Circular No. 201(AQ) – Accounts Division Date: 06-09-2024

Sub: Revised list of accounts assigned to accountants.

Accountants shall be grouped in teams as follows. This shall be effective from 15th September, 2024. Praveen to handover accounts to Swathi ASAP. Ramesh to help Swathi upto 30/9/24. Sri Hari to handover BRGV to Nagamalleshwar from 21/9/24.

|  |  |  |  |
| --- | --- | --- | --- |
| Group | Head of group/ Account Manager | Asst. Manager/ Sr. accountant | Accountants/Asst. Accountants |
| Group I  | Rajyalaxmi | Raghunandan |  |
| Group II | D Lavanya | N Rajkumar |  |
| Group III | Sambasiva Rao | Vinod .R | Nikhita |
| Group IV | Nagamalleswar | Ramesh |  |
| Group V | Rukmini | Aparna |  |
| Group VI | Swathi  | Govind |  |
| Group VII | Sangeeta |  | Deepak, Pallavi, Umar |
| Group VIII | Jaya Prakash |  | Vinay Chary, Gopi |

Assignment of accounts to accountants

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S No | Group | Accountants name | Ongoing projects | Projects nearing completion | Future projects | Low volume accounts | Dormant accounts |
|  | I | Rajyalaxmi | GMR |  |  | Gulmohar Welfare Association | Serene, Constructions LLP, Serene Welfare Association, Serene Clubs & Resorts LLP, Modi Farm House Hyderabad LLP, Vista Homes |
|  | I | Raghunandan | SDNMKJ, JMKGEC, SJK, RJK, SSK | DP24 | Dilpreet Tubes Pvt. Ltd. |  |  |
|  | II | Lavanya | Modi Housing Pvt. Ltd. Trading, Modi Housing Pvt. Ltd. Services | Nilgiri Estates |  |  |  |
|  | II  | N Rajkumar | Modi Properties Pvt. Ltd. Services |  |  |  |  |
|  | III | Vinod | Investment accounts of MPPL, MHPL, MMRHPL, SSLLP. S1 – cash. |  |  |  | Paramount Builders, N Square Biotech Pvt. Ltd., N Square Life Sciences LLP |
|  | III | Nikhita | Suspense account – 1 lakh |  |  | AVR Gulmohar Welfare Association, Mayflower Platinum Welfare Association |  |
|  | IV | Nagamalleswar | Modi GV Ventures LPP | Mehta & Modi Realty Kowkur LLP | Modi Realty Genome Valley LLP, BRGV, Mehta & Modi Realty Thimmapur LLP, Modi Realty GV Hyderabad LLP | Green Wood Welfare Association | Green Wood Builders, M & M Association, Modi Realty Vikarabad LLP, Green Wood Estates, Villa Orchids LLP, East Side Residency Annoziguda LLP |
|  | IV | Ramesh |  | Silver Oak Villas LLP, Modi Housing Pvt. Ltd. SOV III | Silver Oak Realty. Modi Realty Creatopolis LLP, Vista View LLP | Silver Oak Welfare Association | Matrix Realestate Consultants LLP, Modi Consultancy Services, Modi Realty Gagilapur LLP, Modi Realty Siddipet LLP |
|  | V | Rukmini | DR. NRK Biotech Pvt. Ltd. | Modi Realty Miryalguda LLP | Aedis Develoers LLP, Modi Realty LG Malakpet LLP | MC Modi Educational Trust, Manilal Modi Charitable Foundation | GMCT, Tapadia Modi Charitable Fundation, Alpine Estates, B & C Estates, Modi Constructions & Realtors LLP |
|  | V | Aparna | Modi Realty Pocharam LLP |  | Biopolis GV LLP, Inventopolis LLP | Summit Builders, Soham Modi Huf, Modi Builders Methodist ComplexKadakia & Modi Housing | Modi & Modi Constructions, Modi Ventures, Paramount Estates |
|  | VI | Govind | AMS - AMTZ 4554, 3663, 702, 801 & Vigyan Nacharam LLP | NA | AMTZ – other projects – 1881, 2772, 7227 | Nil | Nil |
|  | VI | Swathi | GVRC | GV1 |  | GV Connect | GVDC |
|  | VII | Sangeetha | Income tax litigation, statements for bank loans, preparing quarterly Provisionals, checking contractors, suppliers reconciliation, GST reconciliation, TDS returns |  |  | MPL  |  |
|  | VII | Deepak | Suppliers reconciliation, quarterly Provisionals.  |  |  | Soham Modi, Tejal Modi, Nisha Modi, Nidhi Modi & Gaurang Mody. GM HUF,  | Satish Modi Huf |
|  | VII | Pallavi | GST reconciliation – Collecting statements from all accountants and verifying the same |  |  |  |  |
|  | VII | Umar | Contractors reconciliation, TDS returns |  |  |  |  |

Accounts managers and task

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. |  Accounts Manager  | Assistant/ Accountants |  Details of task assigned to Managers  |
|  |  Rishab/Nirisha  |  Sujatha | 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  | 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)
 |
|  | 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  |  | Certification of cash books on weekly basis. |
|  |  | Vinod/ Nikhita | * 1. Vinod and Nikhita shall be jointly the accounts coordinators.
	2. Vinods duty is to handle cash (main cash - S1) and ensure that transfers between accounts are completed at the earliest. He shall coordinate with all the accountants to ensure that the transfers are completed as per schedule. Vinod shall also review the weekly statement prepared by Nikhita.
	3. Nikhita shall be responsible for making online payments, ensuring that urgent payments by cheque/RTGS are made with help of Jaya Prakash/Gopi/Vinay Chary. She shall additionally update/make the following statements:
		1. Weekly statements for transfers.
		2. Weekly statements for inter-group loans.
		3. Updating list of bank accounts – in smart sheets.
		4. Updating list of expense cards in smart sheets.
		5. Updating list of notices (Sambasiva Rao + Jaya Prakash) in smart sheets. Vinay Chary to help in this task.
		6. Review of list of tax litigation (IT, GST, ST, VAT, etc). Smartsheets are being updated by Vinay Chary. She must have full knowledge of no. of cases. She should be able to provide data to accounts managers/consultants/Soham /bankers – only in case of urgency.
		7. She shall be the coordinator between all the accountants and Soham.
		8. She shall take over all tasks of Ramya by 15th September.
		9. Nikhita to handle suspense a/c. (Rs. 1 lakh). The idea is that cash withdrawals from bank for small amounts can be done in a day or two. It helps relieve pressure on Gopi. However, within a day or two the temporary loans given from this account must be returned.
 |

Soham Modi.