

Subject: Management information system – revised guidelines

1. In the next few weeks M-codex module for audit report should be ready. Accordingly, hereafter instead of sending reports to audit team and respective managers, only send details of the reports, period of report and scan Id no. to audit team and respective manager who is reviewing the report.
2. All divisions shall be required to send the required information (Scan id nos) by email to report-audit@modiproperties.com before its due date.
3. Details of reports are given in annexures attached herein.
4. Additional description of each report to be sent is given under.
5. 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.
6. Admin/HR had been advised to withhold salaries, if report/information is not received.
7. Note that the period mentioned for due dates 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 as for the period 1st to 31st July, 2018. The weekly cycle shall be for the period Monday to Sunday.
8. Due to Covid lockdown reports for the period March, April, May are due. All division to file their reports for this period on or before 30th June, 2020.
9. Details of reports as per annexures:
 - a. In Annexure – A – Accounts division
 - b. In Annexure – B – Admin
 - c. In Annexure – C –Purchase.
 - d. In Annexure – D – Sales, CR & Promotions
 - e. In Annexure – E – Engg. & QC.
10. Hard copy of reports to be sent to MD duly signed by the manager of the division,only where required as marked in the annexure. Scanned copies/scan ids to be sent to Ashaiya for printing and placing on MDs desk.

Soham Modi.

Circulr no. 138(f) - Managment information system - Revised guidelines - annexures dt 04-7-2020 ver3.xlsx
Annexure -A -accounts

S No	Division	Period	Report details	To be sent by	Statutory due-date	Data to be ready for review by	Due date for uploading on M-codex.	To be reviewed by	Report to be sent to MD
1	Accounts	Monthly	Charges for CR, QC, Purchase, Logistic, Statement – As per Internal memo no. 904/38/a	Accountant	NA	3rd	6th	Samabasiva Rao	Yes
2	Accounts	Monthly	Com exp. for Prom, Admin, hoardings, MPPL maint., <u>Association Statement</u>	Accountant	NA	3rd	6th	Samabasiva Rao	Yes
3	Accounts	Monthly	BRS for 2nd half of previous month - send Pdf copy of cash & bank book	Accountant	NA	NA	6 th	Satyanarayana	No
4	Accounts	Monthly	TDS statement	Accountant	7th	5th	10th	Samabasiva Rao	No
5	Accounts	Monthly	Utility & regular payments statement	Accountant	NA	NA	10 th	Jaya Prakash	Yes
6	Accounts	Monthly	GSTR1	Accountant	11th	6th	15th	Jagadish	No
7	Accounts	Monthly	Supplier account reconciliation	Accountant	NA	NA	15th	Samabasiva Rao	Yes
8	Accounts	Monthly	Customer account reconciliation	Accountant	NA	NA	21 st	Jaya Prakash	No
9	Accounts	Monthly	BOA of last month	Accountant	NA	NA	22 nd	Satyanarayana	No
10	Accounts	Monthly	BRS for 1st half of current month - send Pdf copy of cash & bank book	Accountant	NA	NA	22 nd	Satyanarayana	No
11	Accounts	Monthly	GSTR3B	Accountant	20th	16th	24th	Jagadish	Yes
12	Accounts	Monthly	Salary details – details of loans and advances required for making salary statement	Accountant	NA	NA	26 th	Jai Kumar	No
13	Accounts	Monthly	Turnkey contractor milestone report – as per circular no. 807 – Anex E1, E2 & F.	Accountant	NA	Last Saturday of every month	31st	Samabasiva Rao	Yes
14	Accounts	Quarterly	ETDS Statement -	Accountant	31st	23rd	3rd	Samabasiva Rao	No
15	Accounts	Quarterly	Expense cards, petro/BPCL ledgers reconciliation	Accountant	NA	NA	15 th	Satyanarayana	No
16	Accounts	Quarterly	SSLLP account reconciliation – debit & credit balances of SSLLP must match with projects	Accountant	NA	NA	15 th	Samabasiva Rao	No
17	Accounts	Quarterly	Reg. charges & statutory payments, accounts reconciliation – reconcile Soham Modi HUF (registration charges) & Summit Builders (PF & ESI) accts with all projects	Accountant	NA	NA	15 th	Jaya Prakash	No
18	Accounts	Quarterly	Project finance statement	Accountant	NA	NA	20th	Satyanarayana	No
19	Accounts	Quarterly	Contractors statement reconciled with billing db	Accountants	NA	NA	20 th	Samabasiva Rao	Yes
20	Accounts	Quarterly	Secured loans statement	Accts. Mngr	NA	NA	25 th	NA	No

Annexure -A -accounts

21	Accounts	Quarterly	Minutes books of Pvt Ltd & LLPS – scanned copy of minutes book to be sent.	Accts. Mngr	NA	NA	30 th	NA	No
22	Accounts	Quarterly	RERA quarterly report	Accountant			30 th	Satyanarayana	
23	Accounts	Yearly	Service tax litigation - consolidated statement	Accts. Mngr	NA	NA	15 th Apr	NA	Yes
24	Accounts	Yearly	VAT litigation - consolidated statement	Accts. Mngr	NA	NA	15 th Apr	NA	Yes
25	Accounts	Yearly	GST litigation - consolidated statement	Accts. Mngr	NA	NA	15 th Apr	NA	Yes
26	Accounts	Yearly	Tax returns - individuals/non-audit cases	Accts. Mngr	31st July	31st May	5th Aug	NA	Yes
27	Accounts	Yearly	ROC filings – Details of documents filed with ROC & date of filing	Accts. Mngr	30th Sept	30th Aug	5 th Oct	NA	Yes
28	Accounts	Yearly	Tax returns filed - audit cases	Accts. Mngr	30th Sept	30th June	5th Oct	NA	Yes
29	Accounts	Yearly	GST annual return - 9 & 9C	Accts. Mngr	30th Sept	30th June	5th Oct	NA	Yes
30	Accounts	Yearly	Scrutiny submssion details - Income tax	Accts. Mngr	30th Sept	NA	5th Oct	NA	Yes
31	Accounts	Yearly	IT refunds consolidated statements	Accts. Mngr	NA	NA	15 th Oct	NA	Yes

Annexure B - Admin

S N	Division	Period	Report details	To be sent by	Statutory due-date	Data to be ready for review by	Due date for uploading on M-codex.	To be reviewed by	Hard copy of report to be sent to MD
1	Admin	Monthly	Salary statement	HR Mngr	NA	3rd	6th	NA	
2	Admin	Monthly	Lease db – PDF copies to be generated through db.	Admin Mngr	NA	10th	15th	NA	Yes
3	Admin	Monthly	Maintenance db – PDF copies to be generated through db.	Admin Mngr	NA	10th	15th	NA	Yes
5	Admin	Monthly	PF, ESI, PT Statement	HR Mngr	15th	10th	18th	NA	Yes
6	Admin	Monthly	Audit report of sites by admin	HR Mngr	NA	NA	Once a month	Admin-Audit	Yes
7	Admin	Quarterly	Cir. Revision 132 -maintenance charges of vehicles	Admin Mngr	NA	2nd	5 th	NA	Yes
8	Admin	Quarterly	Sys- admin - computers & peripherals – provider list of all computers, printers & scanner at HO & sites.	Sys-admin	NA	5th	7 th	NA	No
9	Admin	Quarterly	Sys-admin - List of backups at HO & sites	Sys-admin	NA	7th	10 th	NA	No
10	Admin	Quarterly	Staff Phone & email index	HR executive	NA	10th	15th	Admin-Audit	No
11	Admin	Quarterly	Memo revision of: 901/36 -Association reimbursement	Audit Mngr	NA	12th	15 th	NA	Yes
12	Admin	Quarterly	Memo revision of: 901/32 – common expenditure of projects,	Audit Mngr	NA	12th	15 th	NA	Yes
13	Admin	Quarterly	Memo revision of: 139 - Reimbursement of common expenditure	Audit Mngr	NA	12th	15 th	NA	Yes
14	Admin	Quarterly	Service providers bonus	Audit Mngr	NA	12th	15 th	NA	Yes
15	Admin	Quarterly	Service provider workers sanction list – details of staff sanction for housekeeping, security, gardening, etc.	Audit Mngr	NA	18th	20 th	NA	Yes
16	Admin	Quarterly	Sys-admin - passwords - encrypted - passwords of websites, servers, computers, cloud storage, database, etc.	Sys-admin	NA	18th	20th	NA	No
17	Admin	Yearly	Insurance payments for Employee – health insurance details	HR Mngr	NA	12th	15 th	NA	Yes
18	Admin	Yearly	Insurance payments for vehicles – all vehicles of MD, HO & sites	Admin Mngr	NA	12th	15 th	NA	Yes
19	Admin	Yearly	AMC payments for equipments-like lifts, generators, RO plants, sweeping machines at HO	Admin Mngr	NA	12th	15 th	NA	Yes
21	Admin	Yearly	Insurance payments for buildings	Admin Mngr	31st May	12th	15 th	NA	Yes
22	Admin	Yearly	Renewal of Labour license	Admin Mngr	31st Dec	12th	15 th	NA	Yes
23	Admin	Yearly	Renewal of Trade license	Admin Mngr	31st Dec	12th	15 th	NA	Yes
24	Admin	Yearly	Directors professional tax	Admin Mngr	15th	12th	15 th	NA	Yes

Annexure B - Admin

25	Admin	Yearly	ESI & PF enrolment	Admin Mngr	10th	12th	15 th	NA	Yes
26	Admin	Yearly	List of RC, DL, Etc	Admin Mngr	NA	12th	15 th	NA	Yes
27	Admin	Yearly	List of Vehicles	Admin Mngr	NA	12th	15 th	NA	Yes
28	Admin	Yearly	Property Tax payable	Kanaka Rao	30th April	12th	15 th	NA	Yes
29	Admin	Yearly	Labour cess payable	Kanaka Rao	30th April	12th	15 th	NA	Yes
30	Admin	Yearly	Memo revision of: 901/45- advance for travel	Admin Mngr	NA	12th	15 th	NA	Yes
31	Admin	Yearly	Memo revision of: 901/43 – Mobile phone charges	Admin Mngr	NA	12th	15 th	NA	Yes
32	Admin	Yearly	Cir. Revision 133 – list of hospitals	Audit Mngr	NA	18th	20 th	NA	Yes
33	Admin	Yearly	Cir. Revision 135- service provider charges	Audit Mngr	NA	2nd	5 th	NA	Yes

Annex -C - Purchase

S No	Division	Period	Report details	To be sent by	Statutory due-date	Data to be ready for review by	Due date for uploading on M-codex.	To be reviewed by	Hard copy of report to be sent to MD
1	Purchase	Weekly	Reply by purchase to site – Pdf format	Purchase Exec.	NA	NA	Thursday	Purchase Mngr	No
2	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	Purchase Exec.	NA	NA	Thursday	Purchase Mngr	Yes
3	Purchase	Weekly	Remarks requisition from site – Pdf format	Purchase Exec.	NA	NA	Monday	NA	No
4	Purchase	Weekly	DC registers from all sites – scanned copy	Purchase Exec.	NA	NA	Saturday	Purchase Mngr	No
5	Purchase	Weekly	Scanned copy of SSLLP DC's/ Invoice logbook	Purchase Exec.	NA	Thursday	Saturday	Purchase Mngr	No
6	Purchase	Weekly	Scanned copy of SSLLP PO logbook	Purchase Exec.	NA	Thursday	Saturday	NA	No
7	Purchase	Weekly	SSLLP stock report	Purchase Exec.	NA	Thursday	Saturday	NA	No
8	Purchase	Monthly	Building material rates – AGH, Serene & all projects	Purchase Exec.	NA	28th	1st	Purchase Mngr	Yes

Annexure -D- CR,Sales & Promo

S No	Division	Period	Report details	To be sent by	Statutory due-date	Data to be ready for review by	Due date for uploading on M-codex.	To be reviewed by	Hard copy of report to be sent to MD
1	Promotions	Weekly	Sales weekly report	Promotions Mngr	NA	Every Monday	Monday	NA	Yes
2	Promotions	Monthly	Hoardings Rental list	Promotons Mngr	NA	5th	10 th	NA	Yes
3	Promotions	Monthly	List of Brochurers Flyers	Promotons Mngr	NA	5th	10 th	NA	Yes
4	Promotions	Monthly	Viber group details	Sys-admin	NA	5th	10 th	Promo Mngr	Yes
5	Promotions	Quarterly	Brokerage payable	Promotions Mngr	NA	10th	15 days from end of Qtr	NA	Yes
6	Promotions	Quarterly	Estate agents – updated list of estate agents	Promotions Mngr	NA	10th	15 days from end of Qtr	NA	Yes
7	Promotions	Quarterly	Promotion incentives	Promotions Mngr	NA	25th	30 days from end of Qtr	NA	Yes
8	Promotions	Quarterly	Email groups - check	Sys-admin	NA	NA	end of the Qtr	Promo Mngr	No
9	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 Mngr	NA	NA	15 days from end of Qtr	NA	Yes
10									
11	CR	Quarterly	Sales incentives – list to be cross checked with buyer info db and CRM db.	Vineela	NA	25th	30 days from end of Qtr	NA	Yes
12	CR	Quarterly	CR incentives	CR Mngr	NA	25th	30 days from end of Qtr	NA	Yes
13	Sales	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 Mngr	NA	25th	30 days from end of Qtr	NA	Yes

Annex -E- Engg & QC

S No	Division	Period	Report details	To be sent by	Statutory due-date	Data to be ready for review by	Due date for uploading on M-codex.	To be reviewed by	Hard copy of report to be sent to MD
1	Construction	Weekly	Photographs sent by viber – Ashaiya to file report of photographs sent every day of the week	Ashaiya	NA	Monday	Mon	NA	Yes
2	Construction	Weekly	Mile stone report – as per circular 807(b)	Engineer at site	NA	Thursday	Thur	Project Mngr	Yes
3	Construction	Weekly	Remarks for purchase – Admin at site to prepare and to be attested by PM. Send scanned copy	Engineer at site	NA	Saturday	Saturday	Project Mngr	No
4	Construction	Monthly	MMC collection log book – from current housing projects& HO related to other tenants	Engg at site	NA	NA	15 th	Admin-Audit	No
5	Construction	Monthly	Copy of material transfer register	Engineer at site	NA	25th	30/31 st	Admin-Audit	No
6	Construction	Quarterly	PM email on missed QC – certifying consolidated report	Project Mngr	NA	5th	7 th	NA	Yes
7	Construction	Quarterly	Certified copy of billing db - unit wise	Project Mngr	NA	8th	10 th	NA	Yes
8	Construction	Quarterly	List of approved plans at site	Engineer at site	NA	8th	10 th	Project Mngr	No
9	Construction	Quarterly	List of pumps, generator, lifts, equip	Engineer at site	NA	12th	15th	Admin-Audit	Yes
10	Construction	Quarterly	List of electricity meters and sub meters	Engineer at site	NA	12th	15 th	Project Mngr	No
11	Construction	Yearly	AMC payments for equipments-like lifts, generators, RO plants, sweeping machines at sites	Engg at site	NA	12th	15 th	Project Mngr	Yes
12	QC	Monthly	Cube Test Report	QC Engg.	NA	7th	7 th	QC Mngr	Yes
13	QC	Quarterly	QC inspections db report	QC team	NA	5th	7 th	QC Mngr	No