Circular No. 201(AR) – Accounts Division Date: 03-05-2025

Sub: Revised list of accounts assigned to accountants.

Accountants shall be grouped in teams as follows. This shall be effective from 1st May, 2025.

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

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 |  |  |  | Vista Homes |
|  | I | Raghunandan | VCPL, HGPL, SJK, RJK, SSK |  | Dilpreet Tubes Pvt. Ltd. | DP24 |  |
|  | II | Lavanya | Modi Housing Pvt. Ltd. Trading, Modi Housing Pvt. Ltd. Services | Nilgiri Estates |  |  |  |
|  | II  | Aprna | Modi Properties Pvt Ltd-Services | BRGV | Modi Realty Genome Valley LLP | Nsquare Life Sciences LLP |  |
|  | II | Umar | Suspense account – 1 lakh |  |  | Green Wood Welfare Association, Silver Oak Welfare Association, AVR Gulmohar Welfare Association, Mayflower Platinum Welfare Association, Soham Mansion Owners Association, Serene Welfare Association, Gulmohar Welfare Association, Nilgiri Welfare Association, GV Connect Association, |  |
|  | IV | Praveen Raju | Modi Builders Methodist Complex,MCTA,Modi GV Ventures LPP |  |  | Summit Builders,Soham Modi Huf |  |
|  | IV | Ramesh |  | Silver Oak Villas LLP, Modi Housing Pvt. Ltd. SOV III | Vista View LLP |  | Silver Oak Realty. |
|  | V | Rukmini | DR. NRK Biotech Pvt. Ltd. | Modi Realty Miryalguda LLP, Mehta & Modi Realty Kowkur LLP |  | MC Modi Educational Trust, Manilal Modi Charitable Foundation |  |
|  | V | Raj kumar | Modi Realty Pocharam LLP |  |  |  |  |
|  | VI | Swathi | GVRC |  | Biopolis GV LLP, Inventopolis LLP |  |  |
|  | VI | Govind | AMS - AMTZ 4554, 3663, 702, 801 & Medpolis Healthcare Hospital | NA | AMTZ – other projects – 1881, 2772, 7227 | Nil | Nil |
|  | VII | Sangeetha |  | Modi properties – Mayflower Platinum |  |  |  |
|  | VII | Pallavi |  |  | Modi Realty Creatopolis LLP, Modi Realty LG Malakpet LLP, Mehta & Modi Realty Thimmapur LLP, | Kadakia & Modi Housing, MPL  | Serene, Constructions LLP, Serene Clubs & Resorts LLP, Modi Farm House Hyderabad LLP, Matrix Realestate Consultants LLP, Modi Realty Gagilapur LLP, Modi Realty Siddipet LLP, Modi Consultancy Services, Modi & Modi Constructions, Modi Ventures, Paramount Estates, GMCT, Tapadia Modi Charitable Foundation, Alpine Estates, B & C Estates, Green Wood Builders, M & M Association, Modi Realty Vikarabad LLP, Green Wood Estates, Villa Orchids LLP, East Side Residency Annoziguda LLP, Modi Realty GV Hyderabad LLP, Paramount Builders, N Square Biotech Pvt. Ltd., SSLLP, Satish Modi Huf |
|  | III | Vinod | Investment accounts of MPPL, MHPL, MMRHPL,S1 – cash. |  | Aedis Developers LLP |  |  |
|  | III | Deepak |  |  |  | Co-Ordinator,Soham Modi, Tejal Modi, Nisha Modi, Nidhi Modi & Gaurang Mody, GM HUF,  |  |

Additional tasks assigned to managers/accountants

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. |  Accounts Manager  | Assistant/ Accountants |  Details of task assigned to Managers  |
|  |  Rishab/Nirisha  |  Divya | 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.
 |
|  | 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/ Deepak | * 1. Vinod and Deepak 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 Deepak.
	3. Deepak shall be responsible for making online payments, ensuring that urgent payments by cheque/RTGS are made with help of Jaya Prakash/Gopi/Vinay Chary. He 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. He shall be the coordinator between all the accountants and Soham.
 |
|  |  | Umar | * 1. Umar 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.
 |
|  | Nirisha |  | * 1. All accountants to submit monthly GST statements to Nirisha. Nirisha to overwise and approve the statements.
 |
|  | Sangeetha |  | * 1. RERA statements to be prepared by accountants and approved by Sangeetha. Sangeetha to coordinate with Sham Bajaj – CA.
	2. Income tax litigation, Provisional Financials Quarterly Basis, Cost vs Means Statement.
 |
|  | Praveen Raju |  | * 1. 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 and signature on all documents by partners for these activities.
	2. Gopi and Vinay Chary to assist Praveen.
	3. Mahender and Ramesh shall assist him in obtaining signatures.
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Assignment of tax litigation to accountants (Each accountant shall be responsible for their companies – except for the details given below):

|  |  |  |
| --- | --- | --- |
| Sl. No. | Accountant | Details of litigation |
|  | Rajyalaxmi | GST – BNC Estates, Service tax – Alpine |
|  | Lavanya | GST – SSLLP |
|  | Rukmini | GST – AGH  |
|  | Sangeetha | GST – Rajesh Kadakia |
|  | Nirisha | GST – SOV, MHPL, GVRC, Serene |
|  | Swathi | GST – VOC, Aedis, Vista, GHT, NGH, Service tax – MNM,  |
|  | Rukmini | GST - AGHA |
|  | Rishabh | GST- NE, VOC |

Soham Modi.