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](mailto: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](mailto:xxx@modiproperties.com) (Eg.: [gmr@modiproperties.com](mailto: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](mailto:xxx-sales@modiproperties.com) (Eg.: [gmr-sales@modiproperties.com](mailto: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](mailto:xxx-const@modiproperties.com) (Eg.: [gmr-const@modiproperties.com](mailto: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](mailto: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](mailto: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](mailto:cr@modiproperties.com). Redirect to entire CR team.

[adm@modiproperties.com](mailto: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](mailto:admin@modiproperties.com) to be redirected to Jai Kumar (mail not to be used any further).

[hr@modiproperties.com](mailto: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](mailto:admin_labour@modiproperties.com) exclusively to be used for registration of PF & ESI. Redirected to Jai Kumar & Iqra.

[Admin\_attendance@modiproperties.com](mailto: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](mailto: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](mailto:purchase@modiproperties.com). Redirect to entire purchase team.

[accounts-team@modiproperties.com](mailto:accounts-team@modiproperties.com). Redirect to entire accounts team.

[ac@modiproperties.com](mailto: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](mailto:it@modiproperties.com), [vat@modiproperties.com](mailto:vat@modiproperties.com), [gst@modiproperties.com](mailto:gst@modiproperties.com), [st@modiproperties.com](mailto:st@modiproperties.com), [it\_a@modiproperties.com](mailto:it_a@modiproperties.com), [etc. accounts@modiproperties.com](mailto:etc.%20accounts@modiproperties.com) to be redirected to Sambasiva Rao and not be used any further.

[accountscoordinator@modiproperties.com](mailto:accountscoordinator@modiproperties.com). Redirect accounts coordinator (Manasa) and [accounts@modiproperties.com](mailto:accounts@modiproperties.com).

[promotions@modiproperties.com](mailto:promotions@modiproperties.com). Redirect to all members of promotions team.

[plans@modiproperties.com](mailto: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](mailto: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](mailto:facility.mgr@modiproperties.com). This is to be used for maintenance of commercial properties. Redirect to Soham, Jai Kumar, Praveen, Ashaiya.

[sales@modiproperties.com](mailto: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](mailto:sales-team@modiproperties.com). Redirect to entire sales team.

[mkt@modiproperties.com](mailto:mkt@modiproperties.com) to be redirected to all sales managers, CR managers and promotions managers.

[qc@modiproperties.com](mailto:qc@modiproperties.com). Redirect to entire QC team.

[Report-audit@modiproperties.com](mailto:Report-audit@modiproperties.com) shall be used for sending audit reports to be redirected to entire audit team + Ashaiya.

[audit@modiproperties.com](mailto:audit@modiproperties.com) to be redirected to entire audit team.

[info@modiproperties.com](mailto: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: |
| GMR  For customers & customer complaints only | gmr@modiproperties.com  redirected to gmr@modiproperties.in then redirected to : | ramprasad@modiproperties.com  anandmehta@modiproperties.com  gbrambabu@modiproperties.com  sohammodi@modiproperties.com |
| GMR-Sales  Enquires, referrals, sale related queries only | gmr-sales@modiproperties.com redirected to  gmr-sales@modiproperties.in then redirected to : | praveenpathak@modiproperties.com  srikanth@modiproperties.com |
| GMR-Const  Construction related queries only | gmr-const@modiproperties.com.  redirected to  gmr-const@modiproperties.in then redirected to : | ramprasad@modiproperties.com  saikumar@modiproperties.com  sravani@modiproperties.com |
| MPL  For customers & customer complaints only | mpl@modiproperties.com  redirected to mpl@modiproperties.in then redirected to : | sohammodi@modiproperties.com  subbareddy@modiproperties.com  gbrambabu@modiproperties.com |
| MPL-Sales  Enquires, referrals, sale related queries only | mpl-sales@modiproperties.com redirected to  mpl-sales@modiproperties.in then redirected to : | ashok@modiproperties.com  naveena@modiproperties.com |
| MPL-Const  Construction related queries only | mpl-const@modiproperties.com.  redirected to  mpl-const@modiproperties.in then redirected to : | nandini@modiproperties.com  narenderreddy@modiproperties.com  subbareddy@modiproperties.com |
| MGA  For customers & customer complaints only | mga@modiproperties.com  redirected to mga@modiproperties.in then redirected to : | sohammodi@modiproperties.com  raj.nikhil@modiproperties.com  kprasad@modiproperties.com |
| MGA-Sales  Enquires, referrals, sale related queries only | mga-sales@modiproperties.com redirected to  mga-sales@modiproperties.in then redirected to : | suresh@modiproperties.com  kranthi@modiproperties.com |
| MGA-Const  Construction related queries only | mga-const@modiproperties.com.  redirected to  mga-const@modiproperties.in then redirected to : | dhanraj@modipropertis.com  pushpalatha@modiproperties.com  raj.nikhil@modiproperties.com |
| GHT  For customers & customer complaints only | ght@modiproperties.com  redirected to ght@modiproperties.in then redirected to : | sohammodi@modiproperties.com  anandmehta@modiproperties.com  asuresh@modiproperties.com  kprasad@modiproperties.com |
| GHT-Sales  Enquires, referrals, sale related queries only | ght-sales@modiproperties.com redirected to  ght-sales@modiproperties.in then redirected to : | suresh@modiproperties.com  vasundhara@modiproperties.com |
| GHT-Const  Construction related queries only | ght-const@modiproperties.com.  redirected to  ght-const@modiproperties.in then redirected to : | asuresh@modiproperties.com  rajeshbabu@modiproperties.com  sneha.k@modiproperties.com |
| SOV  For customers & customer complaints only | sov@modiproperties.com  redirected to sov@modiproperties.in then redirected to : | sohammodi@modiproperties.com  purshotham@modiproperties.com  kprasad@modiproperties.com |
| SOV-Sales  Enquires, referrals, sale related queries only | sov-sales@modiproperties.com redirected to  sov-sales@modiproperties.in then redirected to : | anitha.n@modiproperties.com  nagarjuna@modiproperties.com |
| SOV-Const  Construction related queries only | sov-const@modiproperties.com.  redirected to  sov-const@modiproperties.in then redirected to : | meenakshi@modiproperties.com  purshotham@modiproperties.com  brahmam@modiproperties.com |
| SERENE  For customers & customer complaints only | serene@modiproperties.com  redirected to serene@modiproperties.in then redirected to : | sohammodi@modiproperties.com  sarwar@modiproperties.com  gbrambabu@modiproperties.com |
| SERENE-Sales  Enquires, referrals, sale related queries only | serene-sales@modiproperties.com redirected to  serene-sales@modiproperties.in then redirected to : | suresh@modiproperties.com |
| SERENE-Const  Construction related queries only | serene-const@modiproperties.com.  redirected to  serene-const@modiproperties.in then redirected to : | sarwar@modiproperties.com  mahesh.m@modiproperties.com |
| NE  For customers & customer complaints only | ne@modiproperties.com  redirected to ne@modiproperties.in then redirected to : | sohammodi@modiproperties.com  suresh.g@modiproperties.com  kprasad@modiproperties.com |
| NE-Sales  Enquires, referrals, sale related queries only | ne-sales@modiproperties.com redirected to  ne-sales@modiproperties.in then redirected to : | anandkishore@modiproperties.com  rajkumar@modiproperties.com |
| NE-Const  Construction related queries only | ne-const@modiproperties.com.  redirected to  ne-const@modiproperties.in then redirected to : | anil.m@modiproperties.com  bhargavi@modiproperties.com  suresh.g@modiproperties.com |
| VISTA  For customers & customer complaints only | vista@modiproperties.com  redirected to vista@modiproperties.in then redirected to : | sohammodi@modiproperties.com  gbrambabu@modiproperties.com  madhu@modiproperties.com |
| VISTA-Sales  Enquires, referrals, sale related queries only | vista-sales@modiproperties.com redirected to  vista-sales@modiproperties.in then redirected to : | anandkumar@modiproperties.com  gopal@modiproperties.com |
| VISTA-Const  Construction related queries only | vista-const@modiproperties.com.  redirected to  vista-const@modiproperties.in then redirected to : | madhu@modiproperties.com  khader@modiproperties.com  sneha@modiproperties.com |
| AGH  For customers & customer complaints only | agh@modiproperties.com  redirected to agh@modiproperties.in then redirected to : | sohammodi@modiproperties.com  zakir@modiproperties.com  kprasad@modiproperties.com |
| AGH-Sales  Enquires, 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-Const  Construction related queries only | agh-const@modiproperties.com.  redirected to  agh-const@modiproperties.in then redirected to : | zakir@modiproperties.com  hussain@modiproperties.com  vijitha@modiproperties.com |
| ESR  For customers & customer complaints only | esr@modiproperties.com  redirected to esr@modiproperties.in then redirected to : | sohammodi@modiproperties.com  anandmehta@modiproperties.com  gbrambabu@modiproperties.com  vijay@modiproperties.com |
| ESR-Sales  Enquires, referrals, sale related queries only | esr-sales@modiproperties.com redirected to  esr-sales@modiproperties.in then redirected to : | laxmikaanth@modiproperties.com  sanjeet@modiproperties.com |
| ESR-Const  Construction related queries only | esr-const@modiproperties.com.  redirected to  esr-const@modiproperties.in then redirected to : | vijay@modiproperties.com  mujtahid@modiproperties.com  aswini@modiproperties.com |
| BRGV  For customers & customer complaints only | brgv@modiproperties.com  redirected to brgv@modiproperties.in then redirected to : | sohammodi@modiproperties.com  madhu@modiproperties.com  kprasad@modiproperties.com |
| BRGV-Sales  Enquires, referrals, sale related queries only | brgv-sales@modiproperties.com redirected to  brgv-sales@modiproperties.in then redirected to : | suresh@modiproperties.com |
| BRGV-Const  Construction related queries only | brgv-const@modiproperties.com.  redirected to  brgv-const@modiproperties.in then redirected to : | priyanka@modiproperties.com  salman@modiproperties.com  madhu@modiproperties.com |
| VOC  For customers & customer complaints only | voc@modiproperties.com  redirected to voc@modiproperties.in then redirected to : | asuresh@modiproperties.com  anandmehta@modiproperties.com  gbrambabu@modiproperties.com  sohammodi@modiproperties.com |
| VOC-Sales  Enquires, referrals, sale related queries only | voc-sales@modiproperties.com redirected to  voc-sales@modiproperties.in then redirected to : | suresh@modiproperties.com  vasundhara@modiproperties.com |
| VOC-Const  Construction related queries only | voc-const@modiproperties.com.  redirected to  voc-const@modiproperties.in then redirected to : | asuresh@modiproperties.com  sharvani@modiproperties.com |
| KNM  For customers & customer complaints only | knm@modiproperties.com  redirected to knm@modiproperties.in then redirected to : | rahul.g@modiproperties.com  kprasad@modiproperties.com  sohammodi@modiproperties.com |
| KNM-Sales  Enquires, referrals, sale related queries only | knm-sales@modiproperties.com redirected to  knm-sales@modiproperties.in then redirected to : | suresh@modiproperties.com  vasundhara@modiproperties.com |
| KNM-Const  Construction related queries only | knm-const@modiproperties.com.  redirected to  knm-const@modiproperties.in then redirected to : | rahul.g@modiproperties.com  chand@modiproperties.com |
| GVDC  Construction related queries only | gvdc@modiproperties.com  redirected to gvdc@modiproperties.in then redirected to : | venkatesh@modiproperties.com  raj.nikhil@modiproperties.com |
| GVRC  Construction related queries only | gvrc@modiproperties.com  redirected to gvrc@modiproperties.in then redirected to : | venkatesh@modiproperties.com  raj.nikhil@modiproperties.com |
| MCMET  Construction related queries only | mcmet@modiproperties.com  redirected to mcmet@modiproperties.in then redirected to : | raj.nikhil@modiproperties.com |
| B & C  For customers & customer complaints only | bnc@modiproperties.com  redirected to bnc@modiproperties.in then redirected to : | abhinay.t@modiproperties.com  gbrambabu@modiproperties.com |
| MFP  For customers & customer complaints only | mfp@modiproperties.com  redirected to mfp@modiproperties.in then redirected to : | gbrambabu@modiproperties.com |
| MFH  For customers & customer complaints only | mfh@modiproperties.com  redirected to mfh@modiproperties.in then redirected to : | gbrambabu@modiproperties.com |
| GMG  For customers & customer complaints only | gmg@modiproperties.com  redirected to gmg@modiproperties.in then redirected to : | gbrambabu@modiproperties.com |
| VSC  For customers & customer complaints only | vsc@modiproperties.com  redirected to vsc@modiproperties.in then redirected to : | kprasad@modiproperties.com |
| PMR I & II  For customers & customer complaints only | pmr@modiproperties.com  redirected to pmr@modiproperties.in then redirected to : | rahul.t@modiproperties.com  kprasad@modiproperties.com |
| SOB  For customers & customer complaints only | sob@modiproperties.com  redirected to sob@modiproperties.in then redirected to : | kprasad@modiproperties.com |
| SOA  For customers & customer complaints only | soa@modiproperties.com  redirected to soa@modiproperties.in then redirected to : | kprasad@modiproperties.com |
| MNM  For customers & customer complaints only | mnm@modiproperties.com  redirected to mnm@modiproperties.in then redirected to : | kprasad@modiproperties.com |
| GWE  For customers & customer complaints only | gwe@modiproperties.com  redirected to gwe@modiproperties.in then redirected to : | gbrambabu@modiproperties.com |

List of Mailing list IDs for Dept at HO

22-06-2020

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| --- | --- | --- |
| Dept | Group Email ID | Redirected To: |
| CR  For all CR related mails | cr@modiproperties.com  redirected to  cr@modiproperties.in  then redirected to : | gbrambabu@modiproperties.com  kprasad@modiproperties.com  prabhakarreddy@modiproperties.com  venkatramana@modiproperties.com  vineela@modiproperties.com  pavan@modiproperties.com  saritha@modiproperties.com |
| Admin  For Building permits, admin, notices received at site, officials visiting at site, utility connections, etc. | adm@modiproperties.com  redirected to  adm@modiproperties.in  then redirected to: | gkrao@modiproperties.com  ramarao@modiproperties.com  sitaram@modiproperties.com  jaikumar@modiproperties.com  praveen@modiproperties.com |
| Sys Admin  Related to computer, peripherals, network, trouble shooting, etc., | sys\_admin@modiproperties.com  redirected to  sys\_admin@modiproperties.in  then redirected to: | suneel@modiproperties.com  lakshmi@modiproperties.com |
| Purchase  For all purchase related mails | purchase@modiproperties.com  redirected to  purchase.mpipl@gmail.com  then redirected to: | prabhakar@modiproperties.com  minish@modiproperties.com  bhaskar@modiproperties.com  murthy@modiproperties.com  goushee@modiproperties.com  hemendra@modidproperties.com  sowmya@modiproperties.com  mounika@modiproperties.com  ravali@modiproperties.com |
| Accounts  For IT, Service tax, VAT, & GST | ac@modiproperties.com  redirected to  ac@modiproperties.in  then redirected to | satyanarayana@modiproperties.com  sambasiva@modiproperties.com  jagadish@modiproperties.com |
| PROMOTIONS  For all promotions related mails | promotions@modiproperties.com  redirected to  promo.mppl@gmail.com  then redirected to | lakshmi@modiproperties.com  prasad@modiproperties.com  rohith@modiproperties.com |
| PLANS  For issue and correction of plans | plans@modiproperties.com  redirected to  acad.mppl@gmail.com  then redirected to | nagalaxmi@modiproperties.com  jayapradha@modiproperties.com  naveen@modiproperties.com  gkrao@modiproperties.com  sohammodi@modiproperties.com |
| FACILITIES  For maintenance of commercial properties | facility.mgr@modiproperties.com | jaikumar@modiproperties.com  ashaiya@modiproperties.com |
| QC  For all QC related mails | qc@modiproperties.com  redirected to  mppl.qc2020@gmail.com  then redirected to | sunil@modiproperties.com  rajeshbabu@modiproperties.com  vinod@modiproperties.com  sanketh@modiproperties.com |
| GVDC Design Team | gvdc-designteam@modiproperties.com  redirected to  mppl.qc2020@gmail.com  then redirected to | nkjagadeeshkumar@satyavaniindia.com  jkpurna@satyavaniindia.com  prasaad@satyavaniindia.com  suryapp@yahoo.com  sohammodi@modiproperties.com  gkrao@modiproperties.com  jayapradha@modiproperties.com  venkatesh@modiproperties.com  waseem@modiproperties.com  sitaram@modiproperties.com  vishalgoel.hbs@gmail.com  milindravi05@gmail.com  aksingh.ey@gmail.com  cvsurya@satyavaniindia.com  archana@arenaconsultants.net  engg@arenaconsultants.net  chaitanya@arenaconsultants.net |