

Sub.: Group email IDs

Communication to sites and various divisions in the office are not being directed to all concerned staff members. To correct the situation group emails are now being redirected through new domain i.e., modiproperties.in. The new domain is not accessible to any staff members, it shall only be handled by system admin.

Group emails should be discontinued and in its place group email IDs in the format xxxx@modiproperties.com shall be used. In select cases where huge volume of emails i.e., plans, QC, Promotions, Purchase are being redirected through a gmail ID (which is not visible to user).

Staff members shall use these group emails judiciously i.e., use the group email when everyone in the group is required to receive the information. Do not unnecessarily send emails to groups instead of individuals.

It is important that such group emails are addressed to a particular staff member (say Mr. Prabhakar, etc). Without that a situation may arise where all group members would ignore the mail or several persons may reply to the same email.

The policy for forming group emails is as follows:

- a. Each active housing project shall have 3 group email IDs as:
 - i. xxx@modiproperties.com (Eg.: gmr@modiproperties.com) – to be exclusively used for incoming email of customers and customer complaints to be redirected to project manager, MD, partners CR manager.
 - ii. xxx-sales@modiproperties.com (Eg.: gmr-sales@modiproperties.com) – to be exclusively used for enquiries, referrals and incoming sales related emails and to be redirected to sales manager and one executive of the project.
 - iii. xxx-const@modiproperties.com (Eg.: gmr-const@modiproperties.com) – to be exclusively used for construction related activities and to be redirected to all Project manager + 2 additional engineers.
- iv. This shall be applicable to GMR, MPL, MGA, GHT, SOV, NE, Vista, AGH, ESR, BRGV, Serene, VOC, KNM and other new projects.
- b. Each completed project shall have one group email. (Eg.: bnc@modiproperties.com). To be exclusively used for incoming mails from customers and customer complaints. This email to be redirected to CR manager. Applicable to BNC, MFP, MFH, VSC, PMR, GMG, SOB, SOA, MNM, GWE.
- c. Commercial projects shall only have 1 group email ID (Eg.: gvrc@modiproperties.com). This is to be used for all construction related activities. Redirect to project managers + 1 engineer at site. Applicable to GVRC, GVDC & MCMET.
- d. Each division shall have group email IDs as under:
 - i. cr@modiproperties.com. Redirect to entire CR team.
 - ii. adm@modiproperties.com. Redirect to Kanaka Rao, Sitaram, Rama Rao, Jai Kumar & Praveen. Jai Kumar to use his personal email ID. Use for issues related to building permits, admin, notices received at site, officials visiting at site, utility connections, etc. admin@modiproperties.com to be redirected to Jai Kumar (mail not to be used any further).

- iii. hr@modiproperties.com. To be exclusively to HR activities like salaries, conveyance, leaves, etc. redirected to Jai Kumar, Iqra. Iqra to use her personal email Id.
- iv. admin_labour@modiproperties.com exclusively to be used for registration of PF & ESI. Redirected to Jai Kumar & Iqra.
- v. Admin_attendance@modiproperties.com to be redirected to Jai Kumar and Iqra and to be used for sending attendance from all sites.
- vi. sys_admin@modiproperties.com. To be exclusively used to issues related to computer, peripherals, network, trouble shooting, etc. redirect to Laxmi and Suneel.
- vii. purchase@modiproperties.com. Redirect to entire purchase team.
- viii. accounts-team@modiproperties.com. Redirect to entire accounts team.
- ix. ac@modiproperties.com redirect to 3 to 5 accounts managers. Sambasiva Rao to use personal email Id. Redirect emails related to IT, service tax, VAT & GST to this email id i.e., it@modiproperties.com, vat@modiproperties.com, gst@modiproperties.com, st@modiproperties.com, it_a@modiproperties.com, etc. accounts@modiproperties.com to be redirected to Sambasiva Rao and not be used any further.
- x. accountscoordinator@modiproperties.com. Redirect accounts coordinator (Manasa) and accounts@modiproperties.com.
- xi. promotions@modiproperties.com. Redirect to all members of promotions team.
- xii. plans@modiproperties.com. This email to be used for all issues related to issue and correction of plans. Redirect to engineering & design team, Soham & Kanaka Rao.
- xiii. bills@modiproperties.com to be redirected to E&D team and used for sending contractor bills to HO. To be discontinued after billing data base is fully functional.
- xiv. facility.mgr@modiproperties.com. This is to be used for maintenance of commercial properties. Redirect to Soham, Jai Kumar, Praveen, Ashaiya.
- xv. sales@modiproperties.com. This is a backup account to be accessed by promotions team. All enquiries related to sales, referrals, website enquiries, MCS, etc., to be also copied to this email Id.
- xvi. sales-team@modiproperties.com. Redirect to entire sales team.
- xvii. mkt@modiproperties.com to be redirected to all sales managers, CR managers and promotions managers.
- xviii. qc@modiproperties.com. Redirect to entire QC team.
- xix. Report-audit@modiproperties.com shall be used for sending audit reports to be redirected to entire audit team + Ashaiya.
- xx. audit@modiproperties.com to be redirected to entire audit team.
- xxi. info@modiproperties.com to be redirected to Aruna. This to be disabled after analysis of mails received on this email id and redirecting such mails.

A list of all email Ids is attached herein.

Soham Modi.

List of mails for mailing list:

Date: 22-03-2020

Group	Group Email ID	Redirected To:
GMR For customers & customer complaints only	gmr@modiproperties.com redirected to gmr@modiproperties.in then redirected to :	ramprasad@modiproperties.com anandmehta@modiproperties.com gbrambabu@modiproperties.com sohammodi@modiproperties.com
GMR-Sales Enquires, referrals, sale related queries only	gmr-sales@modiproperties.com redirected to gmr-sales@modiproperties.in then redirected to :	praveenpathak@modiproperties.com rrani@modiproperties.com
GMR-Const Construction related queries only	gmr-const@modiproperties.com. redirected to gmr-const@modiproperties.in then redirected to :	ramprasad@modiproperties.com saikumar@modiproperties.com sravani@modiproperties.com rahul.t@modiproperties.com
MPL For customers & customer complaints only	mpl@modiproperties.com redirected to mpl@modiproperties.in then redirected to :	sohammodi@modiproperties.com subbareddy@modiproperties.com gbrambabu@modiproperties.com
MPL-Sales Enquires, referrals, sale related queries only	mpl-sales@modiproperties.com redirected to mpl-sales@modiproperties.in then redirected to :	muralikrishna@modiproperties.com rajkumar@modiproperties.com
MPL-Const Construction related queries only	mpl-const@modiproperties.com. redirected to mpl-const@modiproperties.in then redirected to :	nandini@modiproperties.com narenderreddy@modiproperties.com subbareddy@modiproperties.com
MGA For customers & customer complaints only	mga@modiproperties.com redirected to mga@modiproperties.in then redirected to :	sohammodi@modiproperties.com kprasad@modiproperties.com
MGA-Sales Enquires, referrals, sale related queries only	mga-sales@modiproperties.com redirected to mga-sales@modiproperties.in then redirected to :	suresh@modiproperties.com
MGA-Const Construction related queries only	mga-const@modiproperties.com. redirected to mga-const@modiproperties.in then redirected to :	dhanraj@modipropertis.com pushpalatha@modiproperties.com sarwar@modiproperties.com sohbanbabu@modiproperties.com
GHT For customers & customer complaints only	ght@modiproperties.com redirected to ght@modiproperties.in then redirected to :	sohammodi@modiproperties.com anandmehta@modiproperties.com asuresh@modiproperties.com kprasad@modiproperties.com
GHT-Sales	ght-sales@modiproperties.com redirected to	musthaq@modiproperties.com naveena@modiproperties.com

Enquires, referrals, sale related queries only	ght-sales@modiproperties.in then redirected to :	
GHT-Const Construction related queries only	ght-const@modiproperties.com. redirected to ght-const@modiproperties.in then redirected to :	asuresh@modiproperties.com kuldeep@modiproperties.com sneha.k@modiproperties.com
SOV For customers & customer complaints only	sov@modiproperties.com redirected to sov@modiproperties.in then redirected to :	sohammodi@modiproperties.com purshotham@modiproperties.com kprasad@modiproperties.com
SOV-Sales Enquires, referrals, sale related queries only	sov-sales@modiproperties.com redirected to sov-sales@modiproperties.in then redirected to :	anitha.n@modiproperties.com nagarjuna@modiproperties.com
SOV-Const Construction related queries only	sov-const@modiproperties.com. redirected to sov-const@modiproperties.in then redirected to :	meenakshi@modiproperties.com purshotham@modiproperties.com brahmam@modiproperties.com
SERENE For customers & customer complaints only	serene@modiproperties.com redirected to serene@modiproperties.in then redirected to :	sohammodi@modiproperties.com sarwar@modiproperties.com gbrambabu@modiproperties.com
SERENE-Sales Enquires, referrals, sale related queries only	serene-sales@modiproperties.com redirected to serene-sales@modiproperties.in then redirected to :	suresh@modiproperties.com
SERENE-Const Construction related queries only	serene-const@modiproperties.com. redirected to serene-const@modiproperties.in then redirected to :	sarwar@modiproperties.com
NE For customers & customer complaints only	ne@modiproperties.com redirected to ne@modiproperties.in then redirected to :	sohammodi@modiproperties.com akhil@modiproperties.com kprasad@modiproperties.com
NE-Sales Enquires, referrals, sale related queries only	ne-sales@modiproperties.com redirected to ne-sales@modiproperties.in then redirected to :	anandkishore@modiproperties.co m rajkumar@modiproperties.com
NE-Const Construction related queries only	ne-const@modiproperties.com. redirected to ne-const@modiproperties.in then redirected to :	akhil@modiproperties.com sadana@modiproperties.com
VISTA For customers & customer complaints only	vista@modiproperties.com redirected to vista@modiproperties.in then redirected to :	sohammodi@modiproperties.com gbrambabu@modiproperties.com madhu@modiproperties.com

VISTA-Sales Enquires, referrals, sale related queries only	vista-sales@modiproperties.com redirected to vista-sales@modiproperties.in then redirected to :	madhusudan@modiproperties.com laxmikaanth@modiproperties.com
VISTA-Const Construction related queries only	vista-const@modiproperties.com. redirected to vista-const@modiproperties.in then redirected to :	sanketh@modiproperties.com khader@modiproperties.com
AGH For customers & customer complaints only	agh@modiproperties.com redirected to agh@modiproperties.in then redirected to :	sohammodi@modiproperties.com zakir@modiproperties.com kprasad@modiproperties.com
AGH-Sales Enquires, referrals, sale related queries only	agh-sales@modiproperties.com redirected to agh-sales@modiproperties.in then redirected to :	harika@modiproperties.com anil@modiproperties.com
AGH-Const Construction related queries only	agh-const@modiproperties.com. redirected to agh-const@modiproperties.in then redirected to :	zakir@modiproperties.com
ESR For customers & customer complaints only	esr@modiproperties.com redirected to esr@modiproperties.in then redirected to :	sohammodi@modiproperties.com anandmehta@modiproperties.com gbrambabu@modiproperties.com vijay@modiproperties.com
ESR-Sales Enquires, referrals, sale related queries only	esr-sales@modiproperties.com redirected to esr-sales@modiproperties.in then redirected to :	laxmikaanth@modiproperties.com
ESR-Const Construction related queries only	esr-const@modiproperties.com. redirected to esr-const@modiproperties.in then redirected to :	vijay@modiproperties.com mujtahid@modiproperties.com aswini@modiproperties.com
BRGV For customers & customer complaints only	brgv@modiproperties.com redirected to brgv@modiproperties.in then redirected to :	sohammodi@modiproperties.com sarwar@modiproperties.com kprasad@modiproperties.com
BRGV-Sales Enquires, referrals, sale related queries only	brgv-sales@modiproperties.com redirected to brgv-sales@modiproperties.in then redirected to :	suresh@modiproperties.com
BRGV-Const Construction related queries only	brgv-const@modiproperties.com. redirected to brgv-const@modiproperties.in then redirected to :	sarwar@modiproperties.com sobhanbabu@modiproperties.com pushpalatha@modiproperties.com
VOC	voc@modiproperties.com redirected to voc@modiproperties.in then redirected to :	asuresh@modiproperties.com anandmehta@modiproperties.com gbrambabu@modiproperties.com

For customers & customer complaints only		sohammodi@modiproperties.com
VOC-Sales Enquires, referrals, sale related queries only	voc-sales@modiproperties.com redirected to voc-sales@modiproperties.in then redirected to :	suresh@modiproperties.com
VOC-Const Construction related queries only	voc-const@modiproperties.com. redirected to voc-const@modiproperties.in then redirected to :	asuresh@modiproperties.com
KNM For customers & customer complaints only	knm@modiproperties.com redirected to knm@modiproperties.in then redirected to :	rahul.g@modiproperties.com kprasad@modiproperties.com sohammodi@modiproperties.com
KNM-Sales Enquires, referrals, sale related queries only	knm-sales@modiproperties.com redirected to knm-sales@modiproperties.in then redirected to :	suresh@modiproperties.com
KNM-Const Construction related queries only	knm-const@modiproperties.com. redirected to knm-const@modiproperties.in then redirected to :	rahul.g@modiproperties.com chand@modiproperties.com
GVDC Construction related queries only	gvdc@modiproperties.com redirected to gvdc@modiproperties.in then redirected to :	bharat@modiproperties.com narsing@modiproperties.com
GVRC Construction related queries only	gvrc@modiproperties.com redirected to gvrc@modiproperties.in then redirected to :	madhu@modiproperties.com raj.nikhil@modiproperties.com salman@modiproperties.com sachin@modiproperties.com
MCMET Construction related queries only	mcm@modiproperties.com redirected to mcm@modiproperties.in then redirected to :	raj.nikhil@modiproperties.com
B & C For customers & customer complaints only	bnc@modiproperties.com redirected to bnc@modiproperties.in then redirected to :	sobhanbabu@modiproperties.com gbrambabu@modiproperties.com
MFP For customers & customer complaints only	mfp@modiproperties.com redirected to mfp@modiproperties.in then redirected to :	gbrambabu@modiproperties.com
MFH For customers & customer complaints only	mfh@modiproperties.com redirected to mfh@modiproperties.in then redirected to :	gbrambabu@modiproperties.com
GMG	gmg@modiproperties.com	gbrambabu@modiproperties.com

For customers & customer complaints only	redirected to gmg@modiproperties.in then redirected to :	
VSC For customers & customer complaints only	vsc@modiproperties.com redirected to vsc@modiproperties.in then redirected to :	kprasad@modiproperties.com
PMR I & II For customers & customer complaints only	pmr@modiproperties.com redirected to pmr@modiproperties.in then redirected to :	chandrakanth@modiproperties.com kprasad@modiproperties.com
SOB For customers & customer complaints only	sob@modiproperties.com redirected to sob@modiproperties.in then redirected to :	kprasad@modiproperties.com
SOA For customers & customer complaints only	soa@modiproperties.com redirected to soa@modiproperties.in then redirected to :	kprasad@modiproperties.com
MNM For customers & customer complaints only	mnm@modiproperties.com redirected to mnm@modiproperties.in then redirected to :	kprasad@modiproperties.com
GWE For customers & customer complaints only	gwe@modiproperties.com redirected to gwe@modiproperties.in then redirected to :	gbrambabu@modiproperties.com
NRK	nrkbiotech.2022@gmail.com redirected to:	sohammodi@modiproperties.com sitaram@modiproperties.com
Crescentia Construction related queries only	crescentia-const@outlook.com redirected to:	rameshreddy@modiproperties.com ansari@modiproperties.com sachin@modiproperties.com
Crescentia Admin related queries only	crescentia-adm@outlook.com redirected to:	jaikumar@modiproperties.com gk rao@modiproperties.com sitaram@modiproperties.com sohammodi@modiproperties.com

List of Mailing list IDs for Dept at HO
22-06-2020

Dept	Group Email ID	Redirected To:
CR For all CR related mails	cr@modiproperties.com redirected to cr@modiproperties.in then redirected to :	gbrambabu@modiproperties.com kprasad@modiproperties.com prabhakarreddy@modiproperties.com venkatramana@modiproperties.com vineela@modiproperties.com pavan@modiproperties.com saritha@modiproperties.com
Admin For Building permits, admin, notices received at site, officials visiting at site, utility connections, etc.	adm@modiproperties.com redirected to adm@modiproperties.in then redirected to:	gk rao@modiproperties.com sanjay@modiproperties.com sitaram@modiproperties.com jaikumar@modiproperties.com praveen@modiproperties.com
Sys Admin Related to computer, peripherals, network, trouble shooting, etc.,	sys_admin@modiproperties.com redirected to sys_admin@modiproperties.in then redirected to:	suneel@modiproperties.com prudhvi@modiproperties.com
Purchase For all purchase related mails	purchase@modiproperties.com redirected to purchase.mpipl@gmail.com then redirected to:	prabhakar@modiproperties.com minish@modiproperties.com kavitha@modiproperties.com murthy@modiproperties.com vanjakshi@modiproperties.com hemendra@modidproperties.com ramya@modiproperties.com mounika.m@modiproperties.com
Accounts For IT, Service tax, VAT, & GST	ac@modiproperties.com redirected to ac@modiproperties.in then redirected to	naveen@modiproperties.com sambasiva@modiproperties.com jayaprakash@modiproperties.com
PROMOTIONS For all promotions related mails	promotions@modiproperties.com redirected to promo.mppl@gmail.com then redirected to	prudhvi@modiproperties.com prasad@modiproperties.com rohith@modiproperties.com
PLANS For issue and correction of plans	plans@modiproperties.com redirected to acad.mppl@gmail.com then redirected to	nagalaxmi@modiproperties.com jayapradha@modiproperties.com imran@modiproperties.com gk rao@modiproperties.com sohammodi@modiproperties.com
FACILITIES For maintenance of commercial properties	facility.mgr@modiproperties.com	jaikumar@modiproperties.com ashaiya@modiproperties.com sanjay@modiproperties.com

QC For all QC related mails	qc@modiproperties.com redirected to mppl.qc2020@gmail.com then redirected to	sunil@modiproperties.com bharath.p@modiproperties.com vinod@modiproperties.com
GVDC Design Team	gvdc- designteam@modiproperties.com redirected to mppl.qc2020@gmail.com then redirected to	nkjagadeeshkumar@satyavaniindia.com jkpurna@satyavaniindia.com prasaad@satyavaniindia.com suryapp@yahoo.com sohammodi@modiproperties.com gk rao@modiproperties.com jayapradha@modiproperties.com waseem@modiproperties.com sitaram@modiproperties.com vishal goel.hbs@gmail.com milindravi05@gmail.com aksingh.ey@gmail.com cvsurya@satyavaniindia.com archana@arenaconsultants.net engg@arenaconsultants.net chaitanya@arenaconsultants.net