Circular No. 201(AM) – Accounts Division Date: 28-11-2023

Sub: Revised list of accounts assigned to accountants to be effective from 02-12-2023.

Accountants shall be grouped in teams as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Group | Head of group/ Account Manager | Asst. Manager/ Sr. accountant | Accountants/Asst. Accountants |
| Group I | Rajyalaxmi | Srihari  Raghunandan | Keerthana, Tulja Bhavani |
| Group II | D. Lavanya | N Rajkumar  Vinod R | Umar Farooq, Karthik, |
| Group III | Praveen Raju | Shilpa | Divya, Prathyusha |
| Group IV | Nagamalleshwar | Ramesh | Akshaya, Anusha |
| Group V | Rukmini | Aparna | Teja Sree, Moin |
| Group VI | Swathi | Govind | Pallavi, Fatima, |
|  | Sambasiva Rao |  |  |
|  | Sangeeta |  |  |
|  | Jaya Prakash |  | Vinay Chary, Gopi, Ramya |
|  | Nirisha, Rishab Arora |  | Sujatha |
|  | Shiva Kumar | Naveen .G |  |

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| --- | --- | --- |
| Sl. No | Name of the Company | Accountant |
|  | Mayflower Platinum - Mpl  GV Discovery Centres Pvt. Ltd.,  Paramount Estates\*  Modi Ventures\*  N Square Life Sciences LLP\*  Modi Farmhouse Hyderabad LLP\* | G. Sangeetha |
|  | Modi Realty Genome Valley LLP  Vista View LLP | I - Srihari |
|  | MBMC  GMCT\* #  M & M Associates\*  Alpine Estates\*  B & C Estates\*  Modi & Modi Constructions\*  Tapadia & Modi Medial Foundation\* #  Modi Realty Vikarabad LLP | V - Moin |
|  | Soham Modi  Teja Modi  Nisha Modi  Nidhi Modi  Gaurang Modi  Gaurang Modi Huf  Satish Modi Huf | II - Karthik |
|  | Vista Homes,  Modi Realty Mallapur LLP | I - Rajyalaxmi |
|  | |  | | --- | | AMTZ Medpolis Square 4554 Pvt. Ltd. | | AMTZ Medpolis Square 801 Pvt. Ltd. | | AMTZ Medpolis Square Pvt. Ltd. | | AMTZ Medpolis Square 3663 Pvt. Ltd\* | | AMTZ Medpolis Square 7227 Pvt. Ltd\* | | AMTZ Medpolis Square 2772 Pvt. Ltd.\* | | AMTZ Medpolis Square 1881 Pvt. Ltd.\* | | AMTZ Medpolis Square 405 Pvt. Ltd.\* | | VI - Govind |
|  | Summit Sales LLP – Trading A/c.  Summit Sales LLP - Investment | II - D. Lavanya |
|  | Summit Sales Logistics  Summit Sales common expenditure  Cash account (Main) | II - N. Rajkumar |
|  | Summit Builders  Serene Constructions LLP  Serene Clubs & Resorts LLP\*  Serene Welfare Association  Modi Realty LG Malakpet LLP  Soham Modi Huf | I -T. Bhavani |
|  | GV Research Centres Pvt. Ltd., | III - Praveen Raju |
|  | Modi Construction and Realtors LLP  NRK Biotech Pvt. Ltd. | III -Shilpa |
|  | Mehta & Modi Realty Kowkur LLP  Villa Orchids LLP \*  Greenwood Estates\*  Greenwood Builders\* #  East Side Residency LLP\* | IV - Nagamalleswar |
|  | Modi Housing P Ltd. SOV III  Silver Oak Villas LLP III  Silveroak Villas LLP – I & II  Silveroak Realty | IV - Ramesh |
|  | Matrix Real Estates Consultants LLP – Hyderabad\* | IV - Akshaya |
|  | Modi Realty Siddipet LLP\*  Modi Realty Gagilapur LLP\*  Modi Realty Miryalaguda LLP  Modi Realty Thimmapur LLP | V - Rukmini |
|  | Modi Properties Pvt. Ltd  Modi Housing Pvt. Ltd  Modi & Modi Realty Hyderabad Pvt. Ltd.  Paramount Builders  Cash account (upto 1 lakh) | II - Vinod |
|  | Modi Realty Pocharam LLP  Kadakia & Modi Housing | V - Aparna |
|  | Mayflower Welfare Association  Modi Consultancy Services | VI - Fathima |
|  | Crescentia Labs Pvt. Ltd. | VI - Swathi |
|  | JMKGEC Realtors Pvt. Ltd.  SDNMKJ Realty Pvt. Ltd.  Sharad Kadakia  Rajesh Kadakia  Darshna Kadakia\*  Swathi Kadakia\*  Dilpreet Tubes Pvt. Ltd. | I - Raghunandan |
|  | Aedis Developers LLP  GV Connect Association | IV - Anusha |
|  |  | VI - Pallavi |
|  | Inventopolis LLP  Biopolis LLP | III - Divya |
|  | Modi Realty GV Hyderabad LLP  Modi GV Ventures LLP | III - Pratusha |
|  | MCMET  Manilal Modi Charitable Trust | I - Keerthana |
|  | Vigyan Nacharam LLP\*  Xploro Chemistry Capability Centres Pvt. Ltd.\* | II - Umar |
|  | Soham Mansion Owners Association | V- Tejasree |

Details of task assigned to managers.

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| --- | --- | --- |
| 1. All tasks related to compliance with company law, ROC under FEMA, SEBI, NSC, etc. 2. Making, Buying & Selling of companies, changing partnership, etc. 3. Reviewing LOIs, agreements, etc. 4. Advisory Services to accounts team | Rishab/Nirisha |  |
| 1. Attending to service tax, VAT, GST litigations related to taxation. 2. All works relating to laisioning with banks including opening of a/c., closing of a/c., like KYC etc. deposit of cheques, operating instructions, Cash cards & Demat Accounts signature on all documents by partners, etc. 3. RERA statements (can be considered assigning to Rajyalaxmi from 1/1/24 along with complete project detailed statement). | Jaya Prakash | Vinay Chary to assist in bank laisioning and tax litigation works, Signatures of Partners |
| GST Advisory services, Monitoring individual accounts & Greens group accounts | Swathi .K | Jayaprakash to over-wise work related to GST |
| 1. Exclusively handle making IT returns on quarterly basis for FY; 23-24. Shall continue to manage old projects assigned to her upto 31-03-24. 2. Provisional P&L and balance sheet required for all accounts by 15/12/23 for first half year of FY 23-24. 3. Provisional P&L and balance sheet required for all accounts within 15 days from end of each quarter from 31/12/23. | Sangeetha |  |
| 1. Laisioning with banks and Financial Institutions. Managing all loans, OD limits etc. & negotiate of interest rates and charges and also reversal of bank charges. 2. Periodic statements for banks & associates | Shiva Kumar / Naveen |  |
| Financial Planning, Training, Quarterly reports i.e. P & L & BS | Sambasiva Rao |  |
| Certification of cash books on weekly basis | Kanaka Rao |  |
| Accounts co-ordinator   * 1. Ensure that all weekly statements are prepared, cross checked and approved.   2. Check BRS of all accounts.   3. Maintain list of accounts and expenses cards and circulate weekly basis.   4. Co-ordinate with Admin audit and purchase co-ordinate for payments and reconciliations and approval of bills.   5. Ramya to assist Sangeeta in preparing quarterly statements. | Ramya |  |

Note:

1. Accounts marked with \* are largely inactive. Ramya shall make a list and ensure that Rs. 1,000/- deposit & withdrawal is done in each account. No transaction to happen in these accounts unless it is absolutely necessary.
2. Accounts marked with # to be dissolved /closed.
3. 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.
4. Gopi 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.