

Sub: Revised list of accounts assigned to accountants.

Accountants shall be grouped in teams as follows:

Group	Head of group/ Account Manager	Asst. Manager/ Sr. accountant	Accountants/Asst. Accountants
Group I	Rajyalaxmi	Srihari Raghunandan	Keerthana, Karthik
Group II	D. Lavanya	N Rajkumar Vinod R	Umar Farooq, Deepak
Group III	Praveen Raju	Shilpa	Divya, Prathyusha
Group IV	Nagamalleshwar	Ramesh	Akshaya, Anusha
Group V	Rukmini	Aparna	Teja Sree, Moin
Group VI	Swathi	Govind	Pallavi, Fatima,
	Sambasiva Rao		
	Sangeeta		
	Jaya Prakash		Vinay Chary, Gopi, Ramya
	Nirisha, Rishab Arora		Sujatha
	Shiva Kumar	Naveen .G	

Sl. No	Name of the Company	Accountant
1.	Mayflower Platinum - Mpl GV Discovery Centres Pvt. Ltd., Paramount Estates* Modi Ventures* N Square Life Sciences LLP* Modi Farmhouse Hyderabad LLP*	G. Sangeetha
2.	MCMET Manilal Modi Charitable Trust	I - Keerthana
3.	JMKGEC Realtors Pvt. Ltd. SDNMKJ Realty Pvt. Ltd. Sharad Kadakia Rajesh Kadakia Darshna Kadakia* Swathi Kadakia* Dilpreet Tubes Pvt. Ltd.	I - Raghunandan
4.	Vista Homes, Modi Realty Mallapur LLP	I - Rajyalaxmi
5.	Modi Realty Genome Valley LLP Vista View LLP	I - Srihari
6.	Serene Constructions LLP Serene Clubs & Resorts LLP* Serene Welfare Association Modi Realty LG Malakpet LLP	I - Karthik
7.	Summit Sales LLP – Trading A/c. Summit Sales LLP – Investment Nilgiri Estate	II - D. Lavanya
8.	Soham Modi	II - Deepak

	Teja Modi Nisha Modi Nidhi Modi Gaurang Modi Gaurang Modi Huf Satish Modi Huf Summit Builders Soham Modi Huf	
9.	Summit Sales Logistics Summit Sales common expenditure Cash account (Main)	II - N. Rajkumar
10.	Vigyan Nacharam LLP* Xploro Chemistry Capability Centres Pvt. Ltd.*	II - Umar
11.	Modi Properties Pvt. Ltd Modi Housing Pvt. Ltd Modi & Modi Realty Hyderabad Pvt. Ltd. Paramount Builders Cash account (upto 1 lakh)	II - Vinod
12.	Inventopolis LLP Biopolis LLP	III - Divya
13.	Modi Realty GV Hyderabad LLP Modi GV Ventures LLP	III - Pratusha
14.	GV Research Centres Pvt. Ltd., N Square Biotech Pvt. Ltd.,	III - Praveen Raju
15.	Modi Construction and Realtors LLP NRK Biotech Pvt. Ltd.	III - Shilpa
16.	Matrix Real Estates Consultants LLP – Hyderabad*	IV - Akshaya
17.	Aedis Developers LLP GV Connect Association	IV - Anusha
18.	Mehta & Modi Realty Kowkur LLP Villa Orchids LLP * Greenwood Estates* Greenwood Builders* # East Side Residency LLP*	IV - Nagamalleswar
19.	Modi Housing P Ltd. SOV III Silver Oak Villas LLP III Silveroak Villas LLP – I & II Silveroak Realty	IV - Ramesh
20.	Modi Realty Pocharam LLP Kadakia & Modi Housing	V - Aparna
21.	MBMC GMCT* # M & M Associates* Alpine Estates* B & C Estates* Modi & Modi Constructions* Tapadia & Modi Medial Foundation* # Modi Realty Vikarabad LLP	V - Moin

22.	Modi Realty Siddipet LLP* Modi Realty Gagilapur LLP* Modi Realty Miryalaguda LLP Modi Realty Thimmapur LLP	V - Rukmini
23.	Soham Mansion Owners Association	V- Tejasree
24.	Mayflower Welfare Association Modi Consultancy Services	VI - Fathima
25.	AMTZ Medpolis Square 4554 Pvt. Ltd. AMTZ Medpolis Square 801 Pvt. Ltd. AMTZ Medpolis Square Pvt. Ltd. AMTZ Medpolis Square 3663 Pvt. Ltd* AMTZ Medpolis Square 7227 Pvt. Ltd* AMTZ Medpolis Square 2772 Pvt. Ltd.* AMTZ Medpolis Square 1881 Pvt. Ltd.* AMTZ Medpolis Square 405 Pvt. Ltd.*	VI - Govind
26.	Modi Realty Creatopolis LLP	VI - Pallavi
27.	Crescentia Labs Pvt. Ltd.	VI - Swathi

Details of task assigned to managers.

a. All tasks related to compliance with company law, ROC under FEMA, SEBI, NSC, etc. b. Making, Buying & Selling of companies, changing partnership, etc. c. Reviewing LOIs, agreements, etc. d. Advisory Services to accounts team	Rishab/Nirisha	
a. Attending to service tax, VAT, GST litigations related to taxation. b. All works relating to liaisoning with banks including opening of a/c., closing of a/c., like KYC etc. deposit of cheques, operating instructions, Cash cards & Demat Accounts signature on all documents by partners, etc. c. RERA statements (can be considered assigning to Rajyalaxmi from 1/1/24 along with complete project detailed statement).	Jaya Prakash	Vinay Chary to assist in bank liaisoning and tax litigation works, Signatures of Partners
GST Advisory services, Monitoring individual accounts & Greens group accounts	Swathi .K	Jayaprakash to over-wise work related to GST
a. Exclusively handle making IT returns on quarterly basis for FY; 23-24. Shall continue to manage old projects assigned to her upto 31-03-24. b. Provisional P&L and balance sheet required for all accounts by 15/12/23 for first half year of FY 23-24. c. Provisional P&L and balance sheet required for all accounts within 15 days from end of each quarter from 31/12/23.	Sangeetha	

a. Liaisoning with banks and Financial Institutions. Managing all loans, OD limits etc. & negotiate of interest rates and charges and also reversal of bank charges.	Shiva Kumar / Naveen	
b. Periodic statements for banks & associates		
Financial Planning, Training, Quarterly reports i.e. P & L & BS	Sambasiva Rao	
Certification of cash books on weekly basis	Kanaka Rao	
Accounts co-ordinator	Ramya	
a. Ensure that all weekly statements are prepared, cross checked and approved.		
b. Check BRS of all accounts.		
c. Maintain list of accounts and expenses cards and circulate weekly basis.		
d. Co-ordinate with Admin audit and purchase co-ordinate for payments and reconciliations and approval of bills.		
e. Ramya to assist Sangeeta in preparing quarterly statements.		

Note:

- 1.
2. Accounts marked with * are largely inactive. Ramya shall make a list and ensure that Rs. 1,000/- deposit & withdrawal is done in each account. No transaction to happen in these accounts unless it is absolutely necessary.
3. Accounts marked with # to be dissolved /closed.
4. Owners association and other firms/companies associated with the main project shall be deemed to be assigned to the respective accountant. Explicit mention is not made above.
5. Gopi to visit bank twice a day for depositing cheques or withdrawal of cash prepared by all the groups above – 11am and 2.30pm.

Soham Modi.