Internal Memo No. 901/73 - Admin Division Date 31.01.2024

Sub.: Policy on TATA smartflo numbers.

Keywords: Tata smart flo.

1. Services from Tata smart flo has been subscribed @ 17,000/- + GST per month. They have provided 20 fixed nos + 40 nos linked to the said 20 nos.
2. The 20 fixed nos are 08069045551 to 08069045570. These nos. are permanent and are not to be changed.
3. Only these nos are to be displayed on all advertising material like brochures, flyers, paper ads, website, social media, etc.
4. Balance 40 nos to be used for tele calling. Each nos may be discarded after 2 to 4 weeks. Cost of getting new no. is Rs. 500/-. All tele callers to be assigned by Prasad/Prudvi periodically.
5. 4 lines of Tata teleservices used in EPABX at HO to be discontinued i.e., 66335551, 66335552, 66322491 and 66322492
6. 4 GSM numbers 9502166411, 9502166711, 9502166722, 9502166744 in EPABX will be continued for HO. HO staff can reach other office staff by dialling 4 digits. List is attached as Anx A.
7. List of fixed 20 nos and their use is given in Anx B.
8. Effort must be made to mark these 20 nos as Modi Properties.
9. List of caller tunes for the said 20 nos are given in Anx C.

**Managing Director**

Annexure A

List of 4 digit nos. of staff

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.no. | Name | Designation | Division | 4 digit | Mobile no. |
| 1 | Sambasiva Rao A | AGM - Accounts | Accounts | 8502 | 9502200911 |
| 2 | Jaya prakash M | Sr Manager Fin & Accts | Accounts | 8503 | 9502288200 |
| 3 | Rishabh Arora | Company secretary | Accounts | 8505 | 9465777268 |
| 4 | Nirisha Ganga | Chartered Accountant | Accounts | 8504 | 9014281118 |
| 5 | Naveen Gosika | Asst. Manager - Finance | Accounts | 8512 | 7416121573 |
| 6 | Rajya Lakshmi N. | Accounts Manager | Accounts | 8508 | 9502211611 |
| 7 | Lavanya D | Accounts Manager | Accounts | 8518 | 7416103165 |
| 8 | Sangeetha G | Accounts Manager | Accounts | 8509 | 9666593972 |
| 9 | Praveen Raju A | Accounts Manager | Accounts | 8510 | 8885535225 |
| 10 | Swathi K | Asst. Manager- Accts | Accounts | 8507 | 8143169690 |
| 11 | Raj Kumar Nagula | Sr. Accountant | Accounts | 8516 | 9502177600 |
| 12 | Nagamalleswar Rao.S | Sr. Accountant | Accounts | 8521 | 9705337842 |
| 13 | Ramesh Kumar. P | Sr. Accountant | Accounts |  | 9703939424 |
| 14 | Rukmini | Sr. Accountant | Accounts |  | 9182853313 |
| 15 | Vinod. R | Sr. Accountant | Accounts | 8517 | 9394163862 |
| 16 | Govinda. B | Sr. Accountant | Accounts | 8514 | 9966198123 |
| 17 | Vinay Chary | Asst. Accountant | Accounts | 8515 | 9100934345 |
| 18 | Mohd. Khaja Mohinuddin | Asst. Accountant | Accounts | 8519 | 8179924882 |
| 19 | Deepak Raj | Asst. Accountant | Accounts | 8520 | 7396675698 |
| 20 | Gopi Krishna K | Assistant in Accounts | Accounts | 8555 | 9502211711 |
| 21 | K Srihari Reddy | Sr. Accountant | Accounts | 8523 | 9848871241 |
| 22 | Aparna | Sr. Accountant | Accounts |  | 8340998162 |
| 23 | Nikhitha. B | Asst. Accountant | Accounts |  | 9949174066 |
| 25 | Tejashree | Asst. Accountant | Accounts |  | 9063012277 |
| 26 | Chennoji Divya | Asst. Accountant | Accounts |  | 8247084459 |
| 27 | Bandari Keerthana | Asst. Accountant | Accounts |  | 9032222319 |
| 28 | P.Ramya | Account Coordinator | Accounts | 8524 | 8367350530 |
| 29 | Shiva kumar. K | Sr.Finance Manager | Accounts | 8506 | 939956896 |
| 30 | Pallavi Raja.A | Asst. Accountant | Accounts |  | 9391832178 |
| 31 | Raghunadha Murthy. K | Sr.Accountant | Accounts | 8525 | 9866890734 |
| 32 | Akshaya.V | Asst. Accountant | Accounts |  | 8688007603 |
| 34 | Sudarsana Varma | Vice President - operations | Admin |  | 9959022068 |
| 35 | Chandra Shekar | Driver | Admin | 8626 | 7330748802 |
| 36 | Shekhar. M | Driver | Admin | 8624 | 9000978917 |
| 37 | Krishnam Raju | Driver | Admin | 8618 | 6281929265 |
| 38 | Madhu Babu | Driver | Admin | 8621 | 7337528678 |
| 39 | Aruna K | P A to M D | Admin | 8403 | 9666443289 |
| 40 | Ashaiya uppally | P A to M D | Admin | 8407 | 7671846210 |
| 43 | Kanaka Rao | General Manager | Admin | 8701 | 8978144447 |
| 44 | Sitaramanjameyulu | AGM - Admin-Liaisoning | Admin | 8614 | 9100126998 |
| 45 | Lateef | Manager - Legal | Admin | 8615 | 9985338487 |
| 46 | Jai Kumar | AGM - HR & Admin. | Admin | 8602 | 8885583001 |
| 47 | Akhansha | HR Executive | Admin |  | 7569317533 |
| 48 | Sanjay Kumar R | Liaison Manager | Admin | 8608 | 9502288244 |
| 49 | Malla Reddy | Asst. Manager - Liaisoning | Admin | 8702 | 8897633337 |
| 50 | Shiva Shankar. D | Liaison Assistant | Admin | 8625 | 9381246009 |
| 51 | Suneel Kumar K | System Administrator | Admin | 8611 | 9502199355 |
| 52 | Prudvi Raj. A | System Administrator | Admin | 8613 | 7396965234 |
| 53 | Ravi Vanam | Manager - Admin Audit | Admin | 8605 | 9502211011 |
| 54 | Mahesh Kumar M | Manager - Admin Audit | Admin | 8606 | 9502266233 |
| 55 | Narendar Reddy. N | Asst Manager - Admin Audit | Admin | 8609 | 9502211799 |
| 56 | Sainath | Office Assistant | Admin | 8777 | 9398011831 |
| 57 | Krishna Ch. | Driver | Admin | 8617 | 9502277599 |
| 58 | Martand K. | Driver | Admin | 8619 | 9666376994 |
| 59 | Shekappa B | Driver | Admin | 8620 | 6304941303 |
| 60 | Ramanji Reddy | Liaison Executive | Admin | 8627 | 9912908316 |
| 61 | Vasu Rao | BDO | Admin | 8628 | 9701532934 |
| 62 | Srujana M | Jr. Lawyer | Admin | 8629 | 8978177636 |
| 63 | Likhitha. P | Jr. Lawyer | Admin | 8630 | 7013068223 |
| 64 | Prashanth Azmera | Urban Planner | Sales | 8631 | 9666860157 |
| 65 | Prasad Fatangare | Sr. Architect | E & D | 8632 | 8983119799 |
| 66 | Ragapriya | Sales Executive FD | Sales |  | 9502106149 |
| 67 | Narendar.P | Driver | Admin | 8616 | 9290536300 |
| 68 | Somanna Y. | Driver | Admin | 8621 | 8977633106 |
| 69 | Zakir Hossain | Asst. Project Manager | Const | 8718 | 9748010271 |
| 70 | Suman naik | Asst. Engineer | Const | 8738 | 9573004536 |
| 71 | Roop Kamal | Project Manager | Const | 8736 | 7893690199 |
| 72 | Srinivasan | Project Manager | Const | 8737 | 9390368766 |
| 73 | Siva kumar | Sr. Engineer | Const | 8738 | 9948730119 |
| 74 | Dharma Teja | Asst. Engineer | Const | 8739 | 9989461259 |
| 75 | Golam Sarwar | Asst. Project Manager | Const | 8716 | 7319104968 |
| 76 | Ramesh Veerabathini | Sr. Engineer | Const | 8740 | 9010018430 |
| 77 | Praveen Kolluru | Engineer | Const | 8741 | 9908079299 |
| 78 | Jeevana | Asst. Engineer | Const | 8742 | 9603050813 |
| 79 | Abhishek | Asst. Engineer | Const | 8743 | 6302202689 |
| 80 | Suresh A. | Project Manager | Const | 8744 | 9502232100 |
| 81 | Devi | Asst. Engineer | Const | 8745 | 7661867607 |
| 82 | Ramakrishna. I | Site Supervisor | Const | 8746 | 7396751560 |
| 83 | Nagendar | Asst. Engineer | Const | 8747 | 7674962386 |
| 84 | Goushee Begum | Asst. Engineer | Const | 8748 | 8639938407 |
| 85 | Narender Reddy K. | Asst. Project Manager | Const | 8715 | 7680971999 |
| 86 | Meenakshi Goud | Asst. Engineer | Const | 8749 | 8121551388 |
| 87 | Ahmedullah Khan | Project Manager | Const | 8750 | 7842708376 |
| 88 | Sanketh. V | Engineer | Const | 8722 | 6303143154 |
| 89 | Srinivas Nirati | Sr. Engineer | Const | 8763 | 8309724627 |
| 90 | Niharika | Asst. Engineer | Const | 8751 | 8125509498 |
| 91 | Vijay Kumar G | Site supervisor | Const | 8767 | 7032211906 |
| 92 | Waseem Akhtar | Associate Vice President | Const | 8786 | 9347576914 |
| 93 | Sobhan babu. O | Asst. Project Manager | Const | 8711 | 9100036740 |
| 94 | Chappa Bhavani | Asst. Engineer | Const | 8752 | 7993285775 |
| 95 | Raja Reddy B | Electrician | Const | 8770 | 9502188699 |
| 96 | Subba Reddy S.V. | Project Manager | Const | 8725 | 7674808777 |
| 97 | Narsinga Rao | Asst. Project Manager | Const | 8753 | 9703020722 |
| 98 | Sultan | Asst. Engineer | Const | 8754 | 9652492010 |
| 99 | Rahul A | Asst. Engineer | Const | 8755 | 8919313554 |
| 100 | Kuldeep Krishna | Engineer | Const | 8756 | 9704382015 |
| 101 | Rajesh Gosika | Engineer | Const | 8757 | 9000017010 |
| 102 | Srikanth Reddy Kamidi | Engineer | Const | 8758 | 9346600168 |
| 103 | Madhu T | Project Manager | Const | 8781 | 9502211499 |
| 104 | Nagamani | Asst. Engineer | Const | 8760 | 9866156745 |
| 105 | Sufyan Rabbani | Asst. Engineer | Const | 8761 | 9346697084 |
| 106 | Dayal | Electrician | Const | 8782 | 8179547207 |
| 107 | Sai Shivani | Asst. Engineer | Const | 8762 | 6303632416 |
| 108 | Mallikarjun. B | Sr. Engineer | Const | 8783 | 9440419149 |
| 109 | Meenakshi Nerlapally | Asst. Engineer | Const | 8773 | 7730835191 |
| 110 | Sivadas | Construction Manager | Const | 8774 | 9848253715 |
| 111 | Chand Mohammed | Asst. Engineer | Const | 8775 | 7416275207 |
| 112 | Subash nreddy | Asst. Engineer | Const | 8776 | 8897740583 |
| 113 | Divya Jyothi | Asst. Engineer | Const | 8778 | 9848839708 |
| 114 | Sravani. A | Asst. Engineer | Const | 8779 | 8790016078 |
| 115 | Vijay Raj G. | Project Manager | Const | 8780 | 9849497484 |
| 116 | Anil.M | Engineer | Const | 8784 | 8688981990 |
| 117 | MA.Almas Rasheed | Site Supervisor | Const | 8785 | 9666133651 |
| 118 | Sai Kumar Reddy P. | Sr. Engineer | Const | 8787 | 8179858055 |
| 119 | Shravya.Sudha | Asst. Engineer | Const | 8788 | 9676246895 |
| 120 | Ramkishan Nethikar | Project Manager | Const | 8789 | 9849587988 |
| 121 | Srinivasu. T | Project Manager | Const | 8790 | 9848317713 |
| 122 | Chandrashekar Reddy | Asst. Engineer | Const | 8791 | 9100705090 |
| 123 | Salman | Asst Project Manager | Const | 8764 | 8884143372 |
| 124 | Purshotham. K | Project Manager | Const | 8721 | 9502177288 |
| 125 | Kiran kumar. J | Sr. Engineer | Const | 8765 | 7989746665 |
| 126 | Tulasi rani kona | Asst. Engineer | Const | 8792 | 9618040827 |
| 127 | Vineela | Sr Executive CR | CR | 8205 | 9502299177 |
| 128 | Pavan Kumar D | Asst. Manager - CR | CR | 8201 | 9502266277 |
| 129 | Mahender M | CR Assistant | CR | 8208 | 8466889036 |
| 130 | Ram Babu G.B. | AGM - CR | CR | 8202 | 9849648945 |
| 131 | Krishna Prasad | Sr. Manager CR | CR | 8203 | 9989699536 |
| 132 | Prabhaker Reddy | Sr. Manager CR | CR | 8204 | 9246165561 |
| 133 | Venkatramana Reddy | Asst Manager CR | CR | 8206 | 9393381666 |
| 134 | Ramesh Ch | CR Assistant | CR | 8207 | 9154130897 |
| 135 | Saritha G | Sr Executive CR | CR | 8210 | 7331180829 |
| 136 | Nagalaxmi M | Sr. Engineer (E& D) | E&D | 8612 | 7036463307 |
| 137 | Kuaser Ali Razvi | Engineer (E & D) | E&D | 8802 | 8099489041 |
| 138 | Asha | Engineer (E & D) | E&D | 8803 | 8341644603 |
| 139 | Abubakar Siddique | Jr. Architect | E&D | 8804 | 7997097092 |
| 140 | Ratnakanth Sujith | Structural Engineer | E&D | 8805 | 8500334341 |
| 141 | Asma shaik | Asst. Engineer | EHS | 8806 | 8411080954 |
| 142 | Jan reddy.G | Safety Engineer | EHS | 8807 | 7658983667 |
| 143 | Lokesh Kumar. B | Safety Officer | EHS | 8808 | 8143310996 |
| 144 | Akash.G | MEP. Engineer | MEP | 8809 | 8466959242 |
| 145 | Madhan. O | Asst. Engineer | MEP | 8810 | 7674097239 |
| 146 | Ramesh Reddy. V | Project Manager - MEP | MEP | 8811 | 9848134856 |
| 147 | Akhil Murthy | Sr. Engineer - MEP | MEP | 8812 | 8897322963 |
| 148 | KVR Apparao | Project Manager - MEP | MEP | 8813 | 9989894989 |
| 149 | Prabhakar P | Sr. Purchase Manager | Procurement | 8814 | 9502277299 |
| 150 | Prasad E | Manager Promotions | Promotions | 8815 | 9849245280 |
| 151 | Murali Mohan G. | Sales Assistant | Promotions | 8816 | 9502288588 |
| 152 | Raju Ponna | Promotions Exec. | Promotions | 8817 | 9491355325 |
| 153 | Salman Khan | Promotions Exec. | Promotions | 8818 | 8639649100 |
| 154 | Praveen B | Purchase Manager | Purchase | 8819 | 9989330044 |
| 155 | Divya Bai.K | Asst. Engineer | Purchase | 8820 | 9380716800 |
| 156 | Janaki | Asst. Engineer | Purchase | 8821 | 7337496221 |
| 157 | Vanajakshi | Procurement coordinator | Purchase | 8822 | 7729877893 |
| 158 | Sanjeev Kumar. M | Store Keeper | Purchase | 8607 | 9502266411 |
| 159 | Sandeesh Goud. I | Store Keeper | Purchase | 8768 | 9000502956 |
| 160 | Minish Parikh | Sr. Purchase Manager | Purchase | 8823 | 9515546784 |
| 161 | Venkateshwarlu. P | Purchase Manager | Purchase | 8824 | 9866755299 |
| 162 | Asha Jyothi | Asst. Engineer | Purchase | 8825 | 9392010522 |
| 163 | Mounika. K | Asst. Engineer | Purchase | 8826 | 9392840912 |
| 164 | Raghu P | Purchase Assistant | Purchase | 8827 | 9502299211 |
| 165 | Selva Kumar J | Purchase Assistant | Purchase | 8828 | 9502000544 |
| 166 | Hemendra. D.K | Store Manager | Purchase | 8829 | 9618244433 |
| 167 | Vasudev K. | Store Keeper | Purchase | 8830 | 9502211788 |
| 168 | K Mounika | Asst. Engineer | Purchase | 8831 | 9392840912 |
| 169 | Jayasudha | Purchase Officer | Purchase | 8832 | 9701532934 |
| 170 | Sadhana B | Asst. Engineer | Purchase | 8833 | 7981932891 |
| 171 | Sunil Kumar. S | Asst Project Manager- QC | QC | 8834 | 9502233011 |
| 172 | Sai Kiran. S | Asst. Engineer | QC | 8835 | 8106040959 |
| 173 | Sai Krishna .T | Engineer | QC | 8836 | 9059004126 |
| 174 | Rambabu Mullapudi | Sr. QS Engineer | QS | 8837 | 7989731102 |
| 175 | Swathi.P | QS Engineer | QS | 8838 | 9154611253 |
| 176 | Anantha Krishna | QS Engineer | QS | 8839 | 7382431811 |
| 177 | Harika | Sales Executive | Sales | 8840 | 7013578378 |
| 178 | Niranjan | Sr. Sales Executive | Sales | 8841 | 7981538452 |
| 179 | Nagarjuna M. | Sr. Sales Manager | Sales | 8842 | 9949993587 |
| 180 | Anitha. N | Sales Executive | Sales | 8843 | 8247859501 |
| 181 | Sunil Kumar Sundar | Sales Executive | Sales | 8844 | 9347156563 |
| 182 | Naveena Yadav. V | Asst. Manager - Sales | Sales | 8845 | 9502300311 |
| 183 | Praveen Pathak | Sr. Sales Manager | Sales | 8846 | 9502299799 |
| 184 | Madhusudan G | Sales Manager | Sales | 8847 | 8897323735 |
| 185 | Anand Kumar Netha | Sr. Sales Manager | Sales | 8848 | 9502277099 |
| 186 | Laxmikanth A | Asst. Manager - Sales | Sales | 8849 | 9502300199 |
| 187 | Anil Kumar B | Sales Manager | Sales | 8850 | 7702226063 |
| 188 | Anand Kishore | Sales Executive | Sales | 8851 | 9700554544 |
| 189 | Rani R | Sr. Sales Executive | Sales | 8852 | 9492427519 |
| 190 | Mahesh Prasad | Sr. Sales Executive | Sales | 8853 | 9502429292 |
| 191 | Raj kumar Chagal | Sr. Sales Manager | Sales | 8854 | 7032726321 |
| 192 | Suresh M | Sr. Sales Manager | Sales | 8855 | 9866669768 |
| 193 | Vijay Marrie | Sr. Sales Executive | Sales | 8856 | 9490439711 |
| 194 | Vasundhara | Sr. Sales Executive | Sales | 8857 | 9000149079 |
| 195 | Kavya kameswari | Tele caller | Sales coordinator | 8858 | 8978119627 |
| 196 | Shilpa.CH | Sr. Accountant | Sr. Accountant | 8859 | 8106410548 |

Annexure - B

List of 20 permanent nos and their use/allotment.

1. 08069045551, 08069045552, 08069045553 & 08069045554 shall be for head office. Tune – ‘Thank you for calling Modi Properties.
   1. Please dial 1 for sales (Praveen, Suresh, Prasad)
   2. Dial 2 for customer relations (Saritha, Vineela, Rambabu, Krishna Prasad, Pavan, Venkat)
   3. Dial 3 for accounts (Ramya, Vinay, Jaya Prakash, Sambasiva Rao)
   4. Dial 4 for admin (Akansha, Jai Kumar, Samarjit)
   5. Dail 5 for purchase (Janaki, Minish, Venkateswarulu, Prabhakar)
   6. Dail 6 to E&D (Nagalaxmi, Kauser)
   7. Dail 7 to QS (Ram babu, Swathi, Anantha Krishna)
   8. Dail 8 to EHS (Lokesh, Jan Reddy)
   9. Dail 9 to promotions (Prasad, Raju, Murali).
2. 08069045555 to Sales – general/MCS (MCS sales executive, Prasad, Raju).
3. 08069045556 to Waseem for sales of lab spaces. (Waseem, Vasu).
4. 08069045557 to SOV sales (Suresh, Vijay & Vasundhara)
5. 08069045558 to GMR sales (Praveen, Madhu & Naveena)
6. 08069045559 to NGH sales (Raj Kumar, Ragapriya & Prasad)
7. 08069045560 to AGH sales (Raj Kumar, Harika & Prasad)
8. 08069045561 to NE sales (Suresh, Mahesh & Vijay)
9. 08069045562 to MPL sales ( Praveen, Rani & Kishore)
10. 08069045563 to BRGV sales (Nagarjuna, Niranjan & Meghamala)
11. 08069045564 to GHT sales (Sanjeeth, Sunil & Anitha)
12. 08069045565 to 5569 to sales of new projects.
13. 08069045570 to (Aruna, Ashaiya, Janaki, Ramya, Jai Kumar).

Annexure - C

For projects caller tune:

SOV: We are connecting your call.  Silver Oak villas at Cheralapally is a gated community of 214 villas on 15 acres with modern amenities like clubhouse, swimming pool and gym. The project is nearing completion and last few villas are available for sale. For further details visit http://www.modiproperties.com. Thank you’.

GMR: We are connecting your call. Gulmohar Residency at Mallapur is a gated community of 354 flats on 8 acres with modern amenities like clubhouse, swimming pool and gym. The project is nearing completion and ready to occupy. For further details visit http://www.modiproperties.com. Thank you’.

NGH: We are connecting your call. Nilgiri Heights at Pocharam is a gated community of 256 flats on 2.5 acres with modern amenities. A block is nearing completion. Project is near Infosys Campus. For further details visit [www.modiproperties.com](http://www.modiproperties.com/). Thank you’.

AGH: We are connecting your call. AVR Gulmohar Homes is the no. one gated community at Miriyalaguda.  It has 91 ready to occupy villas on 6.5 acres of land.  Last few villas are available for sale. For further details visit http://www.modiproperties.com. Thank you’.

NE: We are connecting your call. Nilgiri Estates at Rampally is a gated community of 188 villas on 10 acres.  Last few ready to occupy villas are available for re-sale. For further details visit http://www.modiproperties.com. Thank you’.

GHT: We are connecting your call. Greenwood Heights near Bollarum is a gated community of 119 flats on 2 acres with modern amenities like clubhouse, swimming pool and gym.  Ready to occupy 3GHK flats are available for sale. For further details visit http://www.modiproperties.com. Thank you’.

MPL: We are connecting your call. Mayflower Platinum at Mallapur is a ready to occupy  gated community of 189 flats on 2.2 acres with modern amenities like clubhouse, swimming pool and gym. Last few 3BHK flats are available for sale. For further details visit http://www.modiproperties.com. Thank you’.

BRGV: We are connecting your call. Bloomdale Residency @ Genome Valley near Shamirpet is a housing project of affordable 2BHK  flats. 107 flats on 1 acre are nearing completion. For further details visit [www.modiproperties.com](http://www.modiproperties.com/). Thank you’.

For HO caller tune:

Thank you for calling Modi Properties. Please dial 1 for sales, dial 2 for customer relations, dial 3 for accounts, dial 4 for admin .

Residential Sales General/MCS:  Thank you for calling Modi Properties. Live in style at affordable prices. Buy flats & villas in gated community with clubhouse, swimming pool & modern amenities. Choose from several projects in Telangana. For further details visit http://www.modiproperties.com.  Thank you’.

Lab spaces Sales (Waseem):

Welcome to Modi Properties. Speciality buildings suitable for life sciences R&D and manufacturing are being developed at Hyderabad, Vizag & Ahmedabad. For further details visit [www.modiproperties.com](http://www.modiproperties.com/)