Circular No. 201(AC) – Accounts Division Date: 10-06-2021

Sub: Revised list of accounts assigned to accountants to be effective from 10-06-2021. However, new accountants to assist other accountants who have their existing accounts.

Accountants shall be grouped in teams as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Group | Head of group | Sr. accountants | Accountants/Asst. Accountants |
| Group 1 | Sangeetha | Manoj | Shivanand, Umakanth, Naveen |
| Group 2 | Rajyalaxmi | Nagamalleswar .S | R. Lavanya, Krishna Veni |
| Group 3 | Naresh Gauri | Vamshi,  | Vindya, Ambika,  |
| Group 4 | D. Lavanya |  | Bhavani, N. Rajkumar, Priyanka |
| Group 5 | Praveen Raju | Mahesh | Keertana, Ramakrishna, Vinay Raj |
| Group 6 | Sambasiva Rao |  |  |
| Group 7 | Jaya Prakash | Maqsood |  |
| Group 8 | Jagadish | Sangeetha |  |
| Group 9 | Rupal | Gopi |  |

|  |  |  |
| --- | --- | --- |
| Sl. No | Name of the Company | Accountant |
|  | Mayflower Platinum - MPLGV Discovery Centres Pvt. Ltd., | G. Sangeeta |
|  | Modi Realty Miriyalaguda LLP Summit Sales LLP – Investment a/c.Modi Consultancy Services (payment for acquisition of new lands including Celestial & Anand Reddy land at GV). Payment of repairs and maintenance of RJK/SJK/JRPL/SRPL/Greens group to be made from MCS from 1-7-21, subject to cancellation of GST. | Manoj |
|  | Cash account (upto Rs. 1 lakh)Amigo United Avenues (Database only)Modi Realty Gagilapur LLPModi Realty Siddipet LLP#Paramount Builders#Paramount Estates#Modi & Modi Constructions#Modi Ventures#Alpine EstatesGirijabai Modi Charitable Trust | Shivanand  |
|  | 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. | Umakanth |
|  | MHPL - Marigold Residency | Naveen |
|  | Vista Homes, Modi Realty Mallapur LLP  | Rajyalaxmi |
|  | Mehta & Modi Realty Kowkur LLPVilla Orchids LLP Greenwood Estates | Nagamalleswar |
|  | Greens Group MBMCBNC Estates | R. Lavanya |
|  | Soham Mansion Owners AssociationModi Realty Vikarabad LLP | Krishnaveni |
|  | Modi Housing P Ltd. SOV III + SOV LLP as contractor. | Naresh Gauri  |
|  | Kadakia & Modi HousingModi Realty Genome Valley LLP - BRGV | Vamshi |
|  | Matrix Real Estates Consultants LLP – Hyderabad | Vindya |
|  | Silveroak Villas LLP – SOV 1 to 95 (from 1.10.2020)Silveroak Realty | Ambika |
|  | Nilgiri EstatesSummit Sales LLP – Trading A/c.Modi Realty Pocharam LLP (Nilgiri Heights) | D. Lavanya |
|  | Satish Modi HUFNisha ModiNidhi ModiGaurang Mody HUF | T. Bhavani |
|  | Summit Sales LogisticsSummit Sales common expenditure | N. Rajkumar |
|  | Summit Builders (statutory payments)Soham Modi HUF | Priyanka |
|  | GV Research Centres Pvt. Ltd.,Aedis Developers LLP | Praveen Raju |
|  | GVSH Manufacturing Facilities P. Ltd., N Square Lifesciences LLP.MCMETModi Realty Muraharipally LLP#NRK Biotech Pvt. Ltd.East Side Residency LLP | Mahesh |
|  | Tapadia & Modi Medical FoundationSM Modi ComplexPM Modi Complex | Keerthana. S |
|  | Tejal ModiGaurang ModySoham ModiSerene Constructions LLP Modi Farmhouse Hyderabad LLPSerene Clubs & Resorts LLP | Ramakrishna |
|  | Cash account (main) (from 1.4.2021)Modi Realty Suryapet LLP (Timmapur) | Vinay Raja |

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 | Maqsood to assist Jayaprakash in all activity related to loans. From 1.7.21 Maqsood to independently handle all existing loans. Jayaprakash to only assist him for new loans.  |
| GST, Monthly gate pass statement – monitor and raise GST bills | Jagdish | To be assisted by A. Sangeetha |
| All tasks related to compliance with company law, ROC. SEBI, NSC, etc.Making new companies, changing partnership, etc. | Rupal | To be assisted by Gopi 3 to 4 times a week. |
| Certification of cash books on weekly basis | Kanaka Rao |  |

Note:

1. Sujatha/Divyavani 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. Approval by managers of weekly vouchers, approving of GST returns & IT returns is given in Annexure -A (to be revised).
4. 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.
5. Managers to specialize in their field and help in planning by providing quarterly reports.
6. Shivanand (Mon, Tue), Naveen (Wed, Thur) & Gopi (Fri, Sat) to visit bank twice a day for depositing cheques or withdrawal of cash prepared by all the groups above – 11am and 2.30pm.

Soham Modi.