only | gvdc@modiproperties.com redirected to gvdc@modiproperties.in then redirected to : | venkatesh@modiproperties.comraj.nikhil@modiproperties.com |
| GVRCConstruction related queries only | gvrc@modiproperties.com redirected to gvrc@modiproperties.in then redirected to : | venkatesh@modiproperties.comraj.nikhil@modiproperties.com |
| MCMETConstruction related queries only | mcmet@modiproperties.com redirected to mcmet@modiproperties.in then redirected to : | raj.nikhil@modiproperties.com |
| B & CFor customers & customer complaints only | bnc@modiproperties.comredirected to bnc@modiproperties.in then redirected to : | abhinay.t@modiproperties.comgbrambabu@modiproperties.com |
| MFPFor customers & customer complaints only | mfp@modiproperties.comredirected to mfp@modiproperties.in then redirected to : | gbrambabu@modiproperties.com |
| MFHFor customers & customer complaints only | mfh@modiproperties.comredirected to mfh@modiproperties.in then redirected to : | gbrambabu@modiproperties.com |
| GMGFor customers & customer complaints only | gmg@modiproperties.comredirected to gmg@modiproperties.in then redirected to : | gbrambabu@modiproperties.com |
| VSCFor customers & customer complaints only | vsc@modiproperties.comredirected to vsc@modiproperties.in then redirected to : | kprasad@modiproperties.com |
| PMR I & IIFor customers & customer complaints only | pmr@modiproperties.comredirected to pmr@modiproperties.in then redirected to : | rahul.t@modiproperties.comkprasad@modiproperties.com |
| SOBFor customers & customer complaints only | sob@modiproperties.comredirected to sob@modiproperties.in then redirected to : | kprasad@modiproperties.com |
| SOAFor customers & customer complaints only | soa@modiproperties.comredirected to soa@modiproperties.in then redirected to : | kprasad@modiproperties.com |
| MNMFor customers & customer complaints only | mnm@modiproperties.comredirected to mnm@modiproperties.in then redirected to : | kprasad@modiproperties.com |
| GWEFor customers & customer complaints only | gwe@modiproperties.comredirected to gwe@modiproperties.in then redirected to : | gbrambabu@modiproperties.com |

List of Mailing list IDs for Dept at HO

22-06-2020

|  |  |  |
| --- | --- | --- |
| Dept | Group Email ID | Redirected To: |
| CRFor all CR related mails | cr@modiproperties.comredirected to cr@modiproperties.in then redirected to : | gbrambabu@modiproperties.comkprasad@modiproperties.comprabhakarreddy@modiproperties.comvenkatramana@modiproperties.comvineela@modiproperties.compavan@modiproperties.comsaritha@modiproperties.com |
| AdminFor Building permits, admin, notices received at site, officials visiting at site, utility connections, etc. | adm@modiproperties.comredirected to adm@modiproperties.inthen redirected to: | gkrao@modiproperties.com ramarao@modiproperties.comsitaram@modiproperties.comjaikumar@modiproperties.compraveen@modiproperties.com |
| Sys AdminRelated to computer, peripherals, network, trouble shooting, etc., | sys\_admin@modiproperties.comredirected to sys\_admin@modiproperties.inthen redirected to: | suneel@modiproperties.comlakshmi@modiproperties.com |
| PurchaseFor all purchase related mails | purchase@modiproperties.comredirected to purchase.mpipl@gmail.com then redirected to: | prabhakar@modiproperties.comminish@modiproperties.combhaskar@modiproperties.commurthy@modiproperties.comgoushee@modiproperties.comhemendra@modidproperties.comsowmya@modiproperties.commounika@modiproperties.comravali@modiproperties.com |
| AccountsFor IT, Service tax, VAT, & GST | ac@modiproperties.comredirected to ac@modiproperties.inthen redirected to | satyanarayana@modiproperties.comsambasiva@modiproperties.comjagadish@modiproperties.com |
| PROMOTIONSFor all promotions related mails | promotions@modiproperties.comredirected topromo.mppl@gmail.com then redirected to | lakshmi@modiproperties.comprasad@modiproperties.comrohith@modiproperties.com |
| PLANSFor issue and correction of plans | plans@modiproperties.comredirected toacad.mppl@gmail.comthen redirected to | nagalaxmi@modiproperties.comjayapradha@modiproperties.comnaveen@modiproperties.comgkrao@modiproperties.comsohammodi@modiproperties.com |
| FACILITIESFor maintenance of commercial properties | facility.mgr@modiproperties.com | jaikumar@modiproperties.comashaiya@modiproperties.com |
| QCFor all QC related mails | qc@modiproperties.comredirected tomppl.qc2020@gmail.com then redirected to | sunil@modiproperties.comrajeshbabu@modiproperties.comvinod@modiproperties.comsanketh@modiproperties.com |
| GVDC Design Team | gvdc-designteam@modiproperties.com redirected tomppl.qc2020@gmail.com then redirected to | nkjagadeeshkumar@satyavaniindia.comjkpurna@satyavaniindia.comprasaad@satyavaniindia.comsuryapp@yahoo.comsohammodi@modiproperties.comgkrao@modiproperties.comjayapradha@modiproperties.comvenkatesh@modiproperties.comwaseem@modiproperties.comsitaram@modiproperties.comvishalgoel.hbs@gmail.commilindravi05@gmail.comaksingh.ey@gmail.comcvsurya@satyavaniindia.comarchana@arenaconsultants.netengg@arenaconsultants.netchaitanya@arenaconsultants.net |