

Sub.: Covering blocks

The use of covering blocks as per correct specifications is important for the quality of the RCC structure. Henceforth, PVC covering blocks will be used in place of covering blocks prepared at site. Covering blocks shall be used as follows:

| S. No. | Item       | Recommended cover                               | Rate per piece |
|--------|------------|-------------------------------------------------|----------------|
| 1.     | Footings   | 50 mm                                           | 7.12           |
| 2.     | 9" columns | 40 mm on all sites                              | 2.80           |
| 3.     | 6" column  | 25 mm on shorter site &<br>40 mm on longer site | 0.25 / 2.80    |
| 4.     | Beams      | 25 mm                                           | 0.25           |
| 5.     | Slab       | 20 mm                                           | 0.60           |

Approximate usage should be about:

- 1 cover for every 10 sft. for slabs
- 4 to 6 covers for every side of columns
- 1 cover for every 4 sft of footings
- 1 cover per 3 rft of beams

To start with I have ordered the following quantities for each site.

| S. No. | Cover | SOB   | MNM   | MFH | GMG   | GWE   | KNM   |
|--------|-------|-------|-------|-----|-------|-------|-------|
| 1.     | 20 mm | 1,000 | 1,000 | 500 | 2,000 | 2,000 | 1,000 |
| 2.     | 25 mm | 500   | 500   | 500 | 500   | 1,000 | 500   |
| 3.     | 40 mm | 100   | 100   | 100 | 200   | 200   | 100   |
| 4.     | 50 mm | 100   | 100   | 0   | 100   | 100   | 100   |

Ensure that the PVC covers are tied to the reinforcement with binding wire as specified above.

Soham Modi

**APPROVED BY**  
- 5 AUG 2009  
SOHAM MODI  
MANAGING DIRECTOR

**CANCELLED**  
19/12/10

Sub.: Specified CP and sanitary ware for projects.

Availability of CP and sanitary ware of a particular brand for use in projects is not guaranteed and therefore a range of options is being specified herein. CP and Sanitary ware for luxury, deluxe and semi deluxe for flats & villas shall be of any one of the brands specified herein. Purchase shall procure the brand of their choice depending on availability and price.

Important: This means that requisition for CP and sanitary ware must be made for a complete set that is required for a flat or a villa. Ensure that balance items to complete the full set for a flat or a villa after checking the stock at site are first ordered. Use one brand of CP or Sanitary fitting in a flat or villa. Do not mix brands in a flat or a villa.

I - CP fittings for Luxury bathroom (MFH)

|      | Company name            |                  | Hindware | Parryware | Crabtree | Marc     |
|------|-------------------------|------------------|----------|-----------|----------|----------|
|      | Series                  |                  | Immacula | Agate     | Pearl    | Movement |
| S No | Item                    | Qty req per bath | Net rate | Net rate  | Net rate | Net rate |
| 1.   | Wall mixture            | 1                |          |           |          |          |
| 2.   | Shower Arm              | 1                |          |           |          |          |
| 3.   | Shower Head             | 1                |          |           |          |          |
| 4.   | Short Body/<br>Bib cock | 1                |          |           |          |          |
| 5.   | Pillar cock             | 1                |          |           |          |          |
| 6.   | Angle cock              | 4                |          |           |          |          |
|      | Total                   | 9                |          |           |          |          |

II - CP fittings for Deluxe bathroom

|      | Company name            |                  | Hindware | Parryware | Crabtree | Johnson  |
|------|-------------------------|------------------|----------|-----------|----------|----------|
|      | Series                  |                  | Immacula | Agate     | Pearl    | Flow     |
| S No | Item                    | Qty req per bath | Net rate | Net rate  | Net rate | Net rate |
| 1.   | Wall mixture            | 1                |          |           |          |          |
| 2.   | Shower Arm              | 1                |          |           |          |          |
| 3.   | Shower Head             | 1                |          |           |          |          |
| 4.   | Short Body/<br>Bib cock | 1                |          |           |          |          |
| 5.   | Pillar cock             | 1                |          |           |          |          |
| 6.   | Angle cock              | 4                |          |           |          |          |
|      | Total                   | 9                |          |           |          |          |

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2/4/10  
**CANCELLED**

|       |                                                |   |  |  |  |  |
|-------|------------------------------------------------|---|--|--|--|--|
| No    |                                                |   |  |  |  |  |
| 1.    | Long body                                      | 2 |  |  |  |  |
| 2.    | Short body / bib cock                          | 1 |  |  |  |  |
| 3.    | Angle cock                                     | 1 |  |  |  |  |
| 4.    | Two in one bib cock in place of item no. 2 & 3 | 1 |  |  |  |  |
| Total |                                                | 5 |  |  |  |  |

VII – Sink for kitchen

|       |                          |         |               |               |             |             |
|-------|--------------------------|---------|---------------|---------------|-------------|-------------|
|       | Flat /villa type         |         | Deluxe/luxury | Deluxe/luxury | Semi deluxe | Semi deluxe |
|       | Company name             |         | Nirali        | Franke        | Nirali      | Franke      |
|       | Series                   |         | Elegance      |               | Grace       | Rhino       |
|       | Size                     |         |               |               |             |             |
| S No  | Item                     | Qty req | Net rate      | Net rate      | Net rate    | Net rate    |
| 1.    | Sink without drain board | 1       | --            | --            |             |             |
| 2.    | Sink with drain board    | 1       |               |               | --          | --          |
| Total |                          | 1       |               |               |             |             |

VIII –Bath tub for master bedroom.

Bath tub shall be of Hindware brand, Model Iris, white or ivory color. Wherever possible use 5' x 2 1/2' size (net rate Rs. \_\_\_\_/-) and in case of smaller bathrooms, use 4' x 2 1/2' size (net rate Rs. \_\_\_\_/-).

IX - Sanitary ware for bathrooms

|       |                     |                  |               |               |                |             |             |
|-------|---------------------|------------------|---------------|---------------|----------------|-------------|-------------|
|       | Flat /villa type    |                  | Deluxe/luxury | Deluxe/luxury | Semi deluxe    | Semi deluxe | Semi deluxe |
|       | Company name        |                  | Parryware     | Hindware      | Johnson pedder | Cera        | Rasi        |
|       | Series              |                  | Cascade       | Constellation | ?              | Calibre     | ?           |
| S No  | Item                | Qty req per bath | Net rate      | Net rate      | Net rate       | Net rate    | Net rate    |
| 1.    | EWC with flush tank | 1                |               |               |                |             |             |
| 2.    | EWC without tank    | 1                | NA            | NA            |                |             |             |
| 3.    | PVC flush tank      |                  | NA            | NA            |                |             |             |
| 4.    | Seat cover          |                  |               |               |                |             |             |
| 5.    | Pedestal wash basin |                  |               |               |                |             |             |
| Total |                     | 1                |               |               |                |             |             |

III - CP fittings for Semi-deluxe bathroom

|       | Company name            |                  | Hindware | Parryware | Crabtree | Johnson  |
|-------|-------------------------|------------------|----------|-----------|----------|----------|
|       | Series                  |                  | Contessa | Diamond   | Neo      | Comfort  |
| S No  | Item                    | Qty req per bath | Net rate | Net rate  | Net rate | Net rate |
| 1.    | Wall mixture            | 1                |          |           |          |          |
| 2.    | Shower Arm              | 1                |          |           |          |          |
| 3.    | Shower Head             | 1                |          |           |          |          |
| 4.    | Short Body/<br>Bib cock | 1                |          |           |          |          |
| 5.    | Pillar cock             | 1                |          |           |          |          |
| 6.    | Angle cock              | 4                |          |           |          |          |
| Total |                         | 9                |          |           |          |          |

IV - CP fittings for luxury kitchen and utility - MFH

|       | Company name                                         |         | Hindware | Parryware | Crabtree | Marc     |
|-------|------------------------------------------------------|---------|----------|-----------|----------|----------|
|       | Series                                               |         | Immacula | Agate     | Pearl    | Movement |
| S No  | Item                                                 | Qty req | Net rate | Net rate  | Net rate | Net rate |
| 1.    | Long body                                            | 2       |          |           |          |          |
| 2.    | Short body / bib<br>cock                             | 1       |          |           |          |          |
| 3.    | Angle cock                                           | 1       |          |           |          |          |
| 4.    | Two in one bib<br>cock in place of<br>item no. 2 & 3 | 1       |          |           |          |          |
| Total |                                                      | 5       |          |           |          |          |

V - CP fittings for deluxe kitchen and utility

|       | Company name                                         |         | Hindware | Parryware | Crabtree | Johnson  |
|-------|------------------------------------------------------|---------|----------|-----------|----------|----------|
|       | Series                                               |         | Immacula | Agate     | Pearl    | Flow     |
| S No  | Item                                                 | Qty req | Net rate | Net rate  | Net rate | Net rate |
| 1.    | Long body                                            | 2       |          |           |          |          |
| 2.    | Short body / bib<br>cock                             | 1       |          |           |          |          |
| 3.    | Angle cock                                           | 1       |          |           |          |          |
| 4.    | Two in one bib<br>cock in place of<br>item no. 2 & 3 | 1       |          |           |          |          |
| Total |                                                      | 5       |          |           |          |          |

VI - CP fittings for semi deluxe kitchen and utility

|   | Company name |         | Hindware | Parryware | Crabtree | Johnson  |
|---|--------------|---------|----------|-----------|----------|----------|
|   | Series       |         | Contessa | Diamond   | Neo      | Comfort  |
| S | Item         | Qty req | Net rate | Net rate  | Net rate | Net rate |

X - Sanitary ware for servants quarters

|      | Flat /villa type                   |                  | Deluxe or semi deluxe | Deluxe or semi deluxe |
|------|------------------------------------|------------------|-----------------------|-----------------------|
|      | Company name                       |                  | Johnson pedder        | Rasi                  |
|      | Series                             |                  | ?                     | ?                     |
| S No | Item                               | Qty req per bath | Net rate              | Net rate              |
| 1.   | Anglo Indian WC without flush tank | 1                |                       |                       |
| 2.   | EWC without tank                   | 1                | --                    |                       |
| 3.   | Orrisa pan                         |                  |                       |                       |
| 4.   | PVC flush tank                     |                  |                       |                       |
| 5.   | Seat cover                         |                  |                       |                       |
| 6.   | Wash basin                         |                  |                       |                       |
|      | Total                              | 1                |                       |                       |

Notes:

1. Angle cock can be, if required, of the any of the above specified companies and can be different from the brand being used in the flat/villa. In general try to maintain the same series and brand.
2. Bottle trap must be used in place of waste pipe for basins, kitchen sink, urinals, etc. Bottle trap shall be of Seiko or similar brand.
3. In utility area use a short body for pot wash and angle cock for washing machine wherever possible. In villas use a two in one bib cock in their place.
4. In case of Rasi and Johnson Peddar the EWC requires a PVC flush tank which shall be of Commander or equivalent make.
5. All CP fittings must be of quarter turn ceramic disc type.
6. for sanitary ware for bathrooms in GWE, Cera ceramic ware can be used in place of Paryware/Hindware. In PMR continue to use Johnson Peddar. In GMG and all villa project use EWC with flush tank of Cera make for semi deluxe flats and villas in place of EWC with PVC flush tank.
7. For servants quarters use Anglo Indian WC or EWC without flush tank or Orissa pan as per customer request with PVC flush tank.
8. In case of request by customer for Anglo Indian WC or Orissa pan win bathrooms of semi deluxe/deluxe/luxury, items mentioned in X – sanitary ware in servants quarters should be used.
9. Sanitary ware for bathrooms, wash basins should be of \_\_\_\_ size and sanitary ware for servants toilets, wash basins should be of \_\_\_\_ size and Orissa pan of \_\_\_\_ size.

Appendix:

Tables I to X with Model no. of each product wherever available is given in place of net rate.

Soham Modi.

Sub.: Specified CP and sanitary ware for projects.

Availability of CP and sanitary ware of a particular brand for use in projects is not guaranteed and therefore a range of options is being specified herein. CP and Sanitary ware for luxury, deluxe and semi deluxe for flats & villas shall be of any one of the brands specified herein. Purchase shall procure the brand of their choice depending on availability and price.

Important: This means that requisition for CP and sanitary ware must be made <sup>for</sup> as a complete set that is required for a flat or a villa. Ensure that balance items to complete the full for a flat or a villa after checking the stock at site are first ordered. Use one brand of CP or Sanitary fitting in a flat or villa. Do not mix brands in a flat or a villa.

*Set*  
I - CP fittings for Luxury bathroom (MFH)

|       | Company name            |                  | Hindware | Parryware | Crabtree | Mark     |
|-------|-------------------------|------------------|----------|-----------|----------|----------|
|       | Series                  |                  | Immacula | Agate     | Pearl    | Movement |
| S No  | Item                    | Qty req per bath | Net rate | Net rate  | Net rate | Net rate |
| 1.    | Wall mixture            | 1                |          |           |          |          |
| 2.    | Shower Arm              | 1                |          |           |          |          |
| 3.    | Shower Head             | 1                |          |           |          |          |
| 4.    | Short Body/<br>Bib cock | 1                |          |           |          |          |
| 5.    | Pillar cock             | 1                |          |           |          |          |
| 6.    | Angle cock              | 4                |          |           |          |          |
| Total |                         | 9                |          |           |          |          |

*More*

II - CP fittings for Deluxe bathroom

|       | Company name            |                  | Hindware | Parryware | Crabtree | Johnson  |
|-------|-------------------------|------------------|----------|-----------|----------|----------|
|       | Series                  |                  | Immacula | Agate     | Pearl    | Flow     |
| S No  | Item                    | Qty req per bath | Net rate | Net rate  | Net rate | Net rate |
| 1.    | Wall mixture            | 1                |          |           |          |          |
| 2.    | Shower Arm              | 1                |          |           |          |          |
| 3.    | Shower Head             | 1                |          |           |          |          |
| 4.    | Short Body/<br>Bib cock | 1                |          |           |          |          |
| 5.    | Pillar cock             | 1                |          |           |          |          |
| 6.    | Angle cock              | 4                |          |           |          |          |
| Total |                         | 9                |          |           |          |          |

*OK*  
*9/6/10* *4.35 pm*

III - CP fittings for Semi-deluxe bathroom

|       | Company name            |                  | Hindware | Parryware | Crabtree | Johnson  |
|-------|-------------------------|------------------|----------|-----------|----------|----------|
|       | Series                  |                  | Contessa | Diamond   | Neo      | Comfort  |
| S No  | Item                    | Qty req per bath | Net rate | Net rate  | Net rate | Net rate |
| 1.    | Wall mixture            | 1                |          |           |          |          |
| 2.    | Shower Arm              | 1                |          |           |          |          |
| 3.    | Shower Head             | 1                |          |           |          |          |
| 4.    | Short Body/<br>Bib cock | 1                |          |           |          |          |
| 5.    | Pillar cock             | 1                |          |           |          |          |
| 6.    | Angle cock              | 4                |          |           |          |          |
| Total |                         | 9                |          |           |          |          |

IV - CP fittings for luxury kitchen and utility - MFH

|       | Company name                                         |         | Hindware | Parryware | Crabtree | Mark <i>Mark</i> |
|-------|------------------------------------------------------|---------|----------|-----------|----------|------------------|
|       | Series                                               |         | Immacula | Agate     | Pearl    | Movement         |
| S No  | Item                                                 | Qty req | Net rate | Net rate  | Net rate | Net rate         |
| 1.    | Long body                                            | 2       |          |           |          |                  |
| 2.    | Short body / bib<br>cock                             | 1       |          |           |          |                  |
| 3.    | Angle cock                                           | 1       |          |           |          |                  |
| 4.    | Two in one bib<br>cock in place of<br>item no. 2 & 3 | 1       |          |           |          |                  |
| Total |                                                      | 5       |          |           |          |                  |

V - CP fittings for deluxe kitchen and utility

|       | Company name                                         |         | Hindware | Parryware | Crabtree | Johnson  |
|-------|------------------------------------------------------|---------|----------|-----------|----------|----------|
|       | Series                                               |         | Immacula | Agate     | Pearl    | Flow     |
| S No  | Item                                                 | Qty req | Net rate | Net rate  | Net rate | Net rate |
| 1.    | Long body                                            | 2       |          |           |          |          |
| 2.    | Short body / bib<br>cock                             | 1       |          |           |          |          |
| 3.    | Angle cock                                           | 1       |          |           |          |          |
| 4.    | Two in one bib<br>cock in place of<br>item no. 2 & 3 | 1       |          |           |          |          |
| Total |                                                      | 5       |          |           |          |          |

VI - CP fittings for semi deluxe kitchen and utility

|   | Company name |         | Hindware | Parryware | Crabtree | Johnson  |
|---|--------------|---------|----------|-----------|----------|----------|
|   | Series       |         | Contessa | Diamond   | Neo      | Comfort  |
| S | Item         | Qty req | Net rate | Net rate  | Net rate | Net rate |

|       |                                                |   |  |  |  |  |
|-------|------------------------------------------------|---|--|--|--|--|
| No    |                                                |   |  |  |  |  |
| 1.    | Long body                                      | 2 |  |  |  |  |
| 2.    | Short body / bib cock                          | 1 |  |  |  |  |
| 3.    | Angle cock                                     | 1 |  |  |  |  |
| 4.    | Two in one bib cock in place of item no. 2 & 3 | 1 |  |  |  |  |
| Total |                                                | 5 |  |  |  |  |

VII - Sink for kitchen

|       |                          |         |               |                  |             |             |
|-------|--------------------------|---------|---------------|------------------|-------------|-------------|
|       | Flat /villa type         |         | Deluxe/luxury | Deluxe/luxury    | Semi deluxe | Semi deluxe |
|       | Company name             |         | Nirali        | Franke           | Nirali      | Franke      |
|       | Series                   |         | Elegance      | <del>Rhino</del> | Grace       | Rhino       |
| S No  | Item                     | Qty req | Net rate      | Net rate         | Net rate    | Net rate    |
| 1.    | Sink without drain board | 1       | --            | --               |             |             |
| 2.    | Sink with drain board    | 1       |               |                  | --          | --          |
| Total |                          | 1       |               |                  |             |             |

Size →

←

VIII - Bath tub for master bedroom.

Bath tub shall be of Hindware brand, Model Iris, white or ivory color. Wherever possible use 5' x 2 1/2' size (net rate Rs. \_\_\_/-) and in case of smaller bathrooms, use 4' x 2 1/2' size (net rate Rs. \_\_\_/-).

No Series

Pedder

IX - Sanitary ware for bathrooms

|       |                     |                  |               |               |                   |                 |             |
|-------|---------------------|------------------|---------------|---------------|-------------------|-----------------|-------------|
|       | Flat /villa type    |                  | Deluxe/luxury | Deluxe/luxury | Semi deluxe       | Semi deluxe     | Semi deluxe |
|       | Company name        |                  | Parryware     | Hindware      | Johnson           | Cera            | Rasi        |
|       | Series              |                  | Cascade       | Constellation | <del>Pedder</del> | <del>Cali</del> | ?           |
| S No  | Item                | Qty req per bath | Net rate      | Net rate      | Net rate          | Net rate        | Net rate    |
| 1.    | EWC with flush tank | 1                | ●             | ●             |                   |                 |             |
| 2.    | EWC without tank    | 1                | NA            | NA            | ●                 | ●               |             |
| 3.    | PVC flush tank      |                  | NA            | NA            |                   |                 |             |
| 4.    | Seat cover          |                  |               |               |                   |                 |             |
| 5.    | Pedestal wash basin |                  |               |               |                   |                 |             |
| Total |                     | 1                |               |               |                   |                 |             |

chle



*Peddar*

X - Sanitary ware for servants quarters

|      | Flat /villa type                   |                  | Deluxe or semi deluxe | Deluxe or semi deluxe | Deluxe or semi deluxe |
|------|------------------------------------|------------------|-----------------------|-----------------------|-----------------------|
|      | Company name                       |                  | Johnson peddar        | Cera                  | Rasi                  |
|      | Series                             |                  | ?                     | ?                     | ?                     |
| S No | Item                               | Qty req per bath | Net rate              | Net rate              | Net rate              |
| 1.   | Anglo Indian WC without flush tank | 1                |                       |                       |                       |
| 2.   | EWC without tank                   | 1                | --                    | --                    |                       |
| 3.   | Orrisa pan                         |                  |                       |                       |                       |
| 4.   | PVC flush tank                     |                  |                       |                       |                       |
| 5.   | Seat cover                         |                  |                       |                       |                       |
| 6.   | Wash basin                         |                  |                       |                       |                       |
|      | Total                              | 1                |                       |                       |                       |

*Adm.*

Notes:

1. Angle cock can be, if required, of the any of the above specified companies and can be different from the brand being used in the flat/villa. In general try to maintain the same series and brand.
2. Bottle trap must be used in place of waste pipe for basins, kitchen sink, urinals, etc. Bottle trap shall be of Seiko or similar brand.
3. In utility area use a short body for pot wash and angle cock for washing machine wherever possible. In villas use a two in one bib cock in their place.
4. In case of Rasi and Johnson Peddar the EWC requires a PVC flush tank which shall be of Commander or equivalent make.

Soham Modi.

**Request for payment:**

|                                          |                                                                                                                                                                                                            |         |  |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--|
| Company Name:                            |                                                                                                                                                                                                            |         |  |
| Site:                                    |                                                                                                                                                                                                            |         |  |
| Date:                                    |                                                                                                                                                                                                            |         |  |
| Prepared by:                             |                                                                                                                                                                                                            |         |  |
| Signature:                               |                                                                                                                                                                                                            |         |  |
| Name of the Contractor                   |                                                                                                                                                                                                            |         |  |
| Work done                                | From Date                                                                                                                                                                                                  | To Date |  |
| Bungalow No.<br>or Flat No. or Block No. |                                                                                                                                                                                                            |         |  |
| <input type="checkbox"/>                 | Material as per given estimate has been received at site. Release 60% of estimated amount towards material payment (Material received vide inward No. _____ dated _____).                                  |         |  |
| <input type="checkbox"/>                 | Laying, fixing / installation work completed. Release 20% of estimated amount.                                                                                                                             |         |  |
| <input type="checkbox"/>                 | Laying, fixing, polishing or installation is completed in all respects to the Satisfaction of site engineer. Release balance amount as given in estimate after deducting on account payments made earlier. |         |  |
| Remarks :                                |                                                                                                                                                                                                            |         |  |
|                                          |                                                                                                                                                                                                            |         |  |
|                                          |                                                                                                                                                                                                            |         |  |
|                                          |                                                                                                                                                                                                            |         |  |
|                                          |                                                                                                                                                                                                            |         |  |
|                                          |                                                                                                                                                                                                            |         |  |
|                                          |                                                                                                                                                                                                            |         |  |

*20/9/08*

Circular No. 534(a) – Construction Division

Date: 20.09.2007

Sub.: Request for payment for works like Marble, Granite, Pavers, etc.,

All Engineers shall hereafter send a request for payment for turnkey works which have been awarded with material like marble, granite, pavers, aluminum windows, roof tiles, etc., as per enclosed format. Along with the request letter the appropriate estimate and measurement sheet duly signed by engineers must be sent to the head office.



**Managing Director.**

CIR

Draft for approval

Circular No. 523 (h) – Construction Division

Date: 07.04.2010

Sub.: Guideline Rates for Carpentry - Lumpsum – SOB II & III

Based on the rates given in Circular No. 523(g) the lumpsum rate for carpentry works shall be as follows:

1. MNM – Deluxe detached/semi detached villas – Rs. 12,500/- per bungalow.
2. MNM – Deluxe Townhouses – Rs. 11,000/- per Townhouse
3. KNM & VSC – Deluxe Villas – Rs. 12,000/- per villa
4. SOB III - Deluxe Villas – Rs. 12,000/- per villa

Bills shall be released in 3 stages as follows:

| Stage | Description                                              | Villas         | Town house     |
|-------|----------------------------------------------------------|----------------|----------------|
| I     | on completing door frames                                | 2,000          | 2,000          |
| II    | on fixing doors, hardware and beeding                    | 2,500          | 2,000          |
| III   | on completing all works including staircase railing work | Balance amount | Balance amount |

Note:

1. Rates are applicable to SOB III, VSC, MNM & KNM except fully completed villas i.e., where stage III is completed.
2. For semi deluxe villas where staircase railing is with MS, reduce Rs. ~~7,000/-~~ <sup>6,500/-</sup> from the above rates.
3. Rates are for turnkey jobs including doorframe making, fixing, shutter fixing, AC frame making, wooden beeding making and fixing, hand rail making and fixing.

Managing Director.

|    |                 |                    |     |    |       |                                         |
|----|-----------------|--------------------|-----|----|-------|-----------------------------------------|
| 25 | L Angle         | 1                  | 3   | 18 | 6.50  | For Stands, Stools & measurement boxes  |
| 26 | L Angle         | 1 1/4              | 6   | 18 | 14.00 | For Door Frames                         |
| 27 | L Angle         | 1 1/2              | 6   | 18 | 19.00 | For AC Brackets                         |
| 28 | L Angle         | 3                  | 6   | 18 | 40.00 | For lentil brackets                     |
| 29 | Sheet Metal     | 6' x 3' or 8' x 4' | 1.2 | 18 |       | For measurement boxes and chajja moulds |
| 30 | Welded Mesh     | 1" x 3"            |     | 10 |       | For tree guards                         |
| 31 | Welded Mesh     | 1" x 3"            |     | 14 |       | For shelves                             |
| 32 | Chain link - GI | 2.5" X 2.5"        |     | 12 |       | For sports areas                        |
| 33 | Chain link - GI | 2" X 2"            |     | 10 |       | For security / transformers             |

Notes

- 1 MS items are made from Coils (better quality) or Patti / scrap (lesser quality)
- 2 Where ever possible coil material must be used.
- 3 All items except round pipes the sizes should be in OD. For round pipes the size should be in ID or NB
- 4 ID is Inner diameter & NB means Nominal bore.
- 5 Sizes GI, HDPE & PVC pipes used for plumbing generally mean NB or ID
- 6 For structural works (i.e. for load bearing structures) 12 gauge thickness, coil material should be used.
- 7 Structural works include AC sheets fixing, outer pipes of gates, hoardings, scaffolding, stools, etc.
- 8 Decorative works (or non-load bearing structures) include grills, gates, railings, etc.
- 9 For decorative works (i.e. for non-load bearing structures) 16 gauge coil material should be used.
- 10 In general A class / light weight pipes mean 16 gauge thickness & B class / medium weight means 12 gauge thickness.
- 11 For French window grills use 1/2"- 6mm flat with 6mm sq rods
- 12 For window grills use 3/4" 6mm flat with 10 mm sq rods
- 13 For tree guards use 3"x 1" - 10 gauge welded mesh with 1/2" - 6 mm flat & 3/4" - 3mm L angle
- 14 For hoardings use 3", 40 mm & 1" round pipes - 12 gauge - coil material
- 15 For gates outer pipes must be 12 gauge thick. for other pipes use 16 gauge.
- 16 For stools use 3/4" L angle 3mm thick.
- 17 The above information is not accurate - Enggs are welcome to give suggestions and corrections.
- 18 Enggs must accurately specify ID or OD & thickness in their requisitions.

**CANCELLED**

h  
5/11/08

Sub.: Revised guideline rates for pavers and mosaic tiles

| S. No. | Description                                                                                                                                                                                              | Rate (Rs.) | Units    |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|
| 1.     | 50 mm mm interlocking pavers, triex type, including material transport laying, wastage, etc.                                                                                                             | 25         | Per sft. |
| 2.     | 50 mm / 70 mm interlocking pavers, hexagonal type, including material transport laying, wastage, etc.<br><br>Add 0.50/- per sft extra if tiles are coloured and area of coloured tiles is more than 15%. | 23/24      | Per sft. |
| 3.     | Checked tiles / footpath tiles, 18 to 20 mm thick, 10" x 10", including material, transport, laying, wastage, etc.                                                                                       | 16         | Per sft. |
| 4.     | Grey Mosaic tiles, 18 to 20 mm thick, 10" x 10", including material, transport, laying, polishing wastage, etc.                                                                                          | 17         | Per sft. |
| 5.     | White Mosaic tiles, 18 to 20 mm thick, 10" x 10", including material, transport, laying, polishing wastage, etc.                                                                                         | 20         | Per sft. |
| 6.     | 2 coats polishing of mosaic tiles with acid wash and cleaning                                                                                                                                            | 3          | Per sft. |
| 7.     | Final quote of polish with acid wash and cleaning for marble and mosaic                                                                                                                                  | 2          | Per sft. |

## Notes:

700

1. All rates include laying, fixing, polishing, wastage, transportation, lifting, etc.
2. Payment must be made on measurement of completed work.
3. Rate excludes taxes. Bill should be 50% material, 25% labour and 25% transport.
4. TDS must be deducted.
5. Release payment as per above rates @ 60% on delivery of material, @ 20% on laying and fixing and balance payment after completing all works to satisfaction of engineers.
6. These rates are applicable for works starting after 15.7.09
7. Rate shall also applicable for all works of SOB III, MFH, PMR 3 C & D blocks, MNM, KNM, GWE, GMG II & VSC.

Managing Director.

*Cancelled**Sham Modi*

Sub.: Maintenance of Stock Registers.

Storekeepers have been provided on most sites and for others storekeepers will be appointed shortly. Stock registers shall be maintained at each site for a limited number of items as give below. The list of items shall be increased after about 3 months when these items are properly stored and stock register accurately maintained.

Maintain 4 stock registers as given below:

1. Tools & General Material Stock Register.
2. Plumbing (PVC and GI) Stock Register.
3. Electrical Stock Register.
4. Sanitaryware and CP Fittings Stock Register.

Purchase 4 Nos. pre-printed 200 pages stock registers from any stationary shop. Assign 2 to 5 pages depending of frequency of use for each item. Admin Officer will physically verify stock once a week and sign the stock register.



**Managing Director**

✓ 27/3/10  
**CANCELLED**

| <b>List of items for stock registers.</b>            |                                   |
|------------------------------------------------------|-----------------------------------|
| <b>Enclosure to Circular No. 543(a) dated 4/6/08</b> |                                   |
| <b>Stock Register</b>                                | <b>Item</b>                       |
| <b>PVC</b>                                           |                                   |
| 1 Electrical Stock Register                          | Deep Box-25mm in nos              |
| 2 Electrical Stock Register                          | Flexible pipe-25mm in mts         |
| 3 Electrical Stock Register                          | Bends-25mm in nos                 |
| 4 Electrical Stock Register                          | Junction Box-25mm in nos          |
| 5 Electrical Stock Register                          | Pipe-1" 1.2 mm in nos             |
| 6 Electrical Stock Register                          | Fan Hooks mm in nos               |
| 7 Electrical Stock Register                          | Pipe-1" 1.5 mm in nos             |
| 8 Electrical Stock Register                          | Asbestos round cover- in nos      |
| <b>WIRES</b>                                         |                                   |
| 9 Electrical Stock Register                          | Al Servive wire-7/20 in mts       |
| 10 Electrical Stock Register                         | Cu-Multistand wire-1/18 in bundle |
| 11 Electrical Stock Register                         | Cu-Multistand wire-3/20 in bundle |
| 12 Electrical Stock Register                         | Cu-Multistand wire-7/20 in bundle |
| 13 Electrical Stock Register                         | Telephone wire-2pair in bundle    |
| 14 Electrical Stock Register                         | TV wire-RG-6 in mts               |
| <b>Modular Plates</b>                                |                                   |
| 15 Electrical Stock Register                         | Modular plate-1 way in nos        |
| 16 Electrical Stock Register                         | Modular plate-2 way in nos        |
| 17 Electrical Stock Register                         | Modular plate-4way in nos         |
| 18 Electrical Stock Register                         | Modular plate-6way in nos         |
| 19 Electrical Stock Register                         | Modular plate-8way in nos         |
| 20 Electrical Stock Register                         | Modular plate- 12 way in nos      |
| <b>Modulaar Switches, Etc.</b>                       |                                   |
| 21 Electrical Stock Register                         | Modular Bell Switches-6A in nos   |
| 22 Electrical Stock Register                         | Modular Socket-15A in nos         |
| 23 Electrical Stock Register                         | Modular Socket-6A in nos          |
| 24 Electrical Stock Register                         | Modular Step Dimmer- in nos       |
| 25 Electrical Stock Register                         | Modular Switch-15A in nos         |
| 26 Electrical Stock Register                         | Modular Switch-20A in nos         |
| 27 Electrical Stock Register                         | Modular Switch-5A in nos          |
| 28 Electrical Stock Register                         | Modular Telephone jack- in nos    |
| 29 Electrical Stock Register                         | Modular TV Socket- in nos         |
| <b>MS BOXES</b>                                      |                                   |
| 30 Electrical Stock Register                         | Wooden Box 4" x 4" in nos         |
| 31 Electrical Stock Register                         | Wooden Box 7" x 4" in nos         |
| 32 Electrical Stock Register                         | Wooden Box 6" x 8" in nos         |
| 33 Electrical Stock Register                         | Wooden Box 8" x 10" in nos        |
| 34 Electrical Stock Register                         | Metal box-1way in nos             |
| 35 Electrical Stock Register                         | Metal box-2way in nos             |
| 36 Electrical Stock Register                         | Metal box-4way in nos             |
| 37 Electrical Stock Register                         | Metal box-6way in nos             |
| 38 Electrical Stock Register                         | Metal box-8way in nos             |
| 39 Electrical Stock Register                         | Metal box-12 way in nos           |
| <b>DISTRIBUTION BOARD</b>                            |                                   |
| 40 Electrical Stock Register                         | DB - S Phase- in nos              |
| 41 Electrical Stock Register                         | DB - 3 Phase in nos               |
| <b>MCB'S</b>                                         |                                   |
| 42 Electrical Stock Register                         | MCB 10 Amps- in nos               |

27/3/10

**CANCELLED**

**APPROVED BY**

- 5 JUN 2008

SOHAM MODI  
MANAGING DIRECTOR



|                    |                                    |                                          |
|--------------------|------------------------------------|------------------------------------------|
| 43                 | Electrical Stock Register          | MCB 6 Amps- in nos                       |
| 44                 | Electrical Stock Register          | MCB 63 Amps- in nos                      |
| 45                 | Electrical Stock Register          | MCB-16 Amps- in nos                      |
| 46                 | Electrical Stock Register          | MCB-20 Amps- in nos                      |
| 47                 | Electrical Stock Register          | MCB-32 Amps- in nos                      |
| <b>ISOLATOR</b>    |                                    |                                          |
| 48                 | Electrical Stock Register          | SP-Isolator- in nos                      |
| 49                 | Electrical Stock Register          | DP-Isolator- in nos                      |
| 50                 | Electrical Stock Register          | FP-Isolator in nos                       |
| 51                 | Electrical Stock Register          | Isolator Box- in nos                     |
| <b>TUBE LIGHTS</b> |                                    |                                          |
| 52                 | Electrical Stock Register          | Tube light-2ft in nos                    |
| 53                 | Electrical Stock Register          | Tube light-4ft in nos                    |
| 54                 | Electrical Stock Register          | Tubelight fitting 2 ft- in nos           |
| 55                 | Electrical Stock Register          | Tubelight fitting 4 ft- in nos           |
| <b>GI MATERIL</b>  |                                    |                                          |
| 1                  | Plumbing - GI & PVC Stock Register | G.I.- Elbow 1/2" in nos.                 |
| 2                  | Plumbing - GI & PVC Stock Register | G.I.- Elbow 3/4" in nos.                 |
| 3                  | Plumbing - GI & PVC Stock Register | G.I.- Elbow 1" in nos.                   |
| 4                  | Plumbing - GI & PVC Stock Register | G.I.- Elbow 1 1/2" in nos.               |
| 5                  | Plumbing - GI & PVC Stock Register | G.I.- Elbow 2" in nos.                   |
| 6                  | Plumbing - GI & PVC Stock Register | G.I.- Tee 1/2" in nos.                   |
| 7                  | Plumbing - GI & PVC Stock Register | G.I.- Tee 3/4" in nos.                   |
| 8                  | Plumbing - GI & PVC Stock Register | G.I.- Tee 1" in nos.                     |
| 9                  | Plumbing - GI & PVC Stock Register | G.I.- Tee 1 1/2" in nos.                 |
| 10                 | Plumbing - GI & PVC Stock Register | G.I.- Tee 2" in nos.                     |
| 11                 | Plumbing - GI & PVC Stock Register | G.I.- Union 1/2" in nos.                 |
| 12                 | Plumbing - GI & PVC Stock Register | G.I.- Union 3/4" in nos.                 |
| 13                 | Plumbing - GI & PVC Stock Register | G.I.- Union 1" in nos.                   |
| 14                 | Plumbing - GI & PVC Stock Register | G.I.- Union 1 1/2" in nos.               |
| 15                 | Plumbing - GI & PVC Stock Register | G.I.- Union 2" in nos.                   |
| 16                 | Plumbing - GI & PVC Stock Register | G.I.- Nipple all sizes 1/2" in nos.      |
| 17                 | Plumbing - GI & PVC Stock Register | G.I.- Nipple all sizes 3/4" in nos.      |
| 18                 | Plumbing - GI & PVC Stock Register | G.I.- Nipple all sizes 1" in nos.        |
| 19                 | Plumbing - GI & PVC Stock Register | G.I.- Nipple all sizes 1 1/2" in nos.    |
| 20                 | Plumbing - GI & PVC Stock Register | G.I.- Nipple all sizes 2" in nos.        |
| 21                 | Plumbing - GI & PVC Stock Register | G.I.- Coupling 1/2" in nos.              |
| 22                 | Plumbing - GI & PVC Stock Register | G.I.- Coupling 3/4" in nos.              |
| 23                 | Plumbing - GI & PVC Stock Register | G.I.- Coupling 1" in nos.                |
| 24                 | Plumbing - GI & PVC Stock Register | G.I.- Coupling 1 1/2" in nos.            |
| 25                 | Plumbing - GI & PVC Stock Register | G.I.- Coupling 2" in nos.                |
| 26                 | Plumbing - GI & PVC Stock Register | G.I.- Plug 1/2" in nos.                  |
| 27                 | Plumbing - GI & PVC Stock Register | G.I.- Plug 3/4" in nos.                  |
| 28                 | Plumbing - GI & PVC Stock Register | G.I.- Plug 1" in nos.                    |
| 29                 | Plumbing - GI & PVC Stock Register | G.I.- Plug 1 1/2" in nos.                |
| 30                 | Plumbing - GI & PVC Stock Register | G.I.- Plug 2" in nos.                    |
| 31                 | Plumbing - GI & PVC Stock Register | G.I.- Pipe 1/2" (20 ft length) in nos.   |
| 32                 | Plumbing - GI & PVC Stock Register | G.I.- Pipe 3/4" (20 ft length) in nos.   |
| 33                 | Plumbing - GI & PVC Stock Register | G.I.- Pipe 1" (20 ft length) in nos.     |
| 34                 | Plumbing - GI & PVC Stock Register | G.I.- Pipe 1 1/2" (20 ft length) in nos. |
| 35                 | Plumbing - GI & PVC Stock Register | G.I.- Pipe 2" (20 ft length) in nos.     |
| 36                 | Plumbing - GI & PVC Stock Register | G.I.- Reducer 1/2" in nos.               |
| 37                 | Plumbing - GI & PVC Stock Register | G.I.- Reducer 3/4" in nos.               |
| 38                 | Plumbing - GI & PVC Stock Register | G.I.- Reducer 1" in nos.                 |
| 39                 | Plumbing - GI & PVC Stock Register | G.I.- Reducer 1 1/2" in nos.             |
| 40                 | Plumbing - GI & PVC Stock Register | G.I.- Reducer 2" in nos.                 |

APPROVED BY  
- 5 JUN 2008  
SOHAM MODI  
MANAGING DIRECTOR

27/3/10  
**CANCELLED**

Item\_Table

|                                     |                                           |                                         |
|-------------------------------------|-------------------------------------------|-----------------------------------------|
| 10                                  | Sanitaryware & CP Fittings Stock Register | CP- Tap Short Body- in nos              |
| 11                                  | Sanitaryware & CP Fittings Stock Register | CP- Wall Mixer Bend- in nos             |
| 12                                  | Sanitaryware & CP Fittings Stock Register | CP- Wall Mixer- in nos                  |
| 13                                  | Sanitaryware & CP Fittings Stock Register | CP- Flange - in nos                     |
| <b>Sanitary</b>                     |                                           |                                         |
| 1                                   | Sanitaryware & CP Fittings Stock Register | S S Sink with drain board in nos        |
| 2                                   | Sanitaryware & CP Fittings Stock Register | S S Sink in nos                         |
| 3                                   | Sanitaryware & CP Fittings Stock Register | EWC(P-trap)- in nos                     |
| 4                                   | Sanitaryware & CP Fittings Stock Register | EWC(S-trap)- in nos                     |
| 5                                   | Sanitaryware & CP Fittings Stock Register | PVC Flush tank- in nos                  |
| 6                                   | Sanitaryware & CP Fittings Stock Register | Ceramic Flush tank- in nos              |
| 7                                   | Sanitaryware & CP Fittings Stock Register | Orissa pan in nos                       |
| 8                                   | Sanitaryware & CP Fittings Stock Register | Pedestal- in nos                        |
| 9                                   | Sanitaryware & CP Fittings Stock Register | Pedstal wash basin- in nos              |
| 10                                  | Sanitaryware & CP Fittings Stock Register | Seat Cover- in nos                      |
| 11                                  | Sanitaryware & CP Fittings Stock Register | Wash basin bracket- in Pair             |
| 12                                  | Sanitaryware & CP Fittings Stock Register | Wash Basin- in nos                      |
| 13                                  | Sanitaryware & CP Fittings Stock Register | Counter Top Wash Basin- in nos ID:1884  |
| 14                                  | Sanitaryware & CP Fittings Stock Register | Loft Tank- in nos                       |
| <b>PVC - Rigid Pipes</b>            |                                           |                                         |
| 1                                   | Plumbing - GI & PVC Stock Register        | PVC-Rigid-Elbow-1 1/2" in nos ID:1363   |
| 2                                   | Plumbing - GI & PVC Stock Register        | PVC-Rigid-Pipe- 1 1/2" in leng. ID:1782 |
| 3                                   | Plumbing - GI & PVC Stock Register        | PVC-Rigid-Pipe-4" in leng.              |
| 4                                   | Plumbing - GI & PVC Stock Register        | PVC-Rigid-Tee-1 1/2" in nos             |
| 5                                   | Plumbing - GI & PVC Stock Register        | PVC-Rigid-Dummy-1 1/2" in nos ID:1363   |
| <b>Tools &amp; General Material</b> |                                           |                                         |
| 1                                   | Tools & General Material Stock Register   | Consumables- Acid- in Ltrs              |
| 2                                   | Tools & General Material Stock Register   | Black Curing Pipe-3/4" in kgs           |
| 3                                   | Tools & General Material Stock Register   | Bombay Broom- in nos                    |
| 4                                   | Tools & General Material Stock Register   | Chisel flat- in nos                     |
| 5                                   | Tools & General Material Stock Register   | Coconut Broom- in nos                   |
| 6                                   | Tools & General Material Stock Register   | Gova rope- in bundle                    |
| 7                                   | Tools & General Material Stock Register   | Hammer all types in nos                 |
| 8                                   | Tools & General Material Stock Register   | Labour Helmet female - in nos           |
| 9                                   | Tools & General Material Stock Register   | Labour Helmet male- in nos              |
| 10                                  | Tools & General Material Stock Register   | Measuring tape-15mtr in nos             |
| 11                                  | Tools & General Material Stock Register   | Measuring tape-30mtr in nos             |
| 12                                  | Tools & General Material Stock Register   | Measuring tape-5mtr in nos              |
| 13                                  | Tools & General Material Stock Register   | Measuring tape-90 or 100mts in nos      |
| 14                                  | Tools & General Material Stock Register   | Poker bit in nos                        |
| 15                                  | Tools & General Material Stock Register   | Safety belt- in nos                     |
| 16                                  | Tools & General Material Stock Register   | Spade- in nos                           |
| 17                                  | Tools & General Material Stock Register   | Sponge- in nos                          |
| 18                                  | Tools & General Material Stock Register   | Staff Helmet- in nos                    |
| 19                                  | Tools & General Material Stock Register   | GI Pots- in nos                         |
| 20                                  | Tools & General Material Stock Register   | GI Bucket- in nos                       |
| 21                                  | Tools & General Material Stock Register   | Gumpas - small - in nos                 |
| 22                                  | Tools & General Material Stock Register   | Gumpas - big - in nos                   |
| 23                                  | Tools & General Material Stock Register   | Crobars in nos                          |

27/3/16  
**CANCELLED**

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- 5 JUN 2008  
SOHAM MODI  
MANAGING DIRECTOR  
Page 4

**APPROVED BY**  
- 5 JUN 2008  
SOHAM MODI  
MANAGING DIRECTOR

## Item\_Table

|                    |                                           |                                    |
|--------------------|-------------------------------------------|------------------------------------|
| 41                 | Plumbing - GI & PVC Stock Register        | Gate Valve 1/2" in nos.            |
| 42                 | Plumbing - GI & PVC Stock Register        | Gate Valve 3/4" in nos.            |
| 43                 | Plumbing - GI & PVC Stock Register        | Gate Valve 1" in nos.              |
| 44                 | Plumbing - GI & PVC Stock Register        | Gate Valve 1 1/2" in nos.          |
| 45                 | Plumbing - GI & PVC Stock Register        | Gate Valve 2" in nos.              |
| 46                 | Plumbing - GI & PVC Stock Register        | Ball Valve 1/2" in nos.            |
| 47                 | Plumbing - GI & PVC Stock Register        | Ball Cork 1/2" in nos.             |
| 48                 | Plumbing - GI & PVC Stock Register        | PVC Connection in Nos              |
| 49                 | Plumbing - GI & PVC Stock Register        | Waste Pipe in Nos                  |
| 50                 | Plumbing - GI & PVC Stock Register        | CP Extension Nipple in Nos         |
| <b>PVC SWR</b>     |                                           |                                    |
| 1                  | Plumbing - GI & PVC Stock Register        | PVC 3"Pipe Double Socket in nos.   |
| 2                  | Plumbing - GI & PVC Stock Register        | PVC 3"Pipe Single Socket in nos.   |
| 3                  | Plumbing - GI & PVC Stock Register        | PVC 3"Plug Tee in nos.             |
| 4                  | Plumbing - GI & PVC Stock Register        | PVC 3"Plain Tee in nos.            |
| 5                  | Plumbing - GI & PVC Stock Register        | PVC 3"Plug Bend in nos.            |
| 6                  | Plumbing - GI & PVC Stock Register        | PVC 3"Plain Bend in nos.           |
| 7                  | Plumbing - GI & PVC Stock Register        | PVC 3"Plug Y in nos.               |
| 8                  | Plumbing - GI & PVC Stock Register        | PVC 3"Plain Y in nos.              |
| 9                  | Plumbing - GI & PVC Stock Register        | PVC 3"Plug Y in nos.               |
| 10                 | Plumbing - GI & PVC Stock Register        | PVC 3"Plain Socket in nos.         |
| 11                 | Plumbing - GI & PVC Stock Register        | PVC 3"Plug Door Inspection in nos. |
| 12                 | Plumbing - GI & PVC Stock Register        | PVC 3" Bend 45 in nos.             |
| 13                 | Plumbing - GI & PVC Stock Register        | PVC 3" Floor Trap in nos.          |
| 14                 | Plumbing - GI & PVC Stock Register        | PVC 3" Nani Trap in nos.           |
| 15                 | Plumbing - GI & PVC Stock Register        | PVC 4"Pipe Double Socket in nos.   |
| 16                 | Plumbing - GI & PVC Stock Register        | PVC 4"Pipe Single Socket in nos.   |
| 17                 | Plumbing - GI & PVC Stock Register        | PVC 4"Plug Tee in nos.             |
| 18                 | Plumbing - GI & PVC Stock Register        | PVC 4"Plain Tee in nos.            |
| 19                 | Plumbing - GI & PVC Stock Register        | PVC 4"Plug Bend in nos.            |
| 20                 | Plumbing - GI & PVC Stock Register        | PVC 4"Plain Bend in nos.           |
| 21                 | Plumbing - GI & PVC Stock Register        | PVC 4"Plug Y in nos.               |
| 22                 | Plumbing - GI & PVC Stock Register        | PVC 4"Plain Y in nos.              |
| 23                 | Plumbing - GI & PVC Stock Register        | PVC 4"Plug Y in nos.               |
| 24                 | Plumbing - GI & PVC Stock Register        | PVC 4"Plain Socket in nos.         |
| 25                 | Plumbing - GI & PVC Stock Register        | PVC 4"Plug Door Inspection in nos. |
| 26                 | Plumbing - GI & PVC Stock Register        | PVC 4" Bend 45 in nos.             |
| 27                 | Plumbing - GI & PVC Stock Register        | PVC 4" Floor Trap in nos.          |
| 28                 | Plumbing - GI & PVC Stock Register        | PVC 4" Nani Trap in nos.           |
| 29                 | Plumbing - GI & PVC Stock Register        | PVC 4"P trap in nos.               |
| 30                 | Plumbing - GI & PVC Stock Register        | PVC 4"S trap in nos.               |
| 31                 | Plumbing - GI & PVC Stock Register        | PVC 4"Clamps in nos.               |
| 32                 | Plumbing - GI & PVC Stock Register        | PVC 3"Clamps in nos.               |
| 33                 | Plumbing - GI & PVC Stock Register        | PVC 3" Junction all types in nos.  |
| 34                 | Plumbing - GI & PVC Stock Register        | PVC 4" Junction all types in nos.  |
| 35                 | Plumbing - GI & PVC Stock Register        | Lubricant in lts                   |
| 36                 | Plumbing - GI & PVC Stock Register        | Solvent Cement in lts              |
| <b>CP Fittings</b> |                                           |                                    |
| 1                  | Sanitaryware & CP Fittings Stock Register | CP- Bib cock- in nos               |
| 2                  | Sanitaryware & CP Fittings Stock Register | CP- Bottle trap- in nos            |
| 3                  | Sanitaryware & CP Fittings Stock Register | CP- Jali with hole- in nos         |
| 4                  | Sanitaryware & CP Fittings Stock Register | CP- Jali without hole- in nos      |
| 5                  | Sanitaryware & CP Fittings Stock Register | CP- Pillar cock- in nos            |
| 6                  | Sanitaryware & CP Fittings Stock Register | CP- Shower arm- in nos             |
| 7                  | Sanitaryware & CP Fittings Stock Register | CP- Shower head - in nos           |
| 8                  | Sanitaryware & CP Fittings Stock Register | CP- Stop Cock-1/2" in nos          |
| 9                  | Sanitaryware & CP Fittings Stock Register | CP- Tap Long body- in nos          |

**APPROVED BY**  
- 5 JUN 2008  
SOHAM MODI  
MANAGING DIRECTOR

27/3/10  
**CANCELLED**

Sub: Revised list of account assigned to accountants

| S.No. | Name of the Company                     |                          |
|-------|-----------------------------------------|--------------------------|
| 1.    | Mehta & Modi Homes                      | K.Satyanarayana & Rupesh |
| 2.    | Silver Oak Estates                      |                          |
| 3.    | Silver Oak Bungalows Owners Association |                          |
| 5     | Summit Builders                         | Rupa                     |
| 6.    | Paramount Builders                      |                          |
| 7.    | Bhargavi Developers                     |                          |
| 8.    | Paramount Builders Owners Association   |                          |
| 9     | Gulmohar Residency                      |                          |
| 10    | Jade Estates                            |                          |
| 11    | Modi Estates                            |                          |
| 12    | Paramount Avenue Pvt Ltd                |                          |
| 13    | Modi & Modi Constructions               | Venu Gopal               |
| 14    | MCMET                                   |                          |
| 15    | GMCT                                    |                          |
| 16    | MPIPL                                   |                          |
| 17    | Modi Housing Pvt Ltd                    |                          |
| 18    | Summit Housing Pvt Ltd                  |                          |
| 19    | Soham Modi                              |                          |
| 20    | Tejal Modi                              |                          |
| 21    | Greenwood Estates                       | Nagamani & Lavanya       |
| 22    | Alpine Heights                          |                          |
| 23    | MM Constructions                        |                          |
| 24    | B&C Estates                             | Vasanthi & Nagaraju      |
| 25    | Alpine Estates                          |                          |
| 26    | Greens                                  |                          |
| 27    | Mayflower Heights                       |                          |
| 28    | SM Complex                              |                          |
| 29    | Satish Modi HUF                         |                          |
| 30    | Satish Modi                             |                          |
| 31    | Modi Ventures I & II                    |                          |
| 32    | Sri Sai Builders                        |                          |
| 33    | GMG Owners Association                  |                          |
| 34    | Kadokia & Modi Housing                  | Jagdish                  |
| 35    | MBMC                                    |                          |
| 36    | Viswajit Castings                       |                          |
| 37    | M & M Associates                        |                          |
| 38    | Paramount Estates                       |                          |
| 39    | Vista Homes                             |                          |
| 40    | Mahesh Desai & HUF                      |                          |
| 41    | Soham Mansion Owners Ass.               |                          |
| 42    | Syed Mehdi                              |                          |
| 43    | Pramod Modi                             |                          |
| 44    | Soham Modi HUF                          |                          |
| 45    | Auditing                                | Sambasiva Rao            |
| 46    | Liaisoning                              | Ramachary                |

**CANCELLED**

All accountants shall help Sambasiva Rao in audit work (vouchers for December shall be done in January i.e., audit shall be done for all the vouchers in the succeeding month). Sambasiva Rao will prepare a list of accounts being assigned to accountant for audit work. All accountants shall take up audit work from 2.30 p.m. to 4.30 p.m. from Monday to Friday and in case of pending work they shall work on Saturday. Accounts assigned for audit work shall be given to accountants who are not handling those accounts on a daily basis.

4 Purchase Officers from purchase division shall report to Sambasiva Rao on alternate days to understand and learn procedures for making vouchers, JVs, etc., from 2.30 p.m. to 4.30 p.m. from Monday to Friday. In case of pending work they shall work on Saturday.



Managing Director

Circular No. 202(a)- Accounts Division

Date: 18.04.2007

Sub.: Audit & BRS

1. Sambasiva Rao and Harinath shall be responsible for audit and BRS of all the accounts.
2. BRS for each account to be finished 15<sup>th</sup> of the succeeding month.
3. Receipt details report from customer info database also to be audited once a month.
4. Receipt books of all major projects to be audited once a month.
5. Respective accountants shall ensure that bank statement is downloaded atleast twice a month and their bank books reconciled with the same.
6. Quarterly cash and bank reconciliation statement for all companies/firms shall be completed by the 15<sup>th</sup> of the month for each quarter.

Managing Director

*M. M. M. M.*  
23/4/07

**CANCELLED**  
24/6/07

Circular No. 203(a)- Accounts Division

Date: 18.04.2007

Sub.: Safe keeping of cash and keys

1. Office safe keys: One set has been given to Harinath and the second set shall be kept with Kanaka Rao.
2. One set of cupboard keys shall be given to Kanaka Rao and the other set shall be given to Harinath.
3. Each accountant shall maintain a small cash box which shall be handed over to Harinath in the evening for safe keeping.
4. In absence of Harinath, his keys can be handed over to Sambasiva Rao or Ramana Murthy.

Managing Director.

*M. Moh*  
23/4/07

**CANCELLED**

*h*  
24/6/07

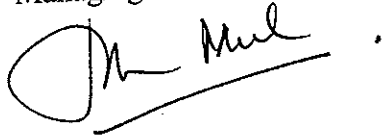
Circular No. 124(a) : Admin Division

Date: 25.02.2008

Sub.: Circular Distribution list

Each circular shall be accompanied by Circular distribution list. The circular and the circular distribution list shall be emailed to all sites. Circular distribution list gives the details of list of people to whom the circular is to be given. Admin officers at site shall ensure that the circular distribution list is signed by the staff whose names are ticked on the list and the original is sent to Aruna at Head Office. In the Head office Shankar Reddy shall ensure that the circular distribution list is signed and given to Aruna.

Managing Director.



15/2/10  
**CANCELLED**



**CANCELLED**

15/11/07

Sub.: Computer software

In an effort to ensure that software being used at all sites and the head office is duly licensed and not pirated, limited number of software shall be loaded on to each computer according to usage.

Microsoft Office being the most expensive software will be replaced by Microsoft Works wherever possible.

Accordingly in the following computers MS Works will replace MS Office

1. Housing Loan
2. Server A (+ Access only)
3. Server B
4. 50% of accounts computers
5. Shailaja
6. Rani
7. Computers at Admin.
8. Computer at reception (+ Access only)
9. Only one computer at each site will have MS Office and rest of the computers will have Microsoft Works. (+ Access only)

MS Works does not have a database software and with minor modifications is as good as MS Office. Windows XP home is less than ½ the cost of XP Professional. Therefore all computers at sites shall use XP Home. Laptops and infrequently used computer at head office shall use Windows XP Home and the rest of the computers shall use Windows XP Professional.

We plan to purchase 5 or 6 copies of licensed software every month and in about 6 months we shall have legal software on all our computers. Employees will not load unauthorized software on their computers. Copies of Autocad shall also be purchased. Only one computer at each site shall be loaded with Autocad. Autocad viewer software is available free of cost and if required, you may ask Santosh/Sreekanth to load it on your computer.

Most computers already have legal copies of Antivirus. Computers connected to net at site & HO should use Norton Antivirus which is freely available on Google. Santosh will help you load the same.



**Managing Director**

114(a)  
Circular No. 114(a) – Admin Division

114 (a)

h  
15/2/10  
**CANCELLED** Date: 4.08.2007

Sub.: List of Computer and software

1. Raj Kummar and Sreekanth shall prepare and keep up to date the following lists of software and hardware
  - a. List of computers and warranty info.
  - b. list of license software.
  - c. list of back-up.
  - d. List of other software and drivers.
  - e. List of printers/peripherals and warranty info.
  - f. List of peripherals and warranty info.

The list shall be maintained in Excel in the formats enclosed. The list shall be stored in the appropriate folder in Server 'B'.

2. Drivers for all the computers shall be stored on E drive of server B. A folder labeled Drivers shall be created in Drive E. A separate folder shall be created for each computer and its drivers and shall be stored in it. The folder containing drivers of each computer shall be labeled using the make of the computer and Serial no. Eg.: IBM.MC.type.9215MQK. If required make separate folders within a folder for each type of computer for drivers of Lan, modem, monitor, mother board, etc. Make a backup copy of the drivers on a monthly basis.

3. List of licensed software

Separate pouches shall be maintained for

- a. Original licensed software including recovery CDs (to be kept in safe)
  - b. Bak-up of original licensed software including recover CD.
  - c. Antivirus Software.
  - d. Printer Peripheral drivers.
  - e. Other drivers.
  - f. Miscellaneous CDs.
  - g. Backups of Server B.
  - h. Backups of Server A.
4. Rajkumar shall maintain a duplicate file for bills and warranty info of all computers, hardware parts, printers and peripherals.

  
Managing Director

Sub.: Software to be loaded on Computers

1. Following software to be loaded on all the computers

- a. Windows XP (except on servers)
- b. Office XP or MS works 8.0
- c. Quickheal or Norton antivirus
- d. Sure Delete
- e. Printer drivers for atleast two computers
- f. Acrobat reader
- g. PDF redirect
- h. Required drivers
- i. Nero 6.0

**CANCELLED**  
15/7/10

2. Additional software to be loaded on some computers

- a. Ex Next Generation : on all accounts computers and server
- b. Autocad on two computers in the office and one computer at each site
- c. Picasa 2.0 on Aruna's computer and another computer at H.O. and on all computers at sites.
- d. Windows 2000 server : on two servers in the office.

3. Internet connection

- a. Provide a internet connection through broad band on one computer at the HO and one computer in each site. On these computers also load Google Earth Software.
- b. Provide internet connection to all laptops at site and HO through TATA indicom USB modem.

4. Make a single CD with the following software and leave a copy at each site.

- a. Copy the Sure Delete, Acrobat Reader, PDF Redirect, Nero 6.0., Picasa 2.0, Quick Heal, Norton Antivirus & Google Earth.
- b. Make another CD of all printer drivers.
- c. Do not keep copies of other software except with system administrators.

5. Delete all other software from each computer.

Managing Director



Date: 30.06.2007.

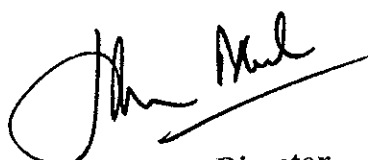
Circular No. 105(b) - Administration

Sub.: Requirement of personal for the following posts.

The Project at Greenwood Estates, Kowkur is likely to start by 1<sup>st</sup> August, 2007. Accordingly, we have requirement for the following personal.

1. Admin Officer at site (2 nos.)
2. Data entry operator
3. Front Desk Executive- Sales
4. Sales executive
5. Junior civil engineer/diploma holder
6. Sales Manager
7. Typist cum computer operator for Head Office

Staff members are requested to send your candidates to the head office for interview. Mr. Shankar Reddy is advised to advertise for the same from the 1<sup>st</sup> weekend of July, 2007.

  
Managing Director.

  
**CANCELLED**  
ONLY FOR REFERENCE  
**CANCELLED**

Circular no. 538(a) Construction Division. Date: 12/21/2007

Subject: Details for use and purchase of MS items for fabrication.

Conversion table from gauge to mm - applicable for MS sheet metal.

|                 |     |   |     |     |     |     |     |      |      |      |      |
|-----------------|-----|---|-----|-----|-----|-----|-----|------|------|------|------|
| Gauge           | 6   | 8 | 10  | 12  | 14  | 16  | 18  | 20   | 22   | 24   | 26   |
| Thickness in mm | 4.9 | 4 | 3.4 | 2.7 | 1.9 | 1.5 | 1.2 | 0.91 | 0.76 | 0.61 | 0.46 |

| S No | Item        | Size - OD/Width |           | Size - NB |           | Thickens in |          | Length in ft. | Approx. Weight in kgs | General Use                               |
|------|-------------|-----------------|-----------|-----------|-----------|-------------|----------|---------------|-----------------------|-------------------------------------------|
|      |             | in mm           | in inches | in mm     | in inches | mm          | in Gauge |               |                       |                                           |
| 1    | Sq Rod      | 6               |           |           |           |             |          | 10            | 1.50                  | For grills of French windows              |
| 2    | Sq Rod      | 10              |           |           |           |             |          | 18            | 4.50                  | For decorative work                       |
| 3    | Sq Rod      | 12              | 1/2       |           |           |             |          | 18            | 6.00                  | For decorative work                       |
| 4    | Flat Pattis | 12              | 1/2       |           |           | 6           |          | 18            | 3.30                  | For grills of French windows, tree guards |
| 5    | Flat Pattis | 20              | 3/4       |           |           | 3           |          | 18            | 2.00                  | For door hold fast.                       |
| 6    | Flat Pattis | 20              | 3/4       |           |           | 6           |          | 18            | 4.50                  | For grills                                |
| 7    | Flat Pattis | 24              | 1         |           |           | 6           |          | 18            | 6.00                  | For decorative work                       |
| 8    | Flat Pattis |                 | 2         |           |           | 12          |          | 18            | 19.00                 | For gate hold fast                        |
| 9    | Sq Pipe     | 12              | 1/2       |           |           | 1.5         |          | 20            | NA                    | For decorative work                       |
| 10   | Sq Pipe     | 20              | 3/4       |           |           | 1.5         |          | 20            | 5.00                  | For decorative work                       |
| 11   | Sq Pipe     | 24              | 1         |           |           | 1.5         |          | 20            | 7.00                  | For decorative work                       |
| 12   | Sq Pipe     | 30              | 1 1/4     |           |           | 1.5         |          | 20            | 9.00                  | For decorative work                       |
| 13   | Round Pipe  |                 |           | 12        | 1/2       | 1.5         |          | 20            | 5.80                  | For hoardings                             |
| 14   | Round Pipe  | 28              |           | 20        | 3/4       | 1.5         |          | 20            | 5.50                  | For decorative work                       |
| 15   | Round Pipe  | 33              |           | 25        | 1         | 1.5         |          | 20            | 7.00                  | For decorative work                       |
| 16   | Round Pipe  | 33              |           | 25        | 1         | 2.7         |          | 20            | 13.00                 | For structural work                       |
| 17   | Round Pipe  | 42              |           | 32        | 1 1/4     | 1.5         |          | 20            | 9.00                  | For decorative work                       |
| 18   | Round Pipe  | 48              | 2         | 40        | 1 1/2     | 1.5         |          | 20            | 11.00                 | For decorative work                       |
| 19   | Round Pipe  | 48              | 2         | 40        | 1 1/2     | 2.7         | 12       | 20            | 17.00                 | For structural work                       |
| 20   | Round Pipe  | 60              | 2 1/2     | 50        | 2         | 2.7         | 12       | 20            | 24.00                 | For structural work                       |
| 21   | Round Pipe  | 76              | 3         | 65        | 2 1/2     | 2.7         | 12       | 20            | 31.00                 | For structural work                       |
| 22   | Round Pipe  | 89              | 3         | 80        | 3         | 2.7         | 12       | 20            | 37.00                 | For structural work                       |
| 23   | Z angle     |                 | 3/4       |           |           | 3           |          | 18            | 8.50                  | For templates                             |
| 24   | L Angle     |                 | 3/4       |           |           | 3           |          | 18            | 3.50                  | For Stands & Stools                       |

15/12/10  
**CANCELLED**

*Handwritten signature*  
 5/1/10

## Sub.: Check list for Site Audit Report

The check list for Admin Officer/Managers for auditing the works at each site is given below. Auditors must ensure that all items mentioned in the check list is strictly enforced at site.

Items to be audited by Anjaiah / T.V. Ramesh

|     |                                                                                                                                                                                             |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | Site office, Clubhouse and Model Flats are properly maintained and cleaned on a daily basis.                                                                                                |
| 2.  | Stock registers and stores should be properly maintained. Physically check all the stores in a few minutes.                                                                                 |
| 3.  | Security is properly dressed and are provided with a stick and torch                                                                                                                        |
| 4.  | Scrap is sold every 15 days                                                                                                                                                                 |
| 5.  | Steel scrap and empty cement bags are collected and kept in a designated place on a daily basis.                                                                                            |
| 6.  | Check all flats /bungalows and common areas for material lying around which should be placed in the stores.                                                                                 |
| 7.  | Creche is running properly with midday meals.                                                                                                                                               |
| 8.  | Completed Flats and Bungalows should be locked.                                                                                                                                             |
| 9.  | Keys are properly labeled and numbered.                                                                                                                                                     |
| 10. | Attendance sheets are faxed or emailed to HO at 9.45 and 10.15 am.                                                                                                                          |
| 11. | Enforce use of helmets and safety belts.                                                                                                                                                    |
| 12. | Dustbins and garbage is cleared on a daily basis.                                                                                                                                           |
| 13. | Steel should be secured and stored properly.                                                                                                                                                |
| 14. | Utility bills and payments details/register to be updated by Admin Officer regularly                                                                                                        |
| 15. | Check if outlook express is installed, internet connection working and if weekly backup of site computers taken.                                                                            |
| 16. | Check condition of labour quarters, water and sanitation facility. Check in use of electric power.                                                                                          |
| 17. | Check requisitions with inward registers                                                                                                                                                    |
| 18. | Check if all equipment like lifts, generators, pumps, dewatering pump, compaction machine, etc., at site and computers, printers, UPS, water cooler, etc., at site office working properly. |

Items to be audited by J. Rambabu

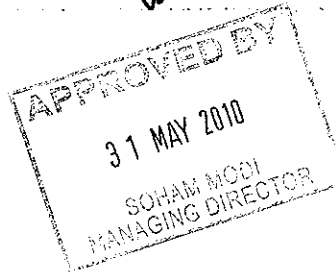
|   |                                                                                                                                               |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | All register to be labeled correctly ✓                                                                                                        |
| 2 | Physical condition of all register should be proper ✓                                                                                         |
| 3 | All registers must be signed by security in-charge & Admin officer at site on a daily basis.                                                  |
| 4 | Engineers must sign the general material and building material inward registers, hire-charges registers and outward register on a daily basis |
| 5 | All documents, plans, bills, DC's, etc., should be property filled.                                                                           |
| 6 | Files at site should be properly labeled.                                                                                                     |
| 7 | Gate passes must tally with outward register.                                                                                                 |
| 8 | Database is updated and backup is taken weekly.                                                                                               |

APPROVED  
31 MAY 2010  
SOPAN MOJI  
MANAGING DIRECTOR

✓

|    |                                                                                                                                                       |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9  | No building material should be allowed before 9:00 am and after 6:00 pm without specific authorization of project manager.                            |
| 10 | Check all registers with database                                                                                                                     |
| 11 | Physically check stock registers with actual material lying in stores once a month. On a rotation basis two to three stores to be checked every week. |
| 12 | Check weekly vouchers, photographs, material shifting authorization forms and material issue authorization forms.                                     |



Soham Modi



h  
19/5/10  
**CANCELLED**

**Modi Properties & Inv. Pvt. Ltd - Site Audit Report by T.V.Ramesh/Anjaiah**

| Company:                                                                                                                                                                                   |          | Date of site visit: |                       |                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------------|-----------------------|----------------------------|
| Site:                                                                                                                                                                                      |          | From / To time:     |                       |                            |
| Visited by:                                                                                                                                                                                |          | Prepared by:        |                       |                            |
| Other:                                                                                                                                                                                     |          | Sign:               |                       |                            |
| Stores are properly arranged and maintained? Yes                                                                                                                                           |          |                     |                       |                            |
| Is any material lying out side the storerooms? No                                                                                                                                          |          |                     |                       |                            |
| List of points in circular No 116 (e) which are not in order (Check all items): Nil                                                                                                        |          |                     |                       |                            |
| Remarks on default in following standard procedures: Nil.                                                                                                                                  |          |                     |                       |                            |
| Has the 'Requisitions details report by site' for last week received at site? Yes                                                                                                          |          |                     |                       |                            |
| Are requisitions filed properly in two separate files? Yes                                                                                                                                 |          |                     |                       |                            |
| Have the requisitions been tallied with the inward register? Yes                                                                                                                           |          |                     |                       |                            |
| Have the requisitions been signed by the Project Manager? Yes                                                                                                                              |          |                     |                       |                            |
| Electric power consumption for per day.                                                                                                                                                    |          |                     |                       |                            |
| Meter no.,                                                                                                                                                                                 | Location | Used for            | Last paid bill amount | Previous month bill amount |
|                                                                                                                                                                                            |          |                     |                       |                            |
|                                                                                                                                                                                            |          |                     |                       |                            |
|                                                                                                                                                                                            |          |                     |                       |                            |
|                                                                                                                                                                                            |          |                     |                       |                            |
| Are electrical connections are made as per circular 130(a)? Yes                                                                                                                            |          |                     |                       |                            |
| Sub-meters / MCBs have been fixed accordingly? Yes                                                                                                                                         |          |                     |                       |                            |
| Labour quarters are lit by tube lights only? Yes                                                                                                                                           |          |                     |                       |                            |
| Is Outlook Express installed and working properly? Yes                                                                                                                                     |          |                     |                       |                            |
| Are telephone and internet working properly? Yes                                                                                                                                           |          |                     |                       |                            |
| Has weekly backup of site computers taken? Yes                                                                                                                                             |          |                     |                       |                            |
| Are all equipment like lifts, generators, pumps, dewatering pump, compaction machine, etc., at site and computers, printers, UPS, water cooler, etc., at site office working properly? Yes |          |                     |                       |                            |
| Complaints: Nil                                                                                                                                                                            |          |                     |                       |                            |
| Suggestions: Nil                                                                                                                                                                           |          |                     |                       |                            |

  
  
**APPROVED BY**  
 31 MAY 2010  
 SOHAM MOBI  
 MANAGING DIRECTOR

**CANCELLED**  
 19/4/10




**Modi Properties & Inv. Pvt. Ltd - Site Audit Report by J. Rambabu**

|                                                                       |                       |                            |              |
|-----------------------------------------------------------------------|-----------------------|----------------------------|--------------|
| Company:                                                              |                       | Date of site visit:        |              |
| Site:                                                                 |                       | From / To time:            |              |
| Visited by:                                                           | J. Ram Babu.          | Prepared by:               | J. Ram babu. |
| Other:                                                                |                       | Sign:                      |              |
| Is the 'Material shifting authorization forms' used at site? Yes      |                       |                            |              |
| Are the form's serial nos mentioned in the Hire charges register? Yes |                       |                            |              |
| Is the 'Material issue authorization forms' used at site? Yes         |                       |                            |              |
| Are the form's serial nos mentioned in the stock register? Yes        |                       |                            |              |
| List of points in circular No 116 (e) check all items:- Yes           |                       |                            |              |
| Stores are properly arranged and maintained? Yes                      |                       |                            |              |
| Is any material lying out side the storerooms? No                     |                       |                            |              |
| Stock Register quantity tallies with physical quantity? Yes           |                       |                            |              |
| List of stores checked                                                | Stores checked (Y /N) | Qualitative rating (G/A/P) |              |
| Electrical                                                            | Yes                   | Average                    |              |
| Cement                                                                | Yes                   | Average                    |              |
| Plumbing - PVC                                                        | Yes                   | Average                    |              |
| Plumbing -GI                                                          | Yes                   | Average                    |              |
| Sanitary                                                              | Yes                   | Average                    |              |
| CP fittings                                                           | Yes                   | Good                       |              |
| Tiles                                                                 | Yes                   | Good                       |              |
| Lift                                                                  | No                    |                            |              |
| General Material                                                      | Yes                   | Average                    |              |
| Tools                                                                 | Yes                   | Average                    |              |
| Doors & hardware                                                      | Yes                   | Average                    |              |
| Misc.                                                                 |                       |                            |              |
| Remarks on default in following standard procedures: Yes              |                       |                            |              |
| Remarks on corrections made in registers or database: Nil             |                       |                            |              |
| Complaints: Nil                                                       |                       |                            |              |
| Suggestions: Nil                                                      |                       |                            |              |


**CANCELLED**

17/4/10

  
**APPROVED BY**  
 31 MAY 2010  
 SURESH MOBI  
 MANAGING DIRECTOR

**Modi Properties & Inv. Pvt. Ltd - Site Audit Report**

|                                                                                                                         |                      |                            |  |
|-------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------------|--|
| Company:                                                                                                                |                      | Date of site visit:        |  |
| Site:                                                                                                                   |                      | From / To time:            |  |
| Visited by:                                                                                                             |                      | Prepared by:               |  |
| Other:                                                                                                                  |                      | Sign:                      |  |
| Stores are properly arranged and maintained? Yes / No                                                                   |                      |                            |  |
| Is any material lying out side the storerooms? Yes / No                                                                 |                      |                            |  |
| Stock Register quantity tallies with physical quantity? Yes / No                                                        |                      |                            |  |
| List of stores checked                                                                                                  | Stores checked (Y/N) | Qualitative rating (G/A/P) |  |
| Electrical                                                                                                              |                      |                            |  |
| Cement                                                                                                                  |                      |                            |  |
| Plumbing - PVC                                                                                                          |                      |                            |  |
| Plumbing -GI                                                                                                            |                      |                            |  |
| Sanitary                                                                                                                |                      |                            |  |
| CP fittings                                                                                                             |                      |                            |  |
| Tiles                                                                                                                   |                      |                            |  |
| Lift                                                                                                                    |                      |                            |  |
| General Material                                                                                                        |                      |                            |  |
| Tools                                                                                                                   |                      |                            |  |
| Doors & hardware                                                                                                        |                      |                            |  |
| Misc.                                                                                                                   |                      |                            |  |
| List of points in circular No 116 (d) which are not in order (Check all items):                                         |                      |                            |  |
| Remarks on default in following standard procedures:                                                                    |                      |                            |  |
| Has the 'Requisitions details report by site' for last week received at site? Yes / No                                  |                      |                            |  |
| Are requisitions filed properly in two separate files? Yes / No                                                         |                      |                            |  |
| Have the requisitions been tallied with the inward register? Yes / No                                                   |                      |                            |  |
| Have the requisitions been signed by the Project Manager? Yes / No                                                      |                      |                            |  |
| Electric power consumption for last seven days (total units for meters allotted for const.): 1: ;2: ;3: ;4: ;5: ;6: ;7: |                      |                            |  |
| Are electrical connections are made as per circular 130(a)? Yes / No                                                    |                      |                            |  |
| Sub-meters / MCBs have been fixed accordingly? Yes / No                                                                 |                      |                            |  |
| Labour quarters are lit by tube lights only? Yes / No                                                                   |                      |                            |  |
| Complaints:                                                                                                             |                      |                            |  |
| Suggestions:                                                                                                            |                      |                            |  |

  
**APPROVED BY**  
 - 7 FEB 2009  
 SOHAM MODI  
 MANAGING DIRECTOR

✓ 19/2/09  
**CANCELLED**

Modi Properties & Inv. Pvt. Ltd - Site Audit Report (by Rambabu)

|                                                                                 |  |                     |  |
|---------------------------------------------------------------------------------|--|---------------------|--|
| Company:                                                                        |  | Date of site visit: |  |
| Site:                                                                           |  | From / To time:     |  |
| Visited by:                                                                     |  | Prepared by:        |  |
| Other:                                                                          |  | Sign:               |  |
| Are the 'Material shifting authorization forms' used at site? Yes / No          |  |                     |  |
| Are the form's serial nos mentioned in the Hire charges register? Yes / No      |  |                     |  |
| Are the 'Material issue authorization forms' used at site? Yes / No             |  |                     |  |
| Are the form's serial nos mentioned in the stock register? Yes / No             |  |                     |  |
| List of points in circular No 116 (d) which are not in order (Check all items): |  |                     |  |
| Remarks on default in following standard procedures:                            |  |                     |  |
| Remarks on corrections made in registers or database:                           |  |                     |  |
| Is Outlook Express installed and working properly? Yes / No                     |  |                     |  |
| Complaints:                                                                     |  |                     |  |
| Suggestions:                                                                    |  |                     |  |

h-19/4/10  
**CANCELLED**

h  
**APPROVED BY**  
- 7 FEB 2009  
SRINIVAS MODI  
MANAGING DIRECTOR

## Sub.: Check list for Site Audit Report

In circular no 116 (c ) the details of items to be checked by admin officers/managers at site are given. Now the audit team is split into two. Bahavani Prasad & Rambabu will handle different aspects of auditing independently. The check list for the audit team shall be as follows:

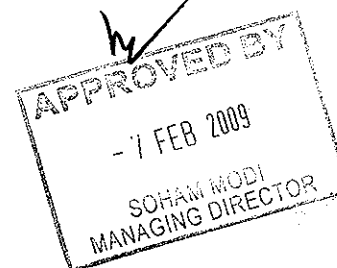
## Items to be audited/checked by Bhavani Prasad:

|     |                                                                                                  |
|-----|--------------------------------------------------------------------------------------------------|
| 1.  | Site office, Clubhouse and Model Flats are properly maintained and cleaned on a daily basis.     |
| 2.  | Stock registers and lists should be maintained.                                                  |
| 3.  | Brick production is physically checked on a daily basis.                                         |
| 4.  | Security is properly dressed and are provided with a stick and torch.                            |
| 5.  | Scrap is sold every 15 days.                                                                     |
| 6.  | Steel scrap and empty cement bags are collected and kept in a designated place on a daily basis. |
| 7.  | Crèche is running properly with midday meals.                                                    |
| 8.  | Completed Flats and Bungalows should be locked.                                                  |
| 9.  | Keys are properly labeled and numbered.                                                          |
| 10. | Attendance sheets are faxed or emailed to HO at 9.45 and 10.15 am.                               |
| 11. | Enforce use of helmets and safety belts.                                                         |
| 12. | Dustbins and garbage is cleared on a daily basis.                                                |
| 13. | Steel should be secured properly.                                                                |
| 14. | Utility bills payment details should be updated by admin officer.                                |

## Items to be audited/checked by Ram Babu:

|     |                                                                                                                                                                           |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 15. | All register to be labeled correctly.                                                                                                                                     |
| 16. | Physical condition of all register should be proper.                                                                                                                      |
| 17. | All registers must be signed by security in-charge & Admin officer at site on a daily basis.                                                                              |
| 18. | Engineers must sign the general material and building material inward registers, block production registers, hire-charges registers and outward register on a daily basis |
| 19. | All documents, plans, bills, DC's, etc., should be property filled. <i>W 19/2/09</i>                                                                                      |
| 20. | Files at site should be properly labeled.                                                                                                                                 |
| 21. | Gate passes must tally with outward register.                                                                                                                             |
| 22. | Database is updated and backup is taken weekly.                                                                                                                           |
| 23. | No building material should be allowed before 9:00 am and after 6:00 pm without specific authorization of project manager.                                                |
| 24. | Check all registers with database.                                                                                                                                        |

Soham Modi



*two points are missing*


*X*

**CANCELLED**

## Sub.: Check list for Site Audit Report

The check list for Admin Officer/Managers for auditing the works at each site is given below. Auditors must ensure that all items mentioned in the check list is strictly enforced at site.

|    |                                                                                                                                                                           |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | All register to be labeled correctly                                                                                                                                      |
| 2  | Physical condition of all register should be proper                                                                                                                       |
| 3  | All registers must be signed by security in-charge & Admin officer at site on a daily basis.                                                                              |
| 4  | Engineers must sign the general material and building material inward registers, block production registers, hire-charges registers and outward register on a daily basis |
| 5  | All documents, plans, bills, DC's, etc., should be property filled                                                                                                        |
| 6  | Files at site should be properly labeled                                                                                                                                  |
| 7  | Gate passes must tally with outward register                                                                                                                              |
| 8  | Site office, Clubhouse and Model Flats are properly maintained and cleaned on a daily basis.                                                                              |
| 9  | Stock registers and lists should be maintained                                                                                                                            |
| 10 | Brick production is physically checked on a daily basis                                                                                                                   |
| 11 | Security is properly dressed and are provided with a stick and torch                                                                                                      |
| 12 | Scrap is sold every 15 days                                                                                                                                               |
| 13 | Steel scrap and empty cement bags are collected and kept in a designated place on a daily basis.                                                                          |
| 14 | Creche is running properly with midday meals                                                                                                                              |
| 15 | Completed Flats and Bungalows should be locked                                                                                                                            |
| 16 | Keys are properly labeled and numbered                                                                                                                                    |
| 17 | Attendance shet are faxed or emailed to HO at 9.45 and 10.15 am.                                                                                                          |
| 18 | Enforce use of helmets and safety belts                                                                                                                                   |
| 19 | Dustbins and garbage is cleared on a daily basis                                                                                                                          |
| 20 | Database is updated and backup is taken weekly                                                                                                                            |
| 21 | No building material should be allowed before 9:00 am and after 6:00 pm without specific authorization of project manager                                                 |

  
Soham Modi

**CANCELLED**

Sub.: Duties of Admin Audit Team for sites

1. Bhavani Prasad (Asst. Admin Manager) & Ram Babu (Admin. Officer) shall henceforth form the Admin –Audit Team. The main objectives of the Admin – Audit Team shall be as follows:
  - a) Ensure that procedures are followed correctly at sites, by the respective administrative officer at each site, especially with regard to:
    - i. Maintenance and certification of registers.
    - ii. Proper Security and storage of stock at site
    - iii. Management of security personal at site
    - iv. Labour welfare and safety
  - b) Identify good/in-correct procedures being followed at some sites and ensure that good procedures are adopted at all sites and in-correct procedures are avoided at all sites. And to standardize procedures at all sites.
  - c) Train administrative staff and security at site.
  - d) Over a period of three months time, ensure that a stock register is maintained at all sites.
2. The Admin Audit Team has been specifically instructed to point-out mistakes, emissions and lapses at each site. They have been asked to send reports about the mistakes, emissions and lapses to the Head Office. The idea of identifying mistakes is to correct and improve procedures at site and not to penalize, punish and point fingers at any particular person or persons at any site. The audit team shall implement this in its true spirit.
3. The itemized details for auditing shall be specified shortly.
4. The schedule of site visit shall be as follows:

|           |   |                                            |
|-----------|---|--------------------------------------------|
| Monday    | - | PMR & MNM                                  |
| Tuesday   | - | MFH & GMG                                  |
| Wednesday | - | SOB & Vista                                |
| Thursday  | - | Other new sites and old tenanted buildings |
| Friday    | - | GWE & KNM                                  |
| Saturday  | - | Head Office                                |

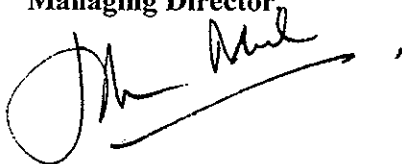
Incase, of holidays or for other reasons if the Audit Team is unable to visit a site, they shall do so on an other day and preferably on Thursdays or Saturday afternoons.

List of sites to be covered:

MBMC – By-monthly  
UKC – Monthly  
Greens – Monthly  
Viswajit – Monthly

All other new sites – weekly, bimonthly or monthly as per requirement.

Managing Director



19/4/08  
**CANCELLED**

Sub.: Tax planning

Employees drawing more than Rs. 12,000/- per annum must consult Sambasiva Rao or Ramana Murthy for their tax planning for the financial year 2007-08. The following basic exemptions are available:

1. Basic exemptions for males is Rs. 1,10,000/- and for females is Rs. 1,45,000/-
2. Exemption under section 80C is Rs. 1,00,000/- This amount can be exhausted by claiming exemption for the following:
  - a. Employees contribution to P.F.
  - b. School/college tuition fees – for two children upto Rs. 12,000/- each per annum.
  - c. EMI payment excluding interest for housing loan.
  - d. Stamp duty and registration charges paid for purchase of 1<sup>st</sup> self owned residence.
  - e. Investment in approved securities like NSC and infrastructure bonds.
  - f. Insurance payments for Life Insurance, Mediclaim, etc.
3. Interest payment (part of EMI payment) paid towards housing loans upto a total of Rs. 1,50,000/- per annum. Here the house must be completed before 31<sup>st</sup> March 2008 and possession taken to claim the exemption.
4. Staff members are advised to release the entire housing loans in favour of the builder and complete the formalities of possession to avail the benefits.

Staff members can carefully plan their taxes to avail the above benefits. Accountants have been advised to deduct TDS from the salary payable in February and March to make provision for taxes.

  
Managing Director.

**CANCELLED**

19/4/10

**ATTACHED**

Sub.: Computers, server and network at head office

The following shall be implemented by Santosh and Raj Kumar:

1. Make 2 servers and label them as (Server -A Domain Name: 'Server.com') and Server B (Domain Name: 'Domain1.com').
2. Server A shall be kept on the second floor and Server B on the first floor.
3. Server -A will be used for accounts

Each Drive in Server A shall be used as follows:

Drive C - Server Software and drivers  
Drive D - My documents  
Drive E - EX. Software and data  
Drive F - to be used for backups only

4. On server A - My documents will contain the following
  - a) Buyers info database,
  - b) Individual folders of accountants,
  - c) IT folders.
  - d) 1 folder for each company.
  - e) Company folder shall have sub folders like correspondence, banks and miscellaneous.
  - f) Each company folder shall contain a sub folder for each project.
  - g) Project folders shall have sub folders labeled as service tax, TDS, VAT, FBT, Correspondence, miscellaneous and customer documents.
  - h) A backup of my documents of 31.3.07 labeled as server B.bak.31.3.07.
  - i) Draft Documents (read only).

5. Sever B shall be used by rest of the office staff.  
Each Drive in Server B shall be used as follows:

Drive C - Windows Software and drivers  
Drive D - My documents  
Drive E - Ad. Files, Autocad files backup, pictures, website, etc.  
Drive F - Purchase Database

6. In server A all users shall have access to drives D & E only.
7. Autocad files shall be transferred to Sagar's system and Sagar shall take a weekly back-up of the same.

15/2/10  
**CANCELLED**

29/4/07



8. PDF documents shall be maintained in D Drive of Raj Kumar's Computer. Connect this computer to Server B. Read only access to drive D should be given to all computers.
9. 1 Computer will be assigned for use of internet and shall not be connected to the office network.
10. In Server B everyone will have access to drive D. Access to drive F shall be given only to purchase dept. Access to Drive E shall be given to Aruna, Shailaja & M.D.
11. Customer Database of the projects can only be accessed and updated by accountants. A backup copy on a daily basis shall be copied on Server B from Server A for use by customer relations team. Santosh shall be responsible for taking the daily back-up.
12. Server A & B shall be password protected. All staff members shall protect their respective PC's with user name and password. User names shall be their respective first names. List of passwords shall be maintained by Santosh / Raj Kumar in a password protected word document on Server B.

Jhan Mohd.  
23/4/07

**CANCELLED**

Internal Memo no. 901<sup>M</sup> Admin division

Date: 09.03.2009

To  
All Admin Officers,

Sub.: Rates for selling scrap

Bhavani Prasad has been requested to send recommended rates for selling of scrap along with recommended dealers once in a fortnight. A copy of the email shall be sent to Anand Mehta for his comments. Anand Mehta shall send his comments, if any, within 48 hours.

Admin Officers may sell the scrap in a band of + or - 5% of the recommended rates. However, the sale of scrap should be done after intimating Bhavani Prasad.

Regards,

Soham Modi.

~~CANCELLED~~  
17/4/09

✓  
APPROVED BY  
21 MAY 2009  
SOHAM MODI  
MANAGING DIRECTOR

This list is not an exhaustive list and several other staff members have also performed well.

I am confident that we will come out stronger from this down turn and will make good any lapses, defaults/losses incurred during this period. I am writing this letter with a hope that the staff of Modi Properties understands the current situation and will extend their full cooperation in these tough times.

Regards,

Soham Modi.

✓  
9/11/10  
**CANCELLED**

Pg 2/2

Date: 21.04.2009

To,  
Staff,  
Modi Properties,

Sub.: Increment in salary

We have been in this business long enough and have seen several ups and downs in the business. This is probably one of the worst down turns. However, having seen several other down turns, I have been conservative in my approach to business. Being conservative and being in the middle income housing sector, our business is faring better than most other builders. Even so, we are facing problems in paying our suppliers, contractors and salaries.

Highest priority is being given to the welfare of the staff and then our labourers/contractors. In half our projects we are finding it difficult to pay our suppliers on time.

Under the circumstances we have no option but to reduce the pace of work on all sites. The only solution to our problem is to sell! We need atleast 15 to 20 sales per month to survive which we have managed in the last 4 or 5 months. To achieve sales we have doubled our sales force and also the budget for promotions.

At the moment we have about 160 employees and can comfortably manage with just 100 employees. We are trying to hold on as many people as possible. I understand the hardships that is caused to employees who loose their job. I hope that the situation improves in the next 6 months.

In view of the above it has been decided that there will be no increment in salary in most cases. There will not be a decrease in salary in any case. Salaries of some staff drawing less than 7,000 to 8,000 per month, has been increased by 5 to 10%. Project Managers and managers of each division have graciously accepted the decision to not to increase their salaries. In appreciation of the good work being done the designation of some staff have been changed.

While I have not been able to substantially increase salaries of our staff, I would atleast like to acknowledge the outstanding work done by the following staff:

1. Ramana Murthy, for arranging funds to keep the company afloat.
2. Kanaka Rao for single handedly managing the process of sanctions.
3. P. Ramesh for technical competence and managing his site well.
4. Subba Reddy for efficient management and achieving very good quality.
5. Jagdish Kanaiya for his outstanding performance in sales.

19/5/09 ✓  
**CANCELLED**

✓  
APPROVED BY  
21 MAY 2009  
SOMN MODI  
MANAGING DIRECTOR

Pg 1/2

To,  
Staff,  
Modi Properties,

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This list is not an exhaustive list and several other staff members have also performed well.

I am confident that we will come out stronger from this down turn and will make good any lapses, defaults/losses incurred during this period. I am writing this letter with a hope that the staff of Modi Properties understands the current situation and will extend their full cooperation in these tough times.

Soham Modi

✓  
**CANCELLED**  
19/4/10

To.  
Admin Managers,

There has been a change of duties for some Admin Officers/ Managers and the details are as follows:

1. Narayana shall be in-charge of Mayflower Heights.
2. Martin shall be in-charge of GMG.
3. Bhavani Prasad shall be in-charge of SOB & VSC. Bhavani Prasad shall be additionally responsible for handling all medical emergencies of laborers and office staff. He shall send a list of recommended hospitals after approval of M.D. to all sites.
4. Srinivas Rao shall be in-charge of MNM & KNM and shall visit each site on alternate day basis. Suresh shall handover charge of KNM to Srinivas Rao by this month end.
5. Anjaiah shall be in-charge of GWE.
6. Rammohan shall be in-charge of PMR.
7. Rambabu and Ramesh shall be responsible for audit work.

Soham Modi.

17/7/09  
CANCELLED

Internal Memo no. 903- Purchase Division

Date: 21.07.2008

To  
All sites & Purchase Division,

Purchase Division has been reorganized . One purchase officer as been assigned to 2 projects. Sites may contact respective Purchase Officers for enquires about their requisitions. The details of Purchase Officers are:

Sujatha - SOB & MNM  
Jayasudha - GWE & KNM  
Srilatha - PMR & others.  
(New Purchase officer - MFH & GMG  
yet to be appointed)

These changes will come to effect from 1st August, 2008.

DCS, bills, requisitions, estimates, etc., should be send to Shailaha so that it can be recorded in the inward register.

17/8/10  
**CANCELLED**

APPROVED BY  
21 MAY 2009  
SOHAN MODI  
MANAGING DIRECTOR

Internal Memo no. 903- Purchase Division

Date: 20.09.2007

It has been decided that Sujatha must make the purchase order within one working day from approval by authorized person like Mr. Soham Modi, Mr. Gaurany Mody, Mr. Shankar Reddy, etc.

Eg.: If requisition is approved on 19<sup>th</sup>, the P.O. must be made on 19<sup>th</sup> or 20<sup>th</sup>.

In case of failing to make the P.O. as above, Sujatha shall be fined Rs. 100/- for every delayed purchase order.

Gaurang shall approve the fine and forward it to Shankar Reddy. Grace for about 10 purchase orders shall be given per month, i.e., penalty for the delay for the first 10 purchase orders shall be waived.

Soham Modi

✓  
**CANCELLED**  
6/4/10

✓  
**APPROVED BY**  
21 MAY 2009  
SOHAM MODI  
MANAGING DIRECTOR



Sub.: Brief note on computation of Service Tax liability.

1. Compute service tax liability from beginning of the project upto 31.3.08 (upto date).
2. Adopt the turnover as declared in the service tax returns filed for those periods, i.e., upto Sep' 08.
3. Calculate service tax liability at different rates as declared in the returns.
4. Make a fresh statement from the beginning only considering flats or bungalows where flats /bungalows has been registered in favour of the customer. From that deduct sale deed value, registration charges paid, VAT paid, service tax paid, refund, and electricity charges. Deduct the turnover declared. That will give the liability of the service tax as on date.
5. In future after April 09 service tax can be paid on a monthly basis for all flats that have been registered.
6. Service tax is to be paid for KNM, PMR, GMG -II, GWE, MNM, MFH, SOB - II & III & VSC.
7. In case of construction contract with land owners, compute service tax for payments received on a monthly basis.
8. Make a statement of total service tax paid till date for each project as declared in the half yearly returns along with payments not reflected in the service tax returns.

Satyanarayana:

Phase I – Compute service tax liability @ 4% only on construction contract value and compare payments made in Phase I.

Phase II – Compute payment only on development agreement both registered and un-registered @ 2%.

**CANCELLED**  
17/4/10

✓  
APPROVED BY  
21 MAY 2009  
SOMJI MODI  
MANAGING DIRECTOR

Internal Memo no. 904/3 Accounts Division

Date: 16.04.2009

To,  
Staff Members,

Sub.: Tax planning

Those staff members who have not given details of investments are advised to send the same by this Saturday failing which TDS shall be paid now and the same will be deducted from your next month's salary.

Soham Modi.

PS: In particular details are required from Ranjith, Hari Swaroop, P. Ramesh, A. Ramesh, Subba Reddy, Kanaka Rao, Shankar Reddy, and Ramana Murthy.

19/5/10  
**CANCELLED**

✓  
APPROVED BY  
21 MAY 2009  
SOHAM MODI  
MANAGING DIRECTOR

Internal Memo no. 9044 Accounts Division

Date: 19.03.2009

Sub.: Note on service tax for customers of Modi Properties & Investments Pvt. Ltd., and its associated firms.

Service tax for 'construction of residential complexes' is payable u/s. 65(105)(zzzh) from 16.06.05. Service tax can also be paid for construction of residential complexes under provision for works contract which became effective from 1.06.07.

There is a great deal of ambiguity regarding payment of service tax and several clarifications were issued by the department regarding applicability of service tax. The latest was issued on 21.9.09. However, all these clarifications are in respect to section 65(105)(zzzh) and so far no clarification has been issued for payment of service tax under works contract.

As per our legal advice, we have registered under works contract and are paying service tax for the value mentioned in the agreement of construction, exempting the value mentioned in the sale deed for service tax. However, this payment may be subject to change as and when matters are further clarified.

Even after the clarification issued in January 2009, the officials of the service tax department have conducted a search operation (service tax raid) at our head office on 16.3.09. Having satisfied themselves that service tax has been paid upto December 2008, they have collected another Rs. 10 Lakhs for 6 ongoing projects as advance service tax payment for the period January to March 2009.

Under the circumstances we have left with no option but to collect service tax from our customers and pay it to the government. It is highly unlikely that this ambiguity in payment of service tax will be resolved in the coming few months. Further, there is almost no likelihood of getting a refund for service tax for amounts that have been paid.

**CANCELLED**  
17/4/10

✓  
APPROVED BY  
21 MAY 2009  
SOHAM MODI  
MANAGING DIRECTOR

Internal Memo No. 904<sup>5</sup> Clarification on accounts

Date: 29.04.2009

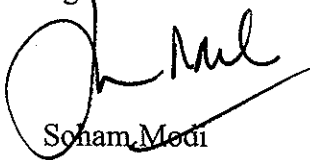
Sub.: Payment for joint promotional activities.

For joint promotions where cost is share across 8 projects, payment is being divided into 8 parts and paid through respective projects. This procedure shall be continued whenever the promotion cost or material cost for promotions that can directly be attributed to each project exceeds Rs.10,000/-

However, for activities where costs are below Rs. 10,000/- and is shared by 4 to 8 projects, the payment will be made through GWE and bill is also to be raised in favour of GWE. Nagamani will maintain a list showing date of payment, cheque no /cash, amount and list of projects sharing the cost.

However, whenever cost can be directly attributed to certain project (for example: Flyer for paper inserts of 2 projects), payment should be made through those projects irrespective of value.

For bills where cheques are to be made for 4 or more projects please collect cheques form accountants of all the projects, club them together and then send it for M.D.s signature.

  
Soham Medhi

19/6/10  
CANCELLED

Internal Memo No. 904/<sup>6</sup> Clarification on accounts

Date: 29.04.2009

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For joint promotions where cost is share across 8 projects, payment is being divided into 8 parts and paid through respective projects. This procedure shall be continued whenever the promotion cost or material cost for promotions that can directly be attributed to each project exceeds Rs.10,000/-

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Soham Modi

✓  
**CANCELLED**  
17/11/10

✓  
**APPROVED BY**  
21 MAY 2009  
SOHAM MODI  
MANAGING DIRECTOR

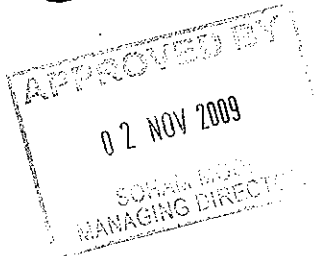
Sub.: Payment of VAT, service tax PF & ESI returns.

VAT and service tax returns are being prepared and filed by Admin Division and Shankar Reddy is primarily responsible for the activity. Hereafter, every VAT and service tax return shall be cross verified and approved by Meher and Sambasiva Rao before it is sent to the M.D. for signature. M.D. must sign both the returns before filing them. Returns to be sent to accounts atleast 7 days prior before filing them.

Similarly for PF and ESI, returns must be filed after approval from accounts.i.e., Meher's approval shall be required. Any discrepancies or policy issues to be brought to M.D.s notice before filing returns.

Satyanarayana to help Shanker Reddy as and when required for liaisoning activity, especially related to consultants and lawyers for VAT and service tax.

Soham Modi



**CANCELLED**  
19/11/09

## Sub.: Re-assignment of Ramna Murthy's Works

We have not yet appointed a Manager for accounts in place of Ramana Murthy and therefore his work is reassigned as follows:

1. Income Tax files past and present including on-going scrutinizes, appeals, etc., to be handed over to Sambasiva Rao. From hereon Sambasiva Rao is totally responsible for all IT matters.
2. Kanaka Rao to prepare a list of cases, scrutinizes, other deadlines related to income tax like filing returns, for IT, TDS, FBT, ROC, Registrar of firms, application for PAN nos., reports, opinions like valuations, registrar value certificate, etc. the format shall be:

| Sl. No. | Due date | Task | Assigned to |
|---------|----------|------|-------------|
|         |          |      |             |
|         |          |      |             |

3. Kanaka Rao shall ensure that these tasks are completed before the deadlines and allot adequate resources to complete them. He is not required to get into any details of accounts. This is a measure to ensure that important deadlines are not missed.
4. Kanaka Rao shall continue to certify cash books every Friday as before. Sambasiva Rao shall certify all cash books till such time a new manager is appointed from 1.10.09
5. List of weekly tasks and monthly tasks have been given to all accountants. Reports should be sent to Sambasiva Rao from 1.10.09. This shall be temporary measure.
6. For the sake of continuity at till such time a new manager is appointed, Satyanarayana shall be assigned the task of monitoring all loans taken, including project loans, loans by directors and partners. He shall endeavor to understand terms of loan, repayment, cash flow statements, statements to be submitted periodically, valuation reports, etc. Ramana Murthy shall train him in these aspects and ensure that he is introduced to all relevant bankers, valuers and consultants. Mahender shall assist Satyanarayana.
7. Loan files to be handed over to Satyanarayana. Scanning of loan files should be completed by month end.
8. Kanaka Rao is advised to understand the basic terms of loan and repayment for project loans of MNM, GWE, KNM and MFH.
9. Satyanarana shall be further responsible for liaisoning for our current accounts in HDFC, SBI, IDBI, DCB, SBH, Kotak, etc. He shall be responsible for a/c. openings, closings, cheque books, waiver of all charges, negotiation of FD rates, wire transfers, account reconciliations, NOCs from SBI, etc. He shall also be responsible for helping customer relations as and when required for housing loans of purchasers. He will also be required to keep abreast with market info and look out for new bankers and finance companies for new loans and loan transfers.
10. Satyanarayana shall be relieved of all other duties by 30.9.09. In the meantime he shall ensure that pending works of SOB & MFH are completed.
11. Rupesh shall be given complete independent charge of SOB & VSC from 1.10.09 and shall be assisted by Bhargavi.
12. Keerthi and Roopa shall assist Sambasiva Rao in preparing and checking statements that may be required for income tax cases scrutiny, etc.
13. Haritha shall be incharge of Mayflower Heights and shall be assisted by Nagaraju. Subramanyam shall assist them both atleast 3 to 4 hours every day. In particular he shall ensure that BRS, CRS, customer accounts reconciliation, supplier accounts, contractors accounts, TDS details and possession letter are cross checked by him.

Soham Modi

~~CANCELLED~~  
19/9/09

APPROVED BY  
17 SEP 2009  
SOHAM MODI  
MANAGING DIRECTOR

Sub.:

On the accounts server within my documents create a folder named 'Books of accounts – PDF'. Within that folder open a folder for each company or individual where tax returns are being filed (about 35 folders). Label them as name of company/individual. Example – Alpine Heights, Modi Ventures, Soham Modi, Satish Modi HUF, etc. Within each company/ individual folder make PDF copy of the books of accounts, ~~labeled as suitably~~ *suitably* labeled, example – Alpine Heights FY08-09.

Books of accounts should contain cash book, bank book, ledgers and journal book – in that order.

Make the first page in *MS Word* with name of company, address and year. Page should be labeled as 'Books of Accounts.'

Making of folders and books of accounts for FY 08-09 must be completed today. Books of accounts for previous Financial year at the rate of one year per week for the previous 8 years to be presented to M.D. every ~~Saturday~~ *Monday* at 11.30 a.m.

Soham Modi



*✓*  
**CANCELLED**  
*19/11/09*



Internal Memo No. 905 – M.D. Site visits

Date: 17.03.2008

Sub.: Revised Schedule of Site visit by M.D.

Hereafter I will visit sites on Tuesdays and Fridays in the following order:

Tuesdays: MFH – MNM – SOB – GWE

Fridays: GWE – PMR – MNM – GMG – MFH

Managing Director

**CANCELLED**

✓  
APPROVED BY  
21 MAY 2009  
SOHAM MODI  
MANAGING DIRECTOR

Internal Memo No 905 – M.D. Site visits

Date: 29.11.2007

Sub.: Site visit by M.D.

From December 2007 onwards I shall change my schedule for site visits which shall be as follows:

Tuesdays: GWE – PMR – MNM – GMG – MFH.

Fridays: MFH – SOB – MNM – GWE

Managing Director

~~CONFIDENTIAL~~

APPROVED BY  
21 MAY 2009  
SOHAN MODI  
MANAGING DIRECTOR

Internal Memo No. 906 – Office Meetings

Date: 29.11.2007

Office Meetings shall be held for all staff members on 8<sup>th</sup> December, 2007 at SOB Club house. All staff members shall try to attend the meeting. All staff members who have not attended the previous meeting will attend the meeting without exception. Work at site will continue. One engineer from each site shall stay back at their site. All Project Managers and heads of each division shall attend.

Lunch will be served at 1.30 p.m. Staff members must try to reach there by 1.30 p.m.

Engineers shall ensure that vouchers for payment shall reach the office by 10 a.m. on 8<sup>th</sup> December.

Managing Director

✓  
17/12/10  
**CANCELLED**

✓  
**APPROVED BY**  
21 MAY 2009  
SONAM MODI  
MANAGING DIRECTOR

Internal Memo No. 907- Clarifications on emails

Date: 29.11.2007

Copy of all emails send must be directed for mpiplsend@gmail.com. Incoming mails are automatically being diverted to mpiplin@gmail.com. These mail IDs are only for back-up. They are being checked only when required. Staff may send a request for copies from back-up in case the mail is accidentally deleted.

Engineers and Admin Officers at site shall send complaints or requests for urgent delivery of material by email to gaurang@modiproperties.com or suresh@modiproperties.com. Copy of the mail must be marked to soham@modiproperties.com. Do not assume that copy marked to mpiplsend@gmail.com is being monitored by the M.D.

Other complaints and suggestions can also be send to other respective heads of divisions concerned and a copy can be marked to M.D.

Managing Director

19/11/10  
**CANCELLED**

As usual we are arranging a get together party on 29.12.2007 in the eve of new year 2008. For conducting this programme, the following committee members are appointed to take care of all these activities. Further it is decided that hereafter the committee members are responsible for conducting get together parties every month.

Committee Members

Marketing Division

Mr. Jagdish Kanaiya  
Mr. Deshmukh

Admin. Division

Mr. Shankar Reddy  
Mr. Jai Kumar

Customer Relation

Mr. Ram Babu  
Mr. Raghuveer

Construction Division

Mr. Ranjit Prakash  
Mr. P. Ramesh

Accounts Division

Mr. Ramana Murthy  
Mr. Satyanarayana

Purchase Division

Mr. Suresh Kancharla  
Ms. Nageswari

Event Organizers

Ms. Rani Susairaj  
Ms. Roopa  
Ms. Vasanthi  
Ms. Aruna

Programs for this event

- Welcome speech by Mr. Shankar Reddy
- Song by Mr. Shankar Reddy
- Speech by Mr. Ranjit & Mr. Jagdish
- Musical chairs
- Tambola
- Song by Ms. Vasanthi
- Song by Mr. Ranjit
- Sher Shayari
- Rope pulling
- Song by Mr. Praveen
- Ramp walk
- Games
- Jokes
- Antakshari
- Identifying a movie (dumb sell)
- Dance by Ms. Nagamani's daughter
- Group dance (by SOB site people)
- Skit by Customer Relation team

Staff are served with tea and snacks at the beginning of the event. Dinner will be served at the 8.30 p.m. All staff are requested to come with ideas and thoughts to make the event a very big success.

Note: All the committee members are requested to attend a meeting on Saturday 22<sup>nd</sup> at Silver Oak Bungalows between 3.30 & 4.00 p.m. to over view the event.

Shankar Reddy  
Admin – Manager

**CANCELLED**  
19/12/07

Page 1/2

APPROVED BY  
21 MAY 2009  
SOMAN MISHRA  
MANAGING DIRECTOR



Note

The program will start at 3 p.m. (sharp).

All committee members are requesting the management to give the permission to leave the office by 1.30 p.m. on 29.12.2007. (requesting payments may be made on Monday or start the office by 8 a.m. to clear payments on Saturday itself).

The following staff are elected as committee members to organize the event:

Mr. A. Shankar Reddy  
Mr. Jagdish Kaniya  
Mr. Ranjit  
Ms. Roopa  
Ms. Rani

Expenses for the event:

|                                           |              |
|-------------------------------------------|--------------|
| Menu - 15 items costing about Rs. 8,750/- |              |
| DJ                                        | Rs. 6,500/-  |
| Misc. Exp. -- Cake                        |              |
| Tent                                      |              |
| Gift                                      | Rs. 4,750/-  |
|                                           | <hr/>        |
|                                           | Rs. 20,000/- |

Programs:

Program starts at 3 p.m.

Welcome speech by Mr. Shankar Reddy  
Songs  
Musical Chairs  
Dances,  
Jokes  
Antakshari  
Group Dances  
Cake cuttings  
Dinner

**CANCELLED**  
17/11/10

APPROVED BY  
21 MAY 2009  
SOPAN MODI  
MANAGING DIRECTOR

Internal Memo No. 909<sup>1</sup> Clarification on phone nos.

Date: 20.12.2007

| Sl.No. | Telephone No. | Name of the person     |
|--------|---------------|------------------------|
| 1.     | 9246170910    | Shailaja               |
| 2.     | 9246193424    | Santosh                |
| 3.     | 9246262930    | Ramesh                 |
| 4.     | 9246263940    | JaiKumar               |
| 5.     | 9246357260    | Phani or Vijay Lakshmi |
| 6.     | 9246824534    | Abdul Samad            |
| 7.     | 9246824535    | Ganesh Goud            |
| 8.     | 9246824536    | Raghavendra            |
| 9.     | 9246824537    | Srujan Babu            |
| 10.    | 9246824538    | Ram Babu               |
| 11.    | 9246824539    | Sadanandam             |
| 12.    | 9246824540    | Sirish Kumar           |
| 13.    | 9246824541    | Vinob Kumar            |
| 14.    | 9246824542    | Subhasini              |
| 15.    | 9246824543    | Shantaram              |
| 16.    | 9246824544    | Kishore Kumar          |
| 17.    | 9246824546    | V. Ravi                |
| 18.    | 9246824547    | Nagalaxmi              |
| 19.    | 9246824548    | Ch. Venkateswara Rao   |
| 20.    | 9246824549    | Ramakrishna            |
| 21.    | 9246824550    | Prabhakar              |
| 22.    | 9246824557    | Shiva Shankar          |
| 23.    | 9246824558    | Purushotham            |
| 24.    | 9246824559    | Anil Kumar             |
| 25.    | 9246824560    | Aravind Kumar          |
| 26.    | 9246824561    | Mahender               |

~~CANCELLED~~  
19/12/07  
✓

The above staff members have availed a special scheme from Tata Indicom wherein their billing is under a corporate plan. The due date of payment for their respective bills is 7<sup>th</sup> of each month. The list of phone nos. for which this scheme has been availed is given above. No one has paid their respective bills before 7<sup>th</sup> of February which was the due date. All the phones have been disconnected due to non payment of the bill. This bill is now being paid from the office account and every member in this corporate plans is being fined an amount of Rs. 100/- for not paying the bill in time. Please deposit your bill amount if you have not paid the same with Venu Gopal at the Head Office.

In case bills are not paid in time by any member of this group from the next month, a penalty of Rs. 250/- shall be deducted from the salary

**Sohma Modi**

✓  
APPROVED BY  
21 MAY 2009  
SOHMA MODI  
MANAGING DIRECTOR

✓ Internal Memo No. 909<sup>✓</sup> Clarification on phone nos

Date: 3.03.2008

Several staff members have changed their mobile numbers or hold more than one mobile phones. Admin Officers at site and Jai Kumar at H.O. shall ensure that a list of updated mobile numbers is provided to Aruna (in writing) by 10.3.2008.

Staff holding more than one mobile shall also state the order of preference for calling them on their different numbers.

**Sohma Modi**

✓  
**CANCELLED**  
(7/4/10)

✓  
**APPROVED BY**  
21 MAY 2009  
SOHMA MODI  
MANAGING DIRECTOR



Internal Memo No. 909<sup>3</sup> Clarification on phone nos

Date: 10.01.2009

To,  
All Admin Officers,

It has been decided by the management that one prepaid connection of tata phone will be issued to security personal for each site. only Rs. 100/- will be recharged for every month and all admin officers have to over view the usage of the phone and safety of the instrument. The phone will be sent to sites on Monday.

Regards,

A. Shankar Reddy

*✓*  
**CANCELLED**  
19/4/10

*✓*  
APPROVED BY  
21 MAY 2009  
SOHAM MODI  
MANAGING DIRECTOR

Internal Memo No. 909<sup>u</sup>-Clarification on phone nos

Date: 4.02.2009

To,  
All concerned,

All sites shall be issued 2 nos. USB modems, 1 for the Admin and Engineering department and 1 for the sales team. The front desk sales executive and admin officer/manager shall monitor use of the USB modem. A USB modem is given to Aruna as a back-up. All Tata Indicom modems shall be switched to the value Rs. 325/- plan having 30 hours of free usage per month. For every other service similar plan must be taken. Charges (except SMS) beyond the basic plan shall be directly deducted from the respective staff who is the incharge of the USB modem.

Jai Kumar has been asked to separate the billing of these modems from the Head Office phone bills.

✓ 19/4/09  
**CANCELLED**

✓  
APPROVED BY  
21 MAY 2009  
SOHAM MODI  
MANAGING DIRECTOR

Internal Memo No. 912<sup>1</sup>/<sub>2</sub> - Clarification on construction

Date: 12.04.2008

To,  
All Engineers,

Sub.: Payments to contractors

Engineers are unduly pressurizing accountants for releasing payments to contractors. Our track record of payment is better than most builders in the city. Every attempt is being made to clear bills of contractors as soon as possible. It appears that engineers are not able to put across this fact clearly to the contractors. A feeling of ill will is unnecessarily created amongst contractors. Henceforth engineers are requested not to put pressure on accountants to release payments of contractors. Engineers may request for release of payments only in exceptional circumstances.

Accountants are unable to give priority to clear contractors bills as the engineers are not making any distinction between routine payments and payments to be made on priority. Engineers are advised to make this distinction. For routine bills, make an allowance of 5 working days for clearing bills from the date of receipt of bill at the head office.

**Soham Modi**

✓  
**CANCELLED**  
19/4/09

✓  
APPROVED BY  
21 MAY 2009  
SOHAM MODI  
MUNICIPAL DIRECTOR

Internal Memo No. 912<sup>8</sup> Clarification on construction

Date: 13.11.2008

To Project Managers / Admin Officers,

Sub.: Security guards recruitment

No. of security guards and sweepers on contract are being changed regularly without proper intimation or authorization. While requirements may change from time to time, no. of security guards or sweepers can be changed only after approval from Shankar Reddy. Make sure that you send a email requesting for increase or decrease in no. of security guards and sweepers and wait for approval from HO.

As a cost cutting measure some guards are being decreased at sites and the same shall be intimated to you by Shankar Reddy.

Soham Modi

hr  
27/3/10  
**CANCELLED**

✓  
APPROVED BY  
21 MAY 2009  
SOHAM MODI  
MANAGING DIRECTOR

Internal Memo No. 912<sup>7</sup> - Clarification on construction

Date: 25.10.2008

Sub.: Scrap dealers addresses

Bhavani Prasad

I want a report on scrap dealers of steel along with name, address and shop name by next week. All Admin. Officers shall provide this information to Bhavani Prasad this week.

Pressurize all the contractors and find out from the local market for the required information.

Soham Modi

h  
17/10/10  
**CANCELLED**

✓  
APPROVED BY  
21 MAY 2009  
SOHAM MODI  
MANAGING DIRECTOR

Internal Memo No. 912<sup>12</sup>- Clarification on construction

Date: 18.02.2009

To,  
The Project Managers and Accountants,

Sub.: Assisting the accountants

Nagalaxmi and Veena shall assist the accountants and project managers to raise bills of contractors at site as per prescribed procedure and format.

Nagalaxmi shall assist GMG, MFH, MNM & PMR and shall visit MNM on Tuesday and MFH on Friday. Project Mangers of GMG & PMR can interact with her at MFH/MNM or at HO.

Similarly Veena shall help KNM, GWE, SOB and VSC and shall visit SOB on Fridays and GWE on Tuesdays. Project Manger of KNM can interact with her at GWE or at HO.

Bills for RCC work should be raised on the next working day after casting. Bills for civil work (in parts), earth work, painting, flooring, electrical, plumbing, carpentry, welding, etc., must be send periodically in parts and within 1 week of completing the work. Accounts/billing for all projects with respect to contractor bills for all works must be completed by 7<sup>th</sup> of March to give adequate time to accountants to close their books by 31<sup>st</sup> March. All accountants are advised to provide a list of all contractors and show total payments made, total bills received and balance loan. Ensure that bills of contracts with huge debit balances are raised immediately.

Soham Modi

✓  
**CANCELLED**  
19/4/09

✓  
**APPROVED BY**  
21 MAY 2009  
SOHAM MODI  
MANAGING DIRECTOR

Internal Memo No. 912/<sup>13</sup> Clarification on construction

Date: 3.03.2009

Sub.: Heading of QC team.

Ramesh Reddy shall hereafter head the quality control team and shall be assisted by Vijay Raj. You may contact them for quality control. Please continue to send the request for quality control to [qc@modiproperties.com](mailto:qc@modiproperties.com) . QC team shall be based at Gulmohar Gardens site office.

Soham Modi

✓  
27/3/10  
**CANCELLED**

✓  
**APPROVED BY**  
21 MAY 2009  
SOHAM MODI  
MANAGING DIRECTOR

Internal Memo No. 912<sup>1</sup>/<sub>9</sub> Clarification on construction

Date: 3.03.2009

To,  
The Project Managers,

Sub.: thickness of marble

Despite reminders and circulars, thickness of marble being delivered by contractors is less than 18 mm. Do not accept the material less than the specified thickness. Ensure that a vernier caliper is available at site.

QC is advised to check marble thickness at random at all sites.

Marble for corridors, flats, bungalows should be of Morvad type, mostly white with green stripes (minimum) with very few black spots not exceeding 2 inches in size. This has to be strictly followed.

Marble from each lot must be kept ready for inspection during M.D.'s visit to site before laying it.

**Soham Modi.**

**CANCELLED**  
✓  
27/3/10

✓  
**APPROVED BY**  
21 MAY 2009  
SOHAM MODI  
ENGINEERING DIRECTOR



Internal Memo No. 912/15 Clarification on construction

Date: 11.03.2009

Sub.: Marble to be laid

Marble work in common areas and inside flats/bungalows shall be done using Morvad type marble only. Morvad is a white colour marble with very light green veins and black spots. Ensure that the marble being supplied is Morvad type with few or medium green veins and few black spots not exceeding 2 or 3 inches in size.

Until we arrive at final rates with the contractor for works being undertaken at MFH and SOB, the following rates shall be adopted.

| S.no. | Item Description                                                                                                                      | Rate                  |
|-------|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| 1.    | Flooring inside flats using marble slabs with 2 inches motif of Green or yellow stone including laying, fixing and ordinary polishing | Rs 60/- per sft.      |
| 2.    | For tinoxide polishing add                                                                                                            | Rs.6/- extra          |
| 3.    | For Morvad tiles                                                                                                                      | Rs. 40/- per sft.     |
| 4.    | For Passage flooring in MFH using 2' x 2' marble cut from slab including 2" yellow motif.                                             | Rs. 5/- per sft extra |

The industry norms appear to have been changed and therefore we will accept marble up to a thickness of 15 mm. Do not accept marble less than 15 mm size. This rates shall be applicable for orders placed after 11.3.09.

Keep the marble ready for my inspection during site visit before laying and fixing.

Managing Director

27/3/10  
**CANCELLED**

✓  
APPROVED BY  
21 MAY 2009  
MANAGING DIRECTOR

Internal Memo No. 912<sup>1</sup>/<sub>20</sub> Clarification on construction

Date: 1.04.2009

To,  
The Project Managers,

Sub.: Use of Recron

The purchase division has given us the details of Recron ordered Vs PPC cement ordered for all the sites since 1<sup>st</sup> September 2008 (7 months). The consumption of Recron at all sites is far less than what should have been consumed. Explain why the consumption of Recron is low at your site? Details of Recron ordered are enclosed.

Soham Modi.

27/3/10  
**CANCELLED**

✓  
APPROVED BY  
21 MAY 2009  
SOHAM MODI  
MANAGING DIRECTOR

Internal Memo No. 912<sup>21</sup>/<sub>21</sub> Clarification on construction

Date: 1.04.2009

To,  
All Project Managers,

Sub.: List of staff working at your site

Send me a list of engineers, supervisors, admin officers/managers, store keepers and other employees directly employed by us at your site. Also send a list of sweepers, office boys, supervisors, security guards, security supervisors, head guards, etc., that are working at your site through an agency and also indicate no. of staff being paid through owners association.

Give me clear recommendation of excess no. of staff including sweepers and guards that can be transferred to other sites. Also indicate if any additional staff is required. Clearly and briefly state the duties of each sweeper and security guard.

This information must reach me by Saturday morning at 10 am without fail.

Soham Modi.

25/12/10  
**CANCELLED**

✓  
APPROVED BY  
21 MAY 2009  
SOHAM MODI  
PROJECTS DIRECTOR

Draft

Internal Memo No. 912<sup>f</sup>/<sub>22</sub> - Clarification on construction

Date: 25.04.2009

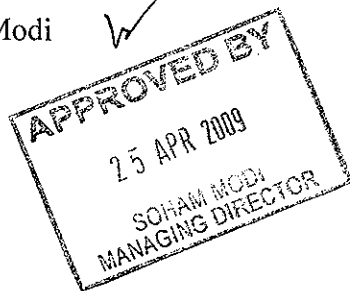
To,  
The Project Managers,  
KNM, MNM, PMR & GWE.

Friday 1<sup>st</sup> of May 2009 being a holiday, I shall make a site visit as follows:

PMR, MNM & KNM - Thursday afternoon

Mr. Nazir Azeez shall be visiting GWE site at 10 am on Friday. All engineers and contractors at GWE shall be present at site at 10 am on Friday.

Soham Modi ✓



**CANCELLED** ✓

Sub.: Increase in daily wages

Several contractors and Project Managers have requested for increase in daily wages for civil work, earth work and painting. There may be a temporary shortage of labour and the situation may improve in the coming weeks. Therefore, there will be no change in daily wage rates given in Circular 509(e). However, in order to overcome the temporary shortage, an allowance may be given to these contractors as follows:

- a. Civil work – Head Mason – upto Rs. 50/- per day
- b. Civil work – Mason – upto Rs. 25/- per day
- c. Earth work – Male helper – upto Rs. 30/- per day
- d. Earth work – Female helper – upto Rs. 20/- per day
- e. Painters – Masons or helpers – upto 25/- per day

Make a voucher every weekend for 'allowance for labor charges' for payment of the above and in the description state no. of labour and additional amount paid.

The additional allowance shall be only paid to select contractors after prior approval from the M.D. You may send a request for approval by email.

Soham Modi.



~~CANCELLED~~

*Cancelled*  
1/3/10

Sub.: Visiting of industries that supply material to us.

I would like all project Managers and Senior Engineers to visit industries that supply us material in order to understand the production process, difference in quality of material, process of testing and logistical problems faced by those industries. From hereon on an industrial tour will be arranged on the 3<sup>rd</sup> Saturday of every month from 3 p.m. to 6 p.m. The first one shall be on Saturday, 20<sup>th</sup> June.

Project Managers, Quality Control team, Senior Engineers, Purchase Officers & Managers and Directors shall be required to attend. However, atleast 1 or 2 engineers shall stay back at site for supervising the work. We shall visit 1 to 3 industries at a time. Gaurang / Raghunath shall be responsible for arranging the visits. We shall meet at one of our sites and proceed from there.

Some of the industries we shall visit are as follows.

- |                                    |                                      |
|------------------------------------|--------------------------------------|
| 1. Steel rolling mills             | 12. Sanitaryware                     |
| 2. RMC plant                       | 13. CP fittings                      |
| 3. Crusher                         | 14. PVC pipes and fittings           |
| 4. Ceramic tiles factory           | 15. MS pipes                         |
| 5. Mosaic tiles and pavers factory | 16. GI pipes galvanization unit      |
| 6. Paints                          | 17. Nuts and Bolts                   |
| 7. Aluminium extrusion             | 18. GI fitting                       |
| 8. Glass                           | 19. Electrical switches              |
| 9. Hardware                        | 20. Electrical cables & house wiring |
| 10. Saw mills                      | 21. Marble & Granite                 |
| 11. Doors                          |                                      |

Soham Modi.

*Soham Modi*  
**APPROVED BY**  
15 JUN 2009  
SOHAM MODI  
MANAGING DIRECTOR

*w*  
**CANCELLED**

**CANCELLED**

Draft

Internal Memo No. 912/26 – Construction Division

Date: 22.07.2009

To,  
The Project Managers,

Sub: Revised daily wages for plumber – Tanveer Khan.

We have not revised the daily wages for plumbers and instead provided procedure for billing in a stage wise manner. However, Tanveer Khan has been providing laborers on department basis, therefore, rates for labour provided by him shall be revised as follows:

Mason - Rs. 250/- per day  
Male helper - Rs. 180/- per day

These rates shall be applicable at all sites from 17.7.09. Daily wage rates for all other plumbers will remain unchanged.

Soham Modi.

APPROVED BY  
22 JUL 2009  
SOHAM MODI  
MANAGING DIRECTOR

CANCELLED  
h  
23/7/09

Sub.: Guideline rates for gardeners

Rates have been fixed for Silver Oak Bungalows for Krishna Gardener. They are as follows:

- Skilled male gardener – Rs. 3,500 per month
- Semi skilled male gardener – Rs. 3,000 per month
- Unskilled female helper – Rs. 2,750 per month

Contractor shall be paid 15% as service charges on the above rates subject to the contractor visiting the site atleast 2 times a week.

Apart from 1 weekly off ( any day but Sunday) gardeners/helpers shall be entitled to 2 additional leaves per month including national holidays. Thereafter payment will be deducted on a prorate basis.

Wherever possible, machines for cutting lawns shall be utilized to reduce the manpower.

These rates shall be effective from 1.11.09 and can be adopted at other sites.

Soham Modi.

**CANCELLED**  
h  
16/3/10



Sub.: Review of accounts and stage of construction.

Accountants are preparing a statement of payments made to contractors along with debit and credit balances on 20<sup>th</sup> of each month. The same is being compared with the billing database maintained by Veena and Nagalaxmi. A review of statement shall be made at each site during my site visit on the next Tuesday / Friday after 20<sup>th</sup> of each month. Veena and Nagalaxmi are advised to be prepared with the statement and be present at the site during my site visit.

At each site stage of completion of each flat / villa is being assigned to the project managers along with due dates in consultation with the customer relations team. I propose to make this a periodic arrangement and customer relation managers shall meet me at site during my site visit as follows:

1. KNM, MNM & PMR – 2<sup>nd</sup> Friday of every month.
2. MFH, - 2<sup>nd</sup> Tuesday of every month.
3. SOB - 3<sup>rd</sup> Tuesday of every month
4. GWE - 3<sup>rd</sup> Friday of every month.

CR managers will be prepared with the recommendations for the stage of construction a day in advance.

CR managers, Nagalaxmi & Veena shall remind the M.D. personally one day in advance.

Quality control team shall meet at site during my site visit as follows:

1. GMG - 1<sup>st</sup> Tuesday of every month
2. GMG - 3<sup>rd</sup> Tuesday of every month

Soham Modi.

PS: Stages of construction

| Stage of work | - Definition                                                                                                                                           |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Stage 0       | Civil Work including RCC, brick work, plastering, compound wall, PCC in portico, site leveling, etc.                                                   |
| Stage I       | Plumbing GI & PVC, water proofing, roof tiles, cladding.                                                                                               |
| Stage II      | Bathroom tiles, flooring, painting upto 1 <sup>st</sup> Coat, kitchen granite, main door and lock, utility, portico tiles, pavers, lawn leveling, etc. |
| Stage III     | Electrical, windows, grills, doors, staircase railing, French windows, etc.                                                                            |
| Stage IV      | CP, Sanitary, final coat paint, final floor polishing.                                                                                                 |

*m*  
 APPROVED BY  
 19 DEC 2009  
 SOHAM MODI  
 MANAGING DIRECTOR

*19/12/09*  
**CANCELLED**

Internal Memo No. 914 <sup>20</sup> Clarification for Sales Division

Date: 21.05.2009

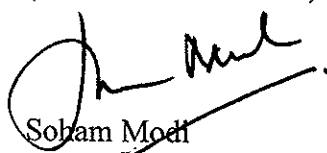
To  
Sales Executives / Managers,


Sub.: Classified Ads

We are issuing about 10 classified ads every week and the numbers of sales executives are being given in those ads by rotation. Shailaja is making a monthly statement of classified ads with details of newspaper and executive name which is being mailed to everyone.

In case you are on leave on the days on which your numbers has been given, you have to intimate Shailaja latest by Wednesday evening for the ads appearing on that weekend, so that she can change the number of the executive.

In case you fail to inform Shailaja in time, the ad cost will be deducted from your salary (ad cost is about Rs. 1,000/- to Rs. 2,000/- per weekend).

  
Soham Modi

  
**CANCELLED**  
19/6/10

Draft

Internal Memo No. ~~114~~ Clarification on sales

Date: 27.04.2009

To,  
All Front Desk Executives,

Following clear books and albums have to be maintained at site:

1. 1<sup>st</sup> Clear book should have the following:
  - a. List of our competitors projects along with pricing
  - b. A brochure for all the projects
2. 2<sup>nd</sup> second clear book of each site which has the following
  - a. News paper clips as on website – clear copies should be obtained from Aruna.
  - b. On time payment discount letters - draft
  - c. Price challenge letters - draft
  - d. List price of all the projects.
  - e. Availability status of all the projects.
3. An up to date <sup>album of</sup> photographs of all the projects. Photographs shall be filed in order project wise. Photographs should match with the photographs <sub>in</sub> the website.

Soham Modi.



*h*

**CANCELLED**  
19/4/10

A large, bold, slanted stamp that says 'CANCELLED'. Below it, the date '19/4/10' is handwritten.

Internal Memo No. 914~~4~~ Clarification on sales

Date: 28.11.2008

To,  
All sales executives, Admin Managers & Project Managers at site.

Sub.: Visit of bankers to site

We have taken several loans from banks or are in the process of availing loans from banks in all our projects. Bankers, valuers from banks and surveyors may visit the site for inspection. Please ascertain the purpose of their visit. In case of inspection for customer's housing loan, intimate Rambabu about the details of such a visit immediately. In all other cases intimate Ramana Murthy immediately. This is to be strictly followed.

Soham Modi.

✓  
**CANCELLED**

19/4/10

✓  
APPROVED BY  
21 MAY 2009  
SOHAM MODI  
MANAGING DIRECTOR

Internal Memo No. 914/<sub>3</sub> Clarification on sales division

Date: 03.02.2009

To,  
All Front Desk Executives,

Sub.: format for leads report.

You are required to enter the details of leads as per the Excel sheet enclosed for all leads received at site for every week (Monday to Sunday) by 6 p.m. on the following Monday. Leads from paper ads, walk-ins, Kiosk activity, paper inserts, classified ads, exhibitions, etc., must be clearly mentioned. Aruna shall send details of leads to Shailaja every Monday.

The reports for the weeks starting 16.1.09 ending 22.1.09 and 23.01.09 and ending 1.02.09 shall be sent to the head office by 4<sup>th</sup> February 2009.

Regards

Soham Modi

✓  
**CANCELLED**  
(a/u/w)

✓  
APPROVED BY  
21 MAY 2009  
SOHAM MODI  
MANAGING DIRECTOR

Sub.: Details of reports to be submitted by Prashant, Rani, Shailaja & Ranjith.

1. Details/reports to be submitted on every alternate Thursday at the time of sales meeting.
  - a. Stock statement of brochures, flyers and flex.
  - b. Schedule for display ads, classified ads and other ads.
  - c. Details of advertisements on web portals.
  - d. Details of paid hoardings.
  - e. Details of leads (fortnightly) along with copies of details of leads sent from site.
  
2. The artwork/drafts for the ads which are appearing on weekends shall be brought for approval of the M.D. at 10.30 am on the preceding Saturday. They shall include:
  - a. Artwork for display and display classified ads.
  - b. Classified ads.
  - c. Other classified ads.
  - d. Flex for hoardings and boards.
  - e. Email /SMS campaign.
  - f. Draft letters for mailers.
  - g. Draft responses for queries from customers.

**CANCELLED**  
27/5/09

Prashant shall review all promotional activities and oversee the work of Shailaja, Rani & Ranjith every morning from 10 am to 11 am. Prashant shall also help in negotiations for all promotions. The final decision in such matters shall be made by Hari Metha.

Soham Modi

**APPROVED BY**  
21 MAY 2009  
SOHAM MODI  
MANAGING DIRECTOR

*Prashant*

Internal Memo No. 914/ 10 – Clarification for Sales Division

Date: 28.05.2009

Sub.: Promotions by email, SMS and mailers.

Prashant and his team should ensure that promotional activities by SMS, email and mailers is happening on a daily basis with targets as follows:

- |                           |   |                  |
|---------------------------|---|------------------|
| 1. Email campaign         | - | 50,000 per month |
| 2. SMS campaign           | - | 50,000 per month |
| 3. Mailer by courier/post | - | 10,000 per month |
| 4. Hand delivery mailers  | - | 4,000 per month  |

Hand delivery mailers shall be done group wise and shall be at the rate of 1000 per month.

1. Group I – MFH, GMG – Karunakar
2. Group II – VSC, SOB - Raj Kumar
3. Group III – PMR, MNM - Gopi
4. Group IV – GWE, KNM - Jagdishwar

Executives mentioned above shall be responsible for providing a list of apartments by 30/5/09 to Ranjith, mailers to be prepared by 12/6/09 and to be delivered by end of June.

Soham Modi.



**CANCELLED**  
*h*  
17/6/10

Sub.: Tax saving calculator

An <sup>excel</sup> sheet is enclosed herein which all executives/managers of sales and customer relations must download on the computers and make a shortcut for the same on the desk top. In the sheet enter the customer name, customer annual income and monthly rental paid and it calculates the following:

1. Saving on income tax per month/annum.
2. Saving on rent + income tax per month/annum.
3. Saving over 5 years on income tax.
4. Saving over 5 years on rent + income tax.
5. Percentage of EMI paid by saving on rent + income tax.

Managers/executives are encouraged to ask customers the above details and give them a printout of this sheet.

The most important data in this sheet is the percentage of EMI being paid by savings on income tax and rent. An example is as follows:

Say an customer has an annual income of Rs. 6,00,000/-, opts for a housing loan of Rs. 22,00,000/- and is paying a rent of Rs. 7,000/ per month. Say the value of flat purchased is Rs. 25,00,000/- then as per the above calculation about 60% of EMI is being paid through savings on rent and income tax. That means about Rs. 13,00,000/- of housing loan is being repaid from savings on tax and rent. Therefore, the net cost of the flat to the customer is just Rs. 12,00,000/- ( Rs. 3,00,000/- own contribution + Rs. 9,00,000/- of housing loan which the customer has to repay from their income). Executives and managers should be able to explain this calculation to every customer.

Soham Modi.

✓  
**CANCELLED**  
17/4/10



|                                                                                    |           |         |         |         |         |
|------------------------------------------------------------------------------------|-----------|---------|---------|---------|---------|
| Don't pay rent - Buy your house!                                                   |           |         |         |         |         |
| Save on ever increasing rents.                                                     |           |         |         |         |         |
| Pay fixed EMIs on your housing loan.                                               |           |         |         |         |         |
| Save on income tax payment u/s 80C & 24 of IT Act on EMIs.                         |           |         |         |         |         |
| Customer Name:                                                                     | Example   | Date:   | 3-12-09 |         |         |
| Your annual income - Rs.                                                           | 600,000   |         |         |         |         |
| Housing loan Required - Rs.                                                        | 2,200,000 |         |         |         |         |
| Present monthly rent - Rs.                                                         | 7,000     |         |         |         |         |
| Your EMI on housing loan - Rs.                                                     | 22,968    |         |         |         |         |
|                                                                                    | Year 1    | Year 2  | Year 3  | Year 4  | Year 5  |
| Total tax saving per annum - Rs.                                                   | 43,930    | 51,312  | 55,252  | 57,753  | 60,512  |
| Tax saving per month - Rs.                                                         | 3,661     | 4,276   | 4,604   | 4,813   | 5,043   |
| Tax savings over 5 years - lac Rs.                                                 | 2.69      |         |         |         |         |
| Saving on tax + rent per month - Rs.                                               | 10,661    | 11,976  | 13,074  | 14,130  | 15,291  |
| Saving on tax + rent per annum - Rs.                                               | 127,930   | 143,712 | 156,892 | 169,557 | 183,496 |
| Saving on tax + rent over 5 years - lac Rs.                                        | 7.82      |         |         |         |         |
| EMI on housing loan paid through saving on rent + tax - as percentage of total EMI | 46        | 52      | 57      | 62      | 67      |
| Assumptions                                                                        |           |         |         |         |         |
| Interest rate on the housing loan is 9.5% pa with a loan tenure of 15 years.       |           |         |         |         |         |
| Rate of income tax remains the same for 5 years.                                   |           |         |         |         |         |
| EMI per lac of housing loan - Rs. 1,044/-                                          |           |         |         |         |         |
| Gender of Purchaser - Male                                                         |           |         |         |         |         |
| No other deductions are claimed u/s 80C.                                           |           |         |         |         |         |
| Annual income increases by 10% every year.                                         |           |         |         |         |         |
| Monthly rent increases by 10% every year.                                          |           |         |         |         |         |

**CANCELLED**  
19/4/10

Sub.: Maintenance of Stock Registers.

Storekeepers have been provided on most sites and for others storekeepers will be appointed shortly. In absence of a store keeper an assist engineer or site supervisor can be given that responsibility. Stock registers shall be maintained at each site for a limited number of items as enclosed herein. The list of items shall be increased after about 3 months when these items are properly stored and stock registers accurately maintained.

Apart from the cement register, 4 other stock registers shall be maintained as given below:

1. Tools & General Material Stock Register (100 Pages).
2. Plumbing (PVC and GI) Stock Register (200 Pages)..
3. Electrical Stock Register(200 Pages).
4. Sanitaryware and CP Fittings Stock Register (100 Pages)..

Purchase 4 Nos. pre-printed 100/ 200 pages stock registers from any stationary shop. Assign about 4 pages for each item depending on frequency of use for each item. Admin Officer, Site Engineers and Audit Team will physically verify stock once a week and sign the stock register.

A typed list of balance stock of each of these items duly certified by admin officer and project manager shall be sent to the HO along with the weekly vouchers.




**Managing Director**

Encl.: List of items for stock registers.

**CANCELLED**  
19/11/10

Tiles

| Bathroom Tiles Option 3 |              |        |         |              |                      |                       |                      |                               |                               |                                                    |                                                      |
|-------------------------|--------------|--------|---------|--------------|----------------------|-----------------------|----------------------|-------------------------------|-------------------------------|----------------------------------------------------|------------------------------------------------------|
| S No                    | Name of tile | Type   | Company | Company Code | A                    | B                     | C                    | C*A*B/144                     | E                             | F                                                  | G=E/F                                                |
|                         |              |        |         |              | Tile width in inches | Tile height in inches | No. of tiles per box | Area of tiles in a box in sft | Present stock in no. of boxes | No of boxes required for a typical bathroom        | No of bathrooms for which stock is available         |
| 1                       |              | Body   |         |              |                      |                       |                      |                               |                               |                                                    |                                                      |
| 2                       |              | Border |         |              |                      |                       |                      |                               |                               |                                                    |                                                      |
| 3                       |              | Base   |         |              |                      |                       |                      |                               |                               |                                                    |                                                      |
| 4                       |              | Floor  |         |              |                      |                       |                      |                               |                               |                                                    |                                                      |
| 5                       |              | Motiff |         |              |                      |                       |                      |                               |                               |                                                    |                                                      |
| 6                       |              | Other  |         |              |                      |                       |                      |                               |                               |                                                    |                                                      |
| Kitchen Tiles           |              |        |         |              |                      |                       |                      |                               |                               |                                                    |                                                      |
|                         |              |        |         |              | A                    | B                     | C                    | C*A*B/144                     | E                             | F                                                  | G=E/F                                                |
|                         |              |        |         |              | Tile width in inches | Tile height in inches | No. of tiles per box | Area of tiles in a box in sft | Present stock in no. of boxes | No of boxes required for a typical Kitchen         | No of Kitchens for which stock is available          |
| S No                    | Name of tile | Type   | Company | Company Code |                      |                       |                      |                               |                               |                                                    |                                                      |
| 1                       |              |        |         |              |                      |                       |                      |                               |                               |                                                    |                                                      |
| 2                       |              |        |         |              |                      |                       |                      |                               |                               |                                                    |                                                      |
| Floor Tiles             |              |        |         |              |                      |                       |                      |                               |                               |                                                    |                                                      |
|                         |              |        |         |              | A                    | B                     | C                    | C*A*B/144                     | E                             | F                                                  | G=E/F                                                |
|                         |              |        |         |              | Tile width in inches | Tile height in inches | No. of tiles per box | Area of tiles in a box in sft | Present stock in no. of boxes | No of boxes required for a typical flat / bungalow | No of Flats / Bungalows for which stock is available |
| S No                    | Name of tile | Type   | Company | Company Code |                      |                       |                      |                               |                               |                                                    |                                                      |
| 1                       |              |        |         |              |                      |                       |                      |                               |                               |                                                    |                                                      |
| 2                       |              |        |         |              |                      |                       |                      |                               |                               |                                                    |                                                      |
| 3                       |              |        |         |              |                      |                       |                      |                               |                               |                                                    |                                                      |

  
**APPROVED BY**  
 23 JUN 2008  
 SOHAM MODI  
 MANAGING DIRECTOR

CANCELLED

✓

**APPROVED BY**  
23 JUN 2008  
SOHAM MODI  
MANAGING DIRECTOR

| Stock Statement [as per format in Circular no. 543 (b)] |              |        |         |              |                      |   |                       |   |                      |   |                                |              |   |                               |   |                                             |         |                                              |  |
|---------------------------------------------------------|--------------|--------|---------|--------------|----------------------|---|-----------------------|---|----------------------|---|--------------------------------|--------------|---|-------------------------------|---|---------------------------------------------|---------|----------------------------------------------|--|
| Tiles - Sanitaryware & CP Fittings Stock Register       |              |        |         |              |                      |   |                       |   |                      |   |                                |              |   |                               |   |                                             |         |                                              |  |
| Company:                                                |              |        |         |              |                      |   |                       |   |                      |   |                                |              |   |                               |   |                                             |         |                                              |  |
| Project:                                                |              |        |         |              |                      |   |                       |   |                      |   |                                |              |   |                               |   |                                             |         |                                              |  |
| Phase:                                                  |              |        |         |              |                      |   |                       |   |                      |   |                                |              |   |                               |   |                                             |         |                                              |  |
| Prepared by:                                            |              |        |         |              |                      |   |                       |   |                      |   |                                |              |   |                               |   |                                             |         |                                              |  |
| Date:                                                   |              |        |         |              |                      |   |                       |   |                      |   |                                |              |   |                               |   |                                             |         |                                              |  |
| Bathroom Tiles Option 1                                 |              |        |         |              |                      |   |                       |   |                      |   |                                |              |   |                               |   |                                             |         |                                              |  |
| S No                                                    | Name of tile | Type   | Company | Company Code | Tile width in inches | A | Tile height in inches | B | No. of tiles per box | C | Area of tiles in a box in sqft | D= C*A*B/144 | E | Present stock in no. of boxes | F | No of boxes required for a typical bathroom | G = E/F | No of bathrooms for which stock is available |  |
| 1                                                       |              | Body   |         |              |                      |   |                       |   |                      |   |                                |              |   |                               |   |                                             |         |                                              |  |
| 2                                                       |              | Border |         |              |                      |   |                       |   |                      |   |                                |              |   |                               |   |                                             |         |                                              |  |
| 3                                                       |              | Base   |         |              |                      |   |                       |   |                      |   |                                |              |   |                               |   |                                             |         |                                              |  |
| 4                                                       |              | Floor  |         |              |                      |   |                       |   |                      |   |                                |              |   |                               |   |                                             |         |                                              |  |
| 5                                                       |              | Motiff |         |              |                      |   |                       |   |                      |   |                                |              |   |                               |   |                                             |         |                                              |  |
| 6                                                       |              | Other  |         |              |                      |   |                       |   |                      |   |                                |              |   |                               |   |                                             |         |                                              |  |
| Bathroom Tiles Option 2                                 |              |        |         |              |                      |   |                       |   |                      |   |                                |              |   |                               |   |                                             |         |                                              |  |
| S No                                                    | Name of tile | Type   | Company | Company Code | Tile width in inches | A | Tile height in inches | B | No. of tiles per box | C | Area of tiles in a box in sqft | D= C*A*B/144 | E | Present stock in no. of boxes | F | No of boxes required for a typical bathroom | G = E/F | No of bathrooms for which stock is available |  |
| 1                                                       |              | Body   |         |              |                      |   |                       |   |                      |   |                                |              |   |                               |   |                                             |         |                                              |  |
| 2                                                       |              | Border |         |              |                      |   |                       |   |                      |   |                                |              |   |                               |   |                                             |         |                                              |  |
| 3                                                       |              | Base   |         |              |                      |   |                       |   |                      |   |                                |              |   |                               |   |                                             |         |                                              |  |
| 4                                                       |              | Floor  |         |              |                      |   |                       |   |                      |   |                                |              |   |                               |   |                                             |         |                                              |  |
| 5                                                       |              | Motiff |         |              |                      |   |                       |   |                      |   |                                |              |   |                               |   |                                             |         |                                              |  |
| 6                                                       |              | Other  |         |              |                      |   |                       |   |                      |   |                                |              |   |                               |   |                                             |         |                                              |  |

CANCELLED

| Stock Statement [as per format in Circular no. 543 (b)] |                             |                                   |                                       |                                         |              |
|---------------------------------------------------------|-----------------------------|-----------------------------------|---------------------------------------|-----------------------------------------|--------------|
| Stock Statement:                                        |                             | Steel for RCC works.              |                                       |                                         |              |
| Company:                                                |                             |                                   |                                       |                                         |              |
| Project:                                                |                             |                                   |                                       |                                         |              |
| Phase:                                                  |                             |                                   |                                       |                                         |              |
| Prepared by:                                            |                             |                                   |                                       |                                         |              |
| Date:                                                   |                             |                                   |                                       |                                         |              |
|                                                         |                             | B=                                | D=                                    |                                         |              |
|                                                         | A                           | A X A / 162                       | B X 12                                | E                                       | F=DXE        |
| S No                                                    | Steel Size - Diameter in mm | Specified weight in kgs per meter | Weight of one rod of 12 meters length | Stock at site - no. of full length rods | Stock in kgs |
| 1                                                       | 8                           | 0.40                              | 4.80                                  | -                                       | -            |
| 2                                                       | 10                          | 0.62                              | 7.44                                  | -                                       | -            |
| 3                                                       | 12                          | 0.89                              | 10.68                                 | -                                       | -            |
| 4                                                       | 16                          | 1.58                              | 18.96                                 | -                                       | -            |
| 5                                                       | 20                          | 2.47                              | 29.64                                 | -                                       | -            |
| 6                                                       | 25                          | 3.86                              | 46.32                                 | -                                       | -            |
| 7                                                       | Binding Wire                | NA                                | NA                                    | NA                                      | -            |
| Total                                                   |                             |                                   |                                       |                                         | -            |

2-19/4  
**CANCELLED**

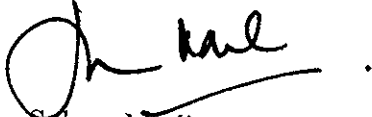
*h*  
**APPROVED BY**  
 23 JUN 2008  
 SOHAM MODI  
 MANAGING DIRECTOR

Sub.: Forwarding enquires received through emails.

Aruna shall be responsible for forwarding emails to relevant manager/executives that are received in [info@modiproperties.com](mailto:info@modiproperties.com).

| S.No. | Enquiry from                         | Project      | Forward to                                                      |
|-------|--------------------------------------|--------------|-----------------------------------------------------------------|
| 1.    | Indiaproperty.com                    | MFH          | Jagdish                                                         |
| 2.    | 99acres.com                          | KNM          | Purushotham                                                     |
| 3.    | Magicbricks.com                      | SOB & others | Relevant sales managers. Forward general enquiries to Prashant. |
| 4.    | Just dial                            | NA           | Prashant                                                        |
| 5.    | www.modiproperties.com               | NA           | Prashant                                                        |
| 6.    | Sulekha.com                          | NA           | Prashant                                                        |
| 7.    | Any other enquiries / sale enquiries | NA           | Prashant                                                        |
| 8.    | Customer related enquires            | NA           | CR & respective project managers                                |

Mark all the copies to Soham Modi and Hari Mehta

  
Soham Modi.

**CANCELLED**  
19/4/10

Sub.: Sale Deed / Construction contract value

In order to minimize the instance of service tax and registration charges in the hands of our customers, the value to be mentioned in the agreement of sale, sale deed and construction contract shall be as follows:

1. For flats less than 1,200 sft where housing loan is not availed:  
Sale deed value - 100%  
Construction contract value - 0%.
2. For flats less than 1,200 sft where purchaser has availed a housing loan:  
Construction Contract value - Equal to registrars rate for the construction contract  
Sale deed value - Balance amount
3. For apartments larger than 1,200 sft where customer has availed housing loan:  
Sale deed value - As per Registrars rate  
Construction Contract value - Balance amount
4. For flats larger than 1,200 sft where constructions is fully completed.  
Sale deed value -100%  
Construction contract value - 0%
5. For Villas/bungalows where customer has availed a housing loan:  
Sale deed for land value - As per Registrars rate.  
Agreement for development charges value - 40% of sale consideration less sale deed value  
Construction contract value - Balance amount.
6. For Bungalows/ villas where construction of entire project is completed  
Sale deed value - 100%  
Agreement for development charges value - 0%  
Construction contract value - 0%

For cases mentioned in points 4 & 6 follow these values only in case where the sub-registrar refuses to register the sale deed + construction contract for completed projects. Otherwise split the values as in points 3& 5.

As per the above, the total cost of VAT, Registration charges and service tax for each of the above cases for different types of units in each project as a percentage of sale consideration is attached herein.

**Managing Director.**

**CANCELLED**

Quality Control Response Form.

|                     |                                                                                                                                                                                          |                     |  |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--|
| Date of call        |                                                                                                                                                                                          | CIS No              |  |
| Time of call        |                                                                                                                                                                                          | Customer Name       |  |
| Call made by        |                                                                                                                                                                                          | Phone / email       |  |
| Sign                |                                                                                                                                                                                          | Lead assigned to    |  |
|                     |                                                                                                                                                                                          | Lead for Project(s) |  |
| Source of Lead      | SMS / Phone / Call Reference / Cold call / Estate agent / Exhibition / Paper insert / Walk in / Old Customer / Staff Contractor / Supplier / Business associate / Kiosk / Email / Other: |                     |  |
| Customer's Response |                                                                                                                                                                                          |                     |  |
| A1)                 |                                                                                                                                                                                          |                     |  |
| A2)                 |                                                                                                                                                                                          |                     |  |
| A3)                 |                                                                                                                                                                                          |                     |  |
| A4)                 |                                                                                                                                                                                          |                     |  |
| A5)                 |                                                                                                                                                                                          |                     |  |
| Remarks:            |                                                                                                                                                                                          |                     |  |
| Info sent to:       |                                                                                                                                                                                          | Date:               |  |

**CANCELLED**  
 ✓  
 19/4/10



Case IV: Leads generated through cold calls with phone nos.

Good morning / good afternoon /good evening.

Sir/Madam, I am Swapna calling from Modi Properties.

I would like to take a minute for our quality control survey.

Our executive has met you on the <day> of <month>.

Q1. Sir/Madam, did you receive a brochure of our project?

Q2. Did you visit our site?

Q3. Sir/Madam, were you given adequate information about our project?

Q.5 Sir/Madam do you have any complaints or suggestions?

Thank you very much for your kind cooperation

Case V: Leads generated through walk-ins with phone nos.

Good morning / good afternoon /good evening.

Sir/Madam, I am Swapna calling from Modi Properties.

I would like to take a minute for our quality control survey.

You have visited our project the <Project> on the <day> of <month>.

Q1. Sir/Madam, did you receive a brochure of our project?

Q2. Were you attended to by an executive?

Q3. Sir/Madam, were you given adequate information about our project?

Q.5 Sir/Madam do you have any complaints or suggestions?

Thank you very much for your kind cooperation

Case VI: Leads by email without phone nos.

Skip.

Case VII: Leads with address and no phone nos or email address.

Skip

One copy of response form to be filed in the office and one copy sent by email to the respective site.

Managing Director.

Swapna has been appointed to call up or send an email for all the leads received, after a period of 15 days from the date of receiving the lead. This is to check if all customer have been provided with adequate information. It will ensure that all leads are adequately attended to and will also give us a feedback about the quality of service being provided by the sales managers/executives.

The standard format/questionnaire for each type of lead shall be as follows:

Case I: Leads from advertisements, SMS and paper inserts with phone nos.

Good morning / good afternoon /good evening.

Sir/Madam, I am Swapna calling from Modi Properties.

I would like to take a minute for our quality control survey.

You have enquired about our project, the <Project name> on the <day> of <month>.

Q1. Sir/Madam, did your receive a brochure of our project?

Q2. Sir/Madam, has an executive from our company met you?

Q3. Did you visit our site?

Q4. Sir/Madam, were you given adequate information about our project? (Ask this question only if the answer to question 2 or 3 is yes).

Q.5 Sir/Madam do you have any complaints or suggestions?

Thank you very much for your kind cooperation.

Case II: Leads from exhibitions with phone nos.

Good morning / good afternoon /good evening.

Sir/Madam, I am Swapna calling from Modi Properties.

I would like to take a minute for our quality control survey.

You have visited our stall at the <exhibition name> on the <day> of <month>.

Q1. Sir/Madam, did your receive the brochures of our projects?

Q2. Did you visit our site?

Q3. Sir/Madam, were you given adequate information about our project?

Q.4 Sir/Madam, do you have any complaints or suggestions?

Thank you very much for your kind cooperation.

Case III: Leads by email with phone nos.

Good morning / good afternoon /good evening.

Sir/Madam, I am Swapna calling from Modi Properties.

I would like to take a minute for our quality control survey.

You have sent us an email on the <day> of <month>.

Q1. Sir/Madam, have you received a reply to your email?

Q2. Sir/Madam, has an executive from our company met you? (Ask this question only if relevant)

Q3. Did you or your representative visit our site? (Ask this question only if relevant)

Q3. Sir/Madam, were you given adequate information about our project?

Q.4 Sir/Madam, do you have any complaints or suggestions?

Thank you very much for your kind cooperation.

**CANCELLED**  
17/11/10

Sub.: Details of incentives for FY 2008 -09 for Q4 only (Jan to March 09).

Incentives for Q4 of FY 2008 – 09 shall be revised as follows:

PMR: 1 BHK – Rs. 12,000/-, 2 BHK – Rs. 16,000/- & 3BHK – Rs. 20,000/-  
GMG: 2 BHK – Rs. 16,000, & 3 BHK Rs. 20000  
GWE: 2 BHK – Rs. 16,000/- & 3 BHK Rs. 24,000/-  
MFH: 2 BHK – Rs. 16,000/- & 3 BHK Rs. 24,000/-  
SOB, MNM, KNM & VSC : Rs. 30,000 per bungalow

Incentives will be divided into 4 parts.

- 25% towards booking
- 25% on reaching quarterly target
- 25% on exceeding quarterly target by 50%.
- 25% shall be divided amongst the team on achieving the team targets.

Individual targets for each Manager and Asst. Manager shall be 8 units per quarter, 4 units for each executive per quarter and 4 units for sales coordinator per quarter. Team targets shall be as follows: MFH – 15, SOB – 9, MNM – 6, PMR – 12, GWE – 12, KNM – 6, VSC – 4 & GMG - 12. These targets are final and payment to sales team shall be made only on achieving the targets. The sharing ratio of team targets shall be at the discretion of the M.D.

Incentive for referral by a Sales Manager/Executive for other projects shall be 50% of the total incentive in case the booking is made exclusively by the executive. In other cases it will be shared and full incentive shall be paid. Bookings made in other project shall not be counted as part of respective individual targets, however shall be considered for team target.



Managing Director.

  
**CANCELLED**

Sub.: Details of incentives for FY 2008 -09.

Incentives for sales shall be Rs. 6,000/-, Rs. 8,000/- & Rs. 10,000/- for 1, 2 & 3 bedroom apartments respectively. Incentive for bungalows shall be Rs. 16,000/- per bungalow.

Incentives will be divided into 4 parts.


- 25% towards booking
- 25% on reaching quarterly target
- 25% on exceeding quarterly target by 50%.
- 25% shall be divided amongst the team on achieving the team targets.

Individual targets for each Manager and Asst. Manager shall be 10 units per quarter, 6 units for each executive per quarter and 4 units for sales coordinator per quarter. Team targets shall be as follows: MFH - 24, SOB - 24, MNM - 24, PMR - 9, GWE - 24, KNM - 12. These targets are final and payment to sales team shall be made only on achieving the targets. The sharing ratio of team targets shall be at the discretion of the M.D.

Incentives for customer relations shall be Rs. 4,000/-, Rs. 2,000/- and Rs. 1,000/- for release of housing loan within 45, 60 & 90 days from date of booking respectively. However, a grace period of 45, 30 & 15 days shall be added for bookings received in 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> months from the start of project. Thereafter a penalty of Rs. 1,000/- will be deducted. These targets shall be strictly followed and the distribution of incentives shall be at the discretion of M.D.

Accountants shall prepare incentive statements for sales at the end of every quarter by the 15<sup>th</sup> of the month. For Customer Relations statement shall be prepared every month by the 15<sup>th</sup> of the month for the 4<sup>th</sup> month preceding the current month, Eg.: Incentives for August will be prepared in the second week of December.

As per the request of the sales team Asst. Managers and Managers shall be paid on-account incentive every month @ Rs. 5,000/-. Similarly sales executives on field namely, Nasihmha Reddy, Kishore Kumar and Prabhakar shall be paid an on-account incentive @ Rs. 3,000/- per month. It shall be effective from April 2008 and payable from May. This payment is in lieu of conveyance and other expenses incurred by the executives.

  
Managing Director.

**CANCELLED**