

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	Raghunandan	Karthik
Group II	D Lavanya	N Rajkumar, Vinod R	Deepak
Group III	Praveen Raju	Srihari	Divya
Group IV	Nagamalleswar	Ramesh	Anusha
Group V	Rukmini	Aparna	Teja Sree
Group VI	Swathi	Govind	Shilpa, Pallavi
Group VII	Sangeeta		Fathima, Umar, Moin, Akshaya, Nikita

Sl. No	Name of the Company	Accountant
1.	Serene Constructions LLP Serene Clubs & Resorts LLP Serene Welfare Association Modi Farm House Hyderabad LLP Modi Realty LG Malakpet LLP	I - Karthik
2.	JMKGEC Realtors Pvt. Ltd. SDNMKJ Realty Pvt. Ltd. Sharad Kadakia Rajesh Kadakia Darshana Kadakia Swati Kadakia Dilpreet Tubes Pvt. Ltd.	I - Raghunandan
3.	Vista Homes Modi Realty Mallapur LLP	I - Rajyalaxmi
4.	Soham Modi Tejal Modi Nisha Modi Nidhi Modi Gaurang Modi Gaurang Modi Huf Satish Modi Huf Summit Builders Soham Modi Huf	II - Deepak
5.	Nilgiri Estates SSLLP-Trading SSLLP-Investment SSLLP-Logistics	II – D. Lavanya
6.	SSLLP-Common exp Suspense monthly cash A/c	II – N. Rajkumar
7.	Modi Properties Pvt. Ltd. Modi Housing Pvt. Ltd. Modi & Modi Realty Hyderabad Pvt. Ltd.	II - Vinod

	Daily cash A/c - 1 Lakh Paramount Builders	
8.	Inventopolis LLP Biopolis LLP N Square Biotech Pvt. Ltd.	III - Divya
9.	GV research Centres Pvt. Ltd. GV Connect Association	III - Praveen Raju
10.	Modi Realty Genone Valley LLP Vista View LLP	III – Sri Hari
11.	Mehta & Modi Realty Kowkur LLP Modi GV Ventures LLP	IV - Nagamalleswar
12.	Silver Oak Villas LLP I, II & III Modi Housing SOV III	IV - Ramesh
13.	Modi Realty Pocharam LLP	V - Aparna
14.	Modi Realty Miryalguda LLP Modi Realty Thimmapur LLP Dr. NRK Biotech Pvt. Ltd.	V - Rukmini
15.	Soham Mansion Owners Association Matrix Real Estate Consultants LLP	V - Tejasri
16.	AMTZ Medpolis Square Pvt.Ltd. AMTZ Medpolis Square 4554 Pvt. Ltd. AMTZ Medpolis Square 801 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 702 Pvt. Ltd.	VI - Govind
17.	Modi Realty Creatopolis LLP	VI - Pallavi
18.	Manilal Modi Charitable Foundation Modi Realtors GV Hyderabad LLP MC Modi Educational Trust Modi Builders Methodist Complex Modi Consultancy Services Mayflower Welfare Association	VI - Shilpa
19.	Crescentia Labs Pvt. Ltd.	VI - Swathi
20.	Modi Properties Pvt. Ltd.-MFP	VII - Sangeeta
21.	Vigynan Nacharam LLP X-ploro Chemistry Capability Centers Pvt. Ltd. Aedis Developers LLP Modi Constructions & Realtors LLP GV Connect Association Villa Orchid LLP Green Wood Estates Green Wood Builders East Side Residency Annoziguda LLP Silver Oak Realty Kadokia & Modi Housing GMCT	VII - Fatima

	M & M Associates Alpine Estates B & C Estates Modi & Modi Constructions Tapadia & Modi Medical Foundation Modi Realty Vikarabad Modi Realty Siddipet LLP Modi Ventures Paramount Estates Modi Realty Gagilapur LLP	
22.	Suspense weekly cash A/c	VII - Moin

Accounts managers and task

Sl. No.	Accounts Manager	Assistant/ Accountants	Details of task assigned to Managers
1.	Rishab/Nirisha	Sujatha/Vinay	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
2.	Sambasiva Rao		Financial Planning, Training, Quarterly reports i.e. P & L & BS.
3.	Jayaprakash	Nikitha/Gopi/Vinaychary	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)
4.	Sangeeta	Akshaya/Umar/Moin	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. d. All TDS, IT related works and recheck the voucher filing.
5.	Shiva kumar/Naveen		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.

6.	Kanaka Rao		a. Periodic statements for banks & associates
7.	Ramya		a. Accounts coordinator b. Ensure that all weekly statements are prepared, cross checked and approved. c. Check BRS of all accounts. d. Maintain list of accounts and expenses cards and circulate weekly basis. e. Co-ordinate with Admin audit and purchase coordinate for payments and reconciliations and approval of bills. f. 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.