Circular No. 201(AP) – Accounts Division Date: 01-03-2024

Sub: Revised list of accounts assigned to accountants.

Accountants shall be grouped in teams as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Group | Head of group/ Account Manager | Asst. Manager/ Sr. accountant | Accountants/Asst. Accountants |
| Group I | Rajyalaxmi | Raghunandan | Karthik |
| Group II | D Lavanya | N Rajkumar, Vinod R | Deepak |
| Group III | Praveen Raju | Srihari | Divya |
| Group IV | Nagamalleswar | Ramesh | Anusha |
| Group V | Rukmini | Aparna | Teja Sree |
| Group VI | Swathi | Govind | Shilpa, Pallavi |
| Group VII | Sangeeta |  | Fathima, Umar, Moin, Akshaya, Nikita |

|  |  |  |
| --- | --- | --- |
| Sl. No | Name of the Company | Accountant |
|  | |  | | --- | | Serene Constructions LLP | | Serene Clubs & Resorts LLP | | Serene Welfare Association | | Modi Farm House Hyderabad LLP | | Modi Realty LG Malakpet LLP | | I - Karthik |
|  | |  | | --- | | JMKGEC Realtors Pvt. Ltd. | | SDNMKJ Realty Pvt. Ltd. | | Sharad Kadakia | | Rajesh Kadakia | | Darshana Kadakia | | Swati Kadakia | | Dilpreet Tubes Pvt. Ltd. | | I - Raghunandan |
|  | |  | | --- | | Vista Homes | | Modi Realty Mallapur LLP | | I - Rajyalaxmi |
|  | |  | | --- | | Soham Modi | | Tejal Modi | | Nisha Modi | | Nidhi Modi | | Gaurang Modi | | Gaurang Modi Huf | | Satish Modi Huf | | Summit Builders | | Soham Modi Huf | | II - Deepak |
|  | |  | | --- | | Nilgiri Estates | | SSLLP-Trading | | SSLLP-Investment | | SSLLP-Logistics | | II – D. Lavanya |
|  | |  | | --- | | SSLLP-Common exp | | Suspense monthly cash A/c | | II – N. Rajkumar |
|  | |  | | --- | | Modi Properties Pvt. Ltd. | | Modi Housing Pvt. Ltd. | | Modi & Modi Realty Hyderabad Pvt. Ltd. | | Daily cash A/c - 1 Lakh | | Paramount Builders | | II - Vinod |
|  | |  | | --- | | Inventopolis LLP | | Biopolis LLP | | N Square Biotech Pvt. Ltd. | | III - Divya |
|  | |  | | --- | | GV research Centres Pvt. Ltd. | | GV Connect Association | | III - Praveen Raju |
|  | |  | | --- | | Modi Realty Genone Valley LLP | | Vista View LLP | | III – Sri Hari |
|  | |  | | --- | | Mehta & Modi Realty Kowkur LLP | | Modi GV Ventures LLP | | IV - Nagamalleswar |
|  | |  | | --- | | Silver Oak Villas LLP I, II & III | | Modi Housing SOV III | | IV - Ramesh |
|  | Modi Realty Pocharam LLP | V - Aparna |
|  | |  | | --- | | Modi Realty Miryalguda LLP | | Modi Realty Thimmapur LLP | | Dr. NRK Biotech Pvt. Ltd. | | V - Rukmini |
|  | |  | | --- | | Soham Mansion Owners Association | | Matrix Real Estate Consultants LLP | | V - Tejasri |
|  | |  | | --- | | AMTZ Medpolis Square Pvt.Ltd. | | AMTZ Medpolis Square 4554 Pvt. Ltd. | | AMTZ Medpolis Square 801 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 702 Pvt. Ltd. | | VI - Govind |
|  | Modi Realty Creatopolis LLP | VI - Pallavi |
|  | |  | | --- | | Manilal Modi Charitable Foundation | | Modi Realtors GV Hyderabad LLP | | MC Modi Educational Trust | | Modi Builders Methodist Complex | | Modi Consultancy Services | | Mayflower Welfare Association | | VI - Shilpa |
|  | Crescentia Labs Pvt. Ltd. | VI - Swathi |
|  | Modi Properties Pvt. Ltd.-MFP | VII - Sangeeta |
|  | |  | | --- | | Vigynan Nacharam LLP | | X-ploro Chemistry Capability Centers Pvt. Ltd. | | Aedis Developers LLP | | Modi Constructions & Realtors LLP | | GV Connect Association | | Villa Orchid LLP | | Green Wood Estates | | Green Wood Builders | | East Side Residency Annoziguda LLP | | Silver Oak Realty | | Kadakia & Modi Housing | | GMCT | | M & M Associates | | Alpine Estates | | B & C Estates | | Modi & Modi Constructions | | Tapadia & Modi Medical Foundation | | Modi Realty Vikarabad | | Modi Realty Siddipet LLP | | Modi Ventures | | Paramount Estates | | Modi Realty Gagilapur LLP | | VII - Fatima |
|  | Suspense weekly cash A/c | VII - Moin |

Accounts managers and task

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Accounts Manager | Assistant/ Accountants | Details of task assigned to Managers |
|  | Rishab/Nirisha | Sujatha/Vinay | 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 |
|  | Sambasiva Rao |  | Financial Planning, Training, Quarterly reports i.e. P & L & BS. |
|  | Jayaprakash | Nikitha/Gopi/  Vinaychary | * 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) |
|  | Sangeeta | Akshaya/Umar/  Moin | * 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.   4. All TDS, IT related works and recheck the voucher filing. |
|  | Shiva kumar/ Naveen |  | * 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. |
|  | Kanaka Rao |  | * 1. Periodic statements for banks & associates |
|  | Ramya |  | * 1. Accounts coordinator   2. Ensure that all weekly statements are prepared, cross checked and approved.   3. Check BRS of all accounts.   4. Maintain list of accounts and expenses cards and circulate weekly basis.   5. Co-ordinate with Admin audit and purchase coordinate for payments and reconciliations and approval of bills.   6. Assist Sangeeta in preparing quarterly statements |

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.