

Subject: Management information system – revised guidelines

1. M-codex has a module for audit reports. Employees are required to file periodic reports on M-codex.
2. Salaries to be released only if all reports are filed on or before the due date.
3. Audit to review whether reports are submitted by all employees before end of each month. Stop payment of salaries to be sent to HR in case the reports are not uploaded.
4. Details of reports that each division has to file are given in annexures attached herein.
5. Some reports are due on weekly basis, others on monthly, quarterly and yearly basis.
6. Admin/HR had been advised to withhold salaries, if report is not uploaded on M-codex. However, adequate advance notice to be given to each employee to correct the defaults.
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. 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.

Soham Modi.

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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
1	Accounts	Monthly	BRS for 2nd half of previous month - send Pdf copy of cash & bank book	Accountant	NA	NA	6 th	Samabasiva Rao
2	Accounts	Monthly	TDS statement	Accountant	7th	5th	10th	Samabasiva Rao
3	Accounts	Monthly	Utility & regular payments statement	Accountant	NA	NA	10 th	Jaya Prakash
4	Accounts	Monthly	GSTR1	Accountant	11th	6th	15th	Jaya Prakash
5	Accounts	Monthly	Contractors reconciliation statement - PDF copy of smartsheet	Accountant	NA	NA	15th	Samabasiva Rao
6	Accounts	Monthly	Supplier reconciliation statement - PDF copy of smartsheet	Accountant	NA	NA	21 st	Jaya Prakash
7	Accounts	Monthly	BOA of last month	Accountant	NA	NA	22 nd	Na
8	Accounts	Monthly	BRS for 1st half of current month - send Pdf copy of cash & bank book	Accountant	NA	NA	22 nd	Samabasiva Rao
9	Accounts	Monthly	GSTR3B	Accountant	20th	16th	24th	Jaya Prakash
10	Accounts	Monthly	Salary details – details of loans and advances required for making salary statement	Accountant	NA	NA	26 th	Jai Kumar
11	Accounts	Quarterly	ETDS Statement -	Accountant	31st	23rd	3rd	Samabasiva Rao
12	Accounts	Quarterly	RERA quarterly report	Accountant			30 th	Jaya Prakash
13	Accounts	Yearly	GST annual return - 9 & 9C	Accts. Mngr	30th Sept	30th June	5th Oct	NA

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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
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
3	Admin	Monthly	Maintenance db – PDF copies to be generated through db.	Admin Mngr	NA	10th	15th	NA
4	Admin	Monthly	PF, ESI, PT Statement	HR Mngr	15th	10th	18th	NA
5	Admin	Monthly	Audit reports of sites by admin	HR Mngr	NA	NA	Once a month	Admin-Audit
6	Admin	Quarterly	Staff Phone & email index - Smart sheet	HR executive	NA	10th	15th	Admin-Audit
7	Admin	Quarterly	Sys-admin - passwords - encrypted - passwords of websites, servers, computers, cloud storage, database, etc. - smart sheet	Sys-admin	NA	18th	20th	NA
8	Admin	Yearly	Insurance payments for Employee – health insurance details - smart sheet	HR Mngr	NA	12th	15 th	NA
9	Admin	Yearly	Insurance payments for vehicles – all vehicles of MD, HO & sites - smart sheet	Admin Mngr	NA	12th	15 th	NA
10	Construction	Yearly	AMC payments for equipments-like lifts, generators, RO plants, sweeping machines at sites - smart sheet	Engg at site	NA	12th	15 th	Project Mngr
11	Admin	Yearly	Insurance payments for buildings - smart sheet	Admin Mngr	31st May	12th	15 th	NA
12	Admin	Yearly	Renewal of Labour license - smart sheet	Admin Mngr	31st Dec	12th	15 th	NA
13	Admin	Yearly	Renewal of Trade license - smart sheet	Admin Mngr	31st Dec	12th	15 th	NA
14	Admin	Yearly	Directors professional tax - smart sheet	Admin Mngr	15th	12th	15 th	NA
15	Admin	Yearly	ESI & PF enrolment - smart sheet	Admin Mngr	10th	12th	15 th	NA
16	Admin	Yearly	List of RC, DL, Etc - smart sheet	Admin Mngr	NA	12th	15 th	NA
17	Admin	Yearly	List of Vehicles - smart sheet	Admin Mngr	NA	12th	15 th	NA
18	Admin	Yearly	Property Tax payable - smart sheet	Kanaka Rao	30th April	12th	15 th	NA

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
1	Purchase	Weekly	Reply by purchase to site — Pdf format	Purchase Exec.	NA	NA	Thursday	Purchase Mngr
2	Purchase	Weekly	SSLLP bills not received by project — list of bills received by SSLLP 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
3	Purchase	Weekly	Remarks requisition from site — Pdf format	Purchase Exec.	NA	NA	Monday	NA
4	Purchase	Weekly	DC registers from all sites — scanned copy	Purchase Exec.	NA	NA	Saturday	Purchase Mngr
5	Purchase	Weekly	Scanned copy of SSLLP DC's/ Invoice logbook	Purchase Exec.	NA	Thursday	Saturday	Purchase Mngr
6	Purchase	Weekly	Scanned copy of SSLLP PO logbook	Purchase Exec.	NA	Thursday	Saturday	NA
7	Purchase	Weekly	SSLLP stock report	Purchase Exec.	NA	Thursday	Saturday	NA
8	Purchase	Monthly	Building material rates — AGH, Serene & all projects	Purchase Exec.	NA	28th	1st	Purchase Mngr

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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
1	Promotions	Monthly	Hoardings Rental list - smart sheet	Promotons Mngr	NA	5th	10 th	NA
2	Promotions	Monthly	Viber group details - smart sheet	Sys-admin	NA	5th	10 th	Promo Mngr
3	Promotions	Quarterly	Estate agents – updated list of estate agents - smart sheet	Promotions Mngr	NA	10th	15 days from end of Qtr	NA
4	Promotions	Quarterly	Email groups - check - Smart sheet	Sys-admin	NA	NA	End of Quarter	Promo Mngr

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
1	Construction	Weekly	MMC collection log book - from current housing projects & HO related to other tenants	Engineer at site	NA	NA	15th	Admin-Audit
2	Construction	Weekly	PO Vs Requisition - Smart sheet	Gayatri - Proc	NA	NA	15th	NA
3	Construction	Weekly	Material trackers - Samrt sheet	Gayatri - Proc	NA	NA	15th	NA
4	Construction	Weekly	Equipment Tracker - Smart sheet	Meenakshi - MEP	NA	NA	15th	NA