

sohammodi@modiproperties.com

From: "MNK" <mnk@modiproperties.com>
 Date: 22 July 2015 17:51
 To: "soham sir" <sohammodi@modiproperties.com>
 Cc: "Admin" <admin@modiproperties.com>
 Attach: Visitor Register Phase-2.pdf; Visitor Register Phase-1.pdf
 Subject: Fv. Fines

Sir

As per Email we are implemented of maintaining visitor registers at both the site for MNM Phase-1 & Nigini Estates Phase 2 starting with a fresh page every day & Mr. Jai Kumar also informed & explained me regarding how to main the visitor registers
 Sir Kindly wave off the fines

Note - Please find the Scan Copies of Both sites Visitor Registers

Regards
 Raju

--- Original Message ---

From: sohammodi@modiproperties.com
 To: sohammodi@modiproperties.com; Proveen Fawala Sales; Rasma Sales; Gopi Sales; MNK; Raju; Proveen Admin Admin
 Cc: Soham Modi
 Sent: 21 July, 2015 10:15 AM
 Subject: Re: Fines

Additional fine to be imposed for not implementing the above:

Proveen Rs. 5,000/-
 Gopi Rs. 2,000/-
 Raju - Rs. 2,000/-
 Jai Kumar - Rs. 2,000/-

Regards,

Soham Modi
 Managing Director | +91 40 27537458 | sohammodi@modiproperties.com
 Modi Properties & Investments Pvt. Ltd. | www.modi-properties.com
 5-4-187/3 & 4, MG Road Secunderabad - 03 | +91 40 66335551
 Don't just buy a flat or villa! Buy a great lifestyle!
 We build affordable flats & villas in gated communities.

From: sohammodi@modiproperties.com
 Sent: Thursday, July 16, 2015 12:48 PM
 To: Proveen Fawala Sales; Rasma Sales; Gopi Sales; Admin; MNK; Raju; Proveen Admin Admin
 Cc: Soham Modi
 Subject: Fines

Jai Kumar,

Impose a fines as follows:

5. Praveen Pathak – Rs. 5,000/- for not maintaining and verifying visitors register at site (NE & MNM).
Reshma – Rs. 2,000/- for the same.
Gopi – Rs. 2,00/- for taking leaves without following due procedure.

Jai kumar / Praveen to ensure that standard operating procedure for maintenance of visitors registers at all sites is changed as follows:

1. Start with fresh page each day – close page at 6 pm.
2. Each page to be signed by Sales manager (or front desk executive in absence of manager) at 6 pm each day.
3. Copy of last 7 days pages to be submitted to Prasad of Promotions each Tuesday by sales managers
4. No customer to be allowed to enter site without entry in visitors register.
5. Residents in the project to also sign visitors register after 10 pm and before 6 am.

Regards,

Soham Modi

Managing Director | +91 40 27537458 | sohammodi@modiproperties.com

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