

From: mahesh@modiproperties.com
Sent: 24 01 2019 3.56 PM
To: HR; mounika@modiproperties.com
Cc: sohammodi@modiproperties.com
Subject: Re: Memo on Disciplinary action as per minutes of Admin meeting
Attachments: Stock report 24-01-19.pdf

To,
HR Manager
Modi Properties pvt ltd.

Iqra,

During the site visit of MD.Sir ask me to finish the task and before I left on 17-01-19 , on the same day I have finished my task and Rectified , mail also send to MD.Sir & Audit Praveen .

Actually tiles ledger is showing very high huge because Macherla stone & bharath patel's Pavers , granite , GYM equipments are included in stock list, so amount is showing very high huge.

But day to day we are issuing the material with standard procedure.

Note:- I request the Management to forgive our 1st mistake again it won't be repeated again . Now every think is issued with standard procedure and stock list amount came down . present stock list is updated & certified the same we are enclosing .

I have my childrens final term fees its very difficult to me .

Regards,

M . Mahesh Kumar / Mounika

Admin. Manager | +91 95022 66233 | mahesh@modiproperties.com
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From: HR
Sent: Wednesday, January 23, 2019 6:16 PM
To: mahesh@modiproperties.com ; mounika@modiproperties.com
Subject: Memo on Disciplinary action as per minutes of Admin meeting

Mr. Mahesh ,

Please find the attachment of Memo on Disciplinary action as per minutes of Admin meeting held on 21.01.2018.

Kindly inform Bhasker & Mounika.

Thanking you

Regards,

Iqra,
HR & Admin.