Circular No. 201(AI) – Accounts Division Date: 02-09-2022

Sub: Revised list of accounts assigned to accountants to be effective from 5-09-2022.

However, new accountants to assist other accountants who have their existing accounts.

Accountants shall be grouped in teams as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Group | Head of group/ Account Manager | Asst. Manager/ Sr. accountant | Accountants/Asst. Accountants |
| Group 1 | Sangeetha | Manohar  | Parmesh, Naveen,  |
| Group 2 | Rajyalaxmi | Nagamalleswar, Ramesh | Krishna Veni, ~~Vindya~~, Rishab, Hasira |
| Group 3 | D. Lavanya | Pooja | Bhavani, N. Rajkumar, Sudheer |
| Group 4 | Praveen Raju | Mahesh, Vinod | Vinay Raja, Hari Priya |
| Group 5 | Sambasiva Rao | Rukmini |  |
| Group 6 | Jaya Prakash |  | Viany Chary |
| Group 7 | Rupal | Gopi |  |
| Group 8 | Kusum | Naveen .G |  |

|  |  |  |
| --- | --- | --- |
| Sl. No | Name of the Company | Accountant |
|  | Mayflower Platinum - MplGV Discovery Centres Pvt. Ltd., | G. Sangeeta |
|  | Modi Realty Miriyalaguda LLP 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 | Parmesh |
|  | Modi Realty Genome Valley LLP | Manohar |
|  | Modi Properties Pvt. Ltd Modi Housing Pvt. Ltd Modi & Modi Realty Hyderabad Pvt. Ltd.Crescentia Labs Pvt. Ltd.Paramount Builders | Vinod |
|  | MBMCVista View LLPCash account (upto 1 lakh) | Naveen |
|  | Vista Homes, Modi Realty Mallapur LLP  | Rajyalaxmi |
|  | Mehta & Modi Realty Kowkur LLPVilla Orchids LLP Greenwood EstatesGreenwood BuildersEast Side Residency LLP | Nagamalleswar |
|  | Soham Mansion Owners AssociationModi Realty Vikarabad LLPGreens Group  | Krishnaveni |
|  | Modi Housing P Ltd. SOV III + SOV LLP as contractor. Silveroak Villas LLP – SOV I & IISilveroak Realty |  Ramesh |
|  | Matrix Real Estates Consultants LLP – Hyderabad | ~~Vindya~~ Hasira |
|  | Nilgiri EstatesSummit Sales LLP – Trading A/c. (overwise)Modi Realty Pocharam LLP (Nilgiri Heights) | D. Lavanya |
|  | Summit Sales LLP – Trading A/c. - purchasesSerene Constructions LLP Modi Farmhouse Hyderabad LLPSerene Clubs & Resorts LLP | Pooja |
|  | Satish Modi HUFNisha ModiNidhi ModiGaurang Mody HUFSummit BuildersSoham Modi HUF | T. Bhavani |
|  | Summit Sales LogisticsSummit Sales common expenditure | N. Rajkumar |
|  | GV Research Centres Pvt. Ltd.,Aedis Developers LLPGV Connect Association | Praveen Raju |
|  | MCMETModi Construction and Realtors LLPNRK Biotech Pvt. Ltd.Modi Realty LG Malakpet LLP | Mahesh |
|  | Cash account (main) Modi Realty (Timmapur) LLP Kadakia & Modi HousingTejal ModiGaurang ModySoham Modi | Vinay Raja |
|  | Tapadia & Modi Medical FoundationModi VenturesModi Realty Siddipet LLPGMCTModi Realty Gagilapur LLPM&M AssociatesSummit Sales LLP – Investment a/c.GVSH Manufacturing Facilities P. Ltd., Alpine EstatesBNC EstatesN Square Life sciences LLPModi Realty Creatopolis LLPParamount EstatesModi & Modi Constructions | Rukmini  |

Details of task assigned to managers.

|  |  |  |
| --- | --- | --- |
| 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.Attending to service tax, VAT, GST, other litigations related to taxation (except income tax) | Jaya Prakash | Vinay Chary to assist in bank liaisioning and litigation works |
| Laisioning for loansRERA statementsPeriodic statements for banks & associates | Naveen/ Kusum | Jaya Prakash to overwise work related to statements & loans |
| GST, Monthly gate pass statement – monitor and raise GST bills | Swathi .K |  |
| All tasks related to compliance with company law, ROC. SEBI, NSC, etc.Making new companies, changing partnership, etc.Reviewing LOIs, agreements, etc. | Rupal | To be assisted by Gopi 3 to 4 times a week. |
| Certification of cash books on weekly basis | Kanaka Rao |  |

Note:

1. 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.
2. Gopi to visit bank twice a day for depositing cheques or withdrawal of cash prepared by all the groups above – 11am and 2.30pm. Backup Sudhir (Mon, Tue), Vinay Chary (Wed, Thurs) & Naveen (Friday & Saturday), to be used as backup only in absence of Gopi or if absolutely required.

Soham Modi.