

Subject: Management information system.

1. All divisions shall be required to send reports/information by email to report-audit@modiproperties.com before its due date.
2. Details of reports are given in the excel sheet enclosed herein.
3. Additional description of each report to be sent is given under.
4. Praveen to monitor the reports sent and update the excel sheet. Praveen to print out his report of receipts/non receipt of information and place an attested copy on MDs desk by the following dates:
 - a. Weekly reports – by subsequent Tuesday.
 - b. Monthly reports – by 3rd of the month.
 - c. Quarterly reports – within 30 days by end of quarter.
 - d. Yearly reports – by 30th April.
5. Admin audit to send reports to MD & Ashaiya (incomplete reports can also be sent before due date). Ashaiya to follow-up with staff members for submission of reports. Report updated by hand to be sent to MD by 5th of every month. This will enable release of salaries at the earliest.
6. Admin/HR had been advised to withhold salaries, if report/information is not received.
7. System admin to create folders for storing these audit reports on server.
8. Note that the period mentioned in the log book pertains to the period on which the report is due. Do not confuse it with the period of report. Eg.: Cube test report from QC may be for the period 1st June to 30th June, 2018, however, the report is due on 15th July, 2018. Therefore, the report date must be mentioned in the monthly audit logbook for the period 1st to 31st July, 2018. A copy of the monthly/weekly/yearly/quarterly logbook shall be sent to MDs desk on the 1st Monday of every month/week/financial year/quarter. The weekly logbook shall be for the period Monday to Sunday.

Description of report to be sent

S No	Division	Period	Report details	To be sent by	Dead line
1.	Admin	Monthly	Salary statement	Admin/HR Mngr	2 nd
2.	Admin	Monthly	Lease & maintenance db – PDF copies to be generated through db.	Admin Mngr	4 th
3.	Admin	Monthly	PF, ESI, PT Statement	Admin Mngr	10 th
4.	Admin	Monthly	MMC collection log book – from current housing projects & HO related to other tenants	Admin Mngr at site/ Admin Mngr at HO	15 th
5.	Admin	Monthly	Log book of rent collection - HO/Sites	Admin/HR Mngr	15 th
6.	Admin	Monthly	Audit report of sites by admin	Admin Mngr	Once a month
7.	Admin	Quarterly	Periodic revision of Circular No 116h	Admin/HR Mngr	25 th
8.	Admin	Quarterly	Service provider workers sanction list – details of staff sanction for housekeeping, security, gardening, etc.	Admin/HR Mngr	20 th
9.	Admin	Quarterly	Staff Phone index -	Admin/HR Mngr	25 th
10.	Admin	Quarterly	Sys-admin - computers & peripherals – provider list of all computers, printers & scanner at HO & sites.	Sys-admin	7 th
11.	Admin	Quarterly	Sys-admin - List of backups at HO & sites	Sys-admin	10 th
12.	Admin	Quarterly	Sys-admin - passwords - encrypted - passwords of websites, servers, computers, cloud storage, database, etc.	Sys-admin	20 th
13.	Admin	Quarterly	Cir. Revision 132	Admin/HR Mngr	5 th

14.	Admin	Quarterly	Cir. Revision 133	Admin/HR Mngr	20 th
15.	Admin	Quarterly	Cir. Revision 135	Admin/HR Mngr	5 th
16.	Admin	Quarterly	Memo rev by 901/36, 901/43 & 901/45 , 901/32, 139	Admin/HR Mngr	15 th
17.	Admin	Quarterly	Service providers bonus	Admin/HR Mngr	15 th
18.	Admin	Yearly	Insurance payments for Employee – health insurance details	Admin/HR Mngr	15 th
19.	Admin	Yearly	Insurance payments for vehicles – all vehicles of MD, HO & sites	Admin/HR Mngr	15 th
20.	Admin	Yearly	AMC payments for equipments-like lifts, generators, RO plants, sweeping machines at sites & HO	Admin/HR Mngr	15 th
21.	Admin	Yearly	Insurance payments for buildings	Admin/HR Mngr	15 th
22.	Admin	Yearly	Renewal of Labour license	Admin/HR Mngr	15 th
23.	Admin	Yearly	Renewal of Trade license	Admin/HR Mngr	15 th
24.	Admin	Yearly	Property Tax payable	Kanaka Rao	15 th
25.	Admin	Yearly	labour cess payable	Kanaka Rao	15 th
26.	Admin	Yearly	Directors professional tax	Admin/HR Mngr	15 th
27.	Admin	Yearly	ESI & PF enrolment	Admin/HR Mngr	15 th
28.	Admin	Yearly	RC, DL, Etc	Admin/HR Mngr	15 th
29.	Admin	Yearly	List of Vehicles	Admin/HR Mngr	15 th

SNo	Division	Period	Report details	To be send by	Dead line
1.	Accounts	Weekly	Statement of accounts – weekly statement of receipts & payments as per circular no. 220(a)	Accts of res. projects	Saturday
2.	Accounts	Weekly	Online Payment statement – properly format it – 2 formats with summary	Accts of res. projects	Monday
3.	Accounts	Weekly	Details of job work/ Dept – report from site as per Internal memo no. 912/64/d	Accts of res. projects	Friday
4.	Accounts	Weekly	Turnkey contractor milestone report – as per circular no. 807(b)	Accts of res. projects	Friday
5.	Accounts	Monthly	TDS statement	Accts of res. projects	4 th
6.	Accounts	Monthly	Charges for CR, QC, Purchase, Logistic, Statement – As per Internal memo no. 904/38/a	Accts of res. projects	5 th
7.	Accounts	Monthly	BRS for 2nd half of previous month - send Pdf copy of cash & bank book	Accts of res. projects	6 th
8.	Accounts	Monthly	GSTR1	Accts of res. projects	7 th
9.	Accounts	Monthly	Com exp. for Prom, Admin, hoardings, MPPL maint., <u>Association Statement</u>	Accts of res. projects	9 th
10.	Accounts	Monthly	Utility & regular payments statement	Accts of res. projects	10 th
11.	Accounts	Monthly	Supplier account reconciliation	Accts of res. projects	13 th
12.	Accounts	Monthly	GSTR3B	Accts of res. projects	15 th
13.	Accounts	Monthly	Customer account reconciliation	Accts of res. projects	21 st
14.	Accounts	Monthly	BOA of last month	Accts of res. projects	22 nd
15.	Accounts	Monthly	BRS for 1st half of current month - send Pdf copy of cash & bank book	Accts of res. projects	22 nd
16.	Accounts	Monthly	Salary details – details of loans and advances required for making salary statement	Accts of res. projects	26 th
17.	Accounts	Monthly	MMC report – from db duly signed by admin at site	Accts of res. projects	30 th
18.	Accounts	Quarterly	CRS	Accts of res. projects	2 nd
19.	Accounts	Quarterly	ETDS Statement -	Accts of res. projects	15 th
20.	Accounts	Quarterly	Happay/expense cards, petro/BPCL ledgers	Accts Mngr	15 th

			reconciliation – reconcile MPPL/MHPL/SSLLP accounts with project accounts		
21.	Accounts	Quarterly	SSLLP account reconciliation – debit & credit balances of SSLLP must match with projects	Accountant	15 th
22.	Accounts	Quarterly	Reg. charges & statutory payments, accounts reconciliation – reconcile Soham Modi HUF accts with all projects	Accts Mngr	15 th
23.	Accounts	Quarterly	Contractors statement reconciled with billing db	Accountants	20 th
24.	Accounts	Quarterly	Billing db – send contractors wise statement in Pdf format	Accounts team	20 th
25.	Accounts	Quarterly	Secured loans statement	Accts. Mngr	25 th
26.	Accounts	Quarterly	Minutes books of Pvt Ltd & LLPS – scanned copy of minutes book to be sent.	Accts. Mngr	30 th
27.	Accounts	Yearly	Tax returns filed -	Accts. Mngr	15th Oct
28.	Accounts	Yearly	IT refunds	Accts. Mngr	15 th Oct
29.	Accounts	Yearly	GST annual return	Accts. Mngr	30 th Apr
30.	Accounts	Yearly	Service tax litigation	Accts. Mngr	15 th Apr
31.	Accounts	Yearly	VAT litigation	Accts. Mngr	15 th Apr
32.	Accounts	Yearly	GST litigation	Accts. Mngr	15 th Apr
33.	Accounts	Yearly	ROC filings – Details of documents filed with ROC & date of filing	Accts. Mngr	15 th Oct

S. No.	Division	Period	Report details	To be send by	Dead line
1.	QC/Const	Weekly	Photographs sent by viber – Ashaiya to file report of photographs sent every day of the week	Ashaiya	Mon
2.	QC/Const	Weekly	Mile stone report – as per circular 807(b)	PM	Thur
3.	QC/Const	Weekly	Remarks for purchase – Admin at site to prepare and to be attested by PM. Send scanned copy	Admin at site	Sat
4.	QC/Const	Monthly	Cube Test Report	QC	7 th
5.	QC/Const	Quarterly	QC inspections db report	QC	7 th
6.	QC/Const	Quarterly	PM email on missed QC	Proj. Mngr	7 th
7.	QC/Const	Quarterly	Certified copy of billing db - unit wise	PM	10 th
8.	QC/Const	Quarterly	List of pumps, generator, lifts, equip	Admin at site	15th
9.	QC/Const	Quarterly	List of electricity meters and sub meters	Proj. Mngr.	15 th
10.	Purchase	Weekly	Scanned copy of SSLLP DC's/ Invoice logbook	Purchase	Friday
11.	Purchase	Weekly	Scanned copy of SSLLP PO logbook	Purchase	Friday
12.	Purchase	Weekly	Remarks requisition from site – Pdf format	Purchase	Monday
13.	Purchase	Weekly	Reply by purchase to site – Pdf format	Purchase	Monday
14.	Purchase	Weekly	SSLLP bills not received by project – list of bills received by SSLP but not received by projects – scanned copy of log book of last 30 days to be sent + pages with missing entries	SSLLP accountant	Thursday
15.	Purchase	Weekly	SSLLP min stock report	Purchase	Friday
16.	Purchase	Weekly	DC registers from all sites – scanned copy	Purchase	Saturday
17.	Purchase	Monthly	Building material rates – AGH, Serene & all projects	Purchase	Once a month
18.	Sales/CR	Weekly	Sales weekly report	Promotions	Monday
19.	Sales/CR	Weekly	CR complaints db pdf	CR	Monday
20.	Sales/CR	Weekly	CR-Cheque bounce list	CR	Monday
21.	Sales/CR	Weekly	Site milestone report	CR	Monday
22.	Sales/CR	Weekly	CR - A&A List	CR	Monday

23.	Sales/CR	Monthly	Viber group details	Promotions	10 th
24.	Sales/CR	Monthly	Hoardings Rental list	Promotions	10 th
25.	Sales/CR	Monthly	List of Brochurers Flyers	Promotions	10 th
26.	Sales/CR	Monthly	A&A list from site – scanned copy of report attested by PM	CR	10 th
27.	Sales/CR	Monthly	CR possession list from site – scanned copy of report attested by admin at site	CR	10 th
28.	Sales/CR	Monthly	CR MMC notices list – simple list of notices sent	Site Admin	15 th
29.	Sales/CR	Quarterly	Sales incentives – list to be cross checked with buyer info db and CRM db.	CR	30 days from end of Qtr
30.	Sales/CR	Quarterly	CR incentives	CR	30 days from end of Qtr
31.	Sales/CR	Quarterly	MCS incentives – scanned copy of the report duly attested by accounts and MCS manager – restrict to months where amounts are receivable from customer	MCS team	30 days from end of Qtr
32.	Sales/CR	Quarterly	Promotion incentives	Promotions	30 days from end of Qtr
33.	Sales/CR	Quarterly	Brokerage payable	Promotions	15 days from end of Qtr
34.	Sales/CR	Quarterly	Gold coins issued – consolidated list to be sent by email. Hard copy with proof of delivery certified by accounts manager to be submitted	CR	15 days from end of Qtr
35.	Sales/CR	Quarterly	Estate agents – updated list of estate agents	Promotions	15 days from end of Qtr
36.	Sales/CR	Quarterly	Email groups - check	Sys-admin	end of the Qtr
37.	Engg & Design	Quarterly	List of contractors	E&D	End of the Qtr
38.					

Soham Modi.