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 - MPL  GV 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 LLP  Modi Realty Siddipet LLP#  Paramount Builders#  Paramount Estates#  Modi & Modi Constructions#  Modi Ventures#  Alpine Estates  Girijabai 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 LLP  Villa Orchids LLP  Greenwood Estates | Nagamalleswar |
|  | Greens Group  MBMC  BNC Estates | R. Lavanya |
|  | Soham Mansion Owners Association  Modi Realty Vikarabad LLP | Krishnaveni |
|  | Modi Housing P Ltd. SOV III + SOV LLP as contractor. | Naresh Gauri |
|  | Kadakia & Modi Housing  Modi 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 Estates  Summit Sales LLP – Trading A/c.  Modi Realty Pocharam LLP (Nilgiri Heights) | D. Lavanya |
|  | Satish Modi HUF  Nisha Modi  Nidhi Modi  Gaurang Mody HUF | T. Bhavani |
|  | Summit Sales Logistics  Summit 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.  MCMET  Modi Realty Muraharipally LLP#  NRK Biotech Pvt. Ltd.  East Side Residency LLP | Mahesh |
|  | Tapadia & Modi Medical Foundation  SM Modi Complex  PM Modi Complex | Keerthana. S |
|  | Tejal Modi  Gaurang Mody  Soham Modi  Serene Constructions LLP  Modi Farmhouse Hyderabad LLP  Serene 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 loans  RERA statements  Attending to service tax litigations  Attending 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.