

Sub: Revised list of accounts assigned to accountants.

Accountants shall be grouped in teams as follows. This shall be effective from 15th September, 2024.
Praveen to handover accounts to Swathi ASAP. Ramesh to help Swathi upto 30/9/24. Sri Hari to handover BRGV to Nagamalleshwar from 21/9/24.

Group	Head of group/ Account Manager	Asst. Manager/ Sr. accountant	Accountants/Asst. Accountants
Group I	Rajyalaxmi	Raghunandan	
Group II	D Lavanya	N Rajkumar	
Group III	Sambasiva Rao	Vinod .R	Nikhita
Group IV	Nagamalleswar	Ramesh	
Group V	Rukmini	Aparna	
Group VI	Swathi	Govind	
Group VII	Sangeeta		Deepak, Pallavi, Umar
Group VIII	Jaya Prakash		Vinay Chary, Gopi

Assignment of accounts to accountants

S No	Group	Accountants name	Ongoing projects	Projects nearing completion	Future projects	Low volume accounts	Dormant accounts
1.	I	Rajyalaxmi	GMR			Gulmohar Welfare Association	Serene, Constructions LLP, Serene Welfare Association, Serene Clubs & Resorts LLP, Modi Farm House Hyderabad LLP, Vista Homes
2.	I	Raghunandan	SDNMKJ, JMKGEC, SJK, RJK, SSK	DP24	Dilpreet Tubes Pvt. Ltd.		
3.	II	Lavanya	Modi Housing Pvt. Ltd. Trading, Modi Housing Pvt. Ltd. Services	Nilgiri Estates			
4.	II	N Rajkumar	Modi Properties Pvt. Ltd. Services				
5.	III	Vinod	Investment accounts of MPPL, MHPL,				Paramount Builders, N Square Biotech Pvt. Ltd., N

			MMRHPL, SSLLP. S1 – cash.				Square Life Sciences LLP
6.	III	Nikhita	Suspense account – 1 lakh			AVR Gulmohar Welfare Association, Mayflower Platinum Welfare Association	
7.	IV	Nagamalleswar	Modi GV Ventures LPP	Mehta & Modi Realty Kowkur LLP	Modi Realty Genome Valley LLP, BRGV, Mehta & Modi Realty Thimmapur LLP, Modi Realty GV Hyderabad LLP	Green Wood Welfare Association	Green Wood Builders, M & M Association, Modi Realty Vikarabad LLP, Green Wood Estates, Villa Orchids LLP, East Side Residency Annoziguda LLP
8.	IV	Ramesh		Silver Oak Villas LLP, Modi Housing Pvt. Ltd. SOV III	Silver Oak Realty. Modi Realty Creatopolis LLP, Vista View LLP	Silver Oak Welfare Association	Matrix Realestate Consultants LLP, Modi Consultancy Services, Modi Realty Gagilapur LLP, Modi Realty Siddipet LLP
9.	V	Rukmini	DR. NRK Biotech Pvt. Ltd.	Modi Realty Miryalguda LLP	Aedis Develoers LLP, Modi Realty LG Malakpet LLP	MC Modi Educational Trust, Manilal Modi Charitable Foundation	GMCT, Tapadia Modi Charitable Foundation, Alpine Estates, B & C Estates, Modi Constructions & Realtors LLP
10.	V	Aparna	Modi Realty Pocharam LLP		Biopolis GV LLP, Inventopolis LLP	Summit Builders, Soham Modi Huf, Modi	Modi & Modi Constructions, Modi Ventures,

						Builders Methodist Complex Kadakia & Modi Housing	Paramount Estates
11.	VI	Govind	AMS - AMTZ 4554, 3663, 702, 801 & Vigyan Nacharam LLP	NA	AMTZ – other projects – 1881, 2772, 7227	Nil	Nil
12.	VI	Swathi	GVRC	GV1		GV Connect	GVDC
13.	VII	Sangeetha	Income tax litigation, statements for bank loans, preparing quarterly Provisionals, checking contractors, suppliers reconciliation, GST reconciliation, TDS returns			MPL	
14.	VII	Deepak	Suppliers reconciliation, quarterly Provisionals.			Soham Modi, Tejal Modi, Nisha Modi, Nidhi Modi & Gaurang Mody. GM HUF,	Satish Modi Huf
15.	VII	Pallavi	GST reconciliation – Collecting statements from all accountants and verifying the same				
16.	VII	Umar	Contractors reconciliation, TDS returns				

Accounts managers and task

Sl. No.	Accounts Manager	Assistant/ Accountants	Details of task assigned to Managers
1.	Rishab/Nirisha	Sujatha	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	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.	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.
5.	Kanaka Rao		Certification of cash books on weekly basis.
6.		Vinod/ Nikhita	a. Vinod and Nikhita shall be jointly the accounts coordinators. b. Vinods duty is to handle cash (main cash - S1) and ensure that transfers between accounts are completed at the earliest. He shall coordinate with all the accountants to ensure that the transfers are completed as per schedule. Vinod shall also review the weekly statement prepared by Nikhita. c. Nikhita shall be responsible for making online payments, ensuring that urgent payments by cheque/RTGS are made with help of Jaya Prakash/Gopi/Vinay Chary. She shall additionally update/make the following statements: i. Weekly statements for transfers. ii. Weekly statements for inter-group loans. iii. Updating list of bank accounts – in smart sheets. iv. Updating list of expense cards in smart sheets. v. Updating list of notices (Sambasiva Rao + Jaya Prakash) in smart sheets. Vinay Chary to help in this task. vi. Review of list of tax litigation (IT, GST, ST, VAT, etc). Smartsheets are being updated by Vinay Chary. She must have full knowledge of no. of cases. She should be able to provide data to accounts

			managers/consultants/Soham /bankers – only in case of urgency. vii. She shall be the coordinator between all the accountants and Soham. viii. She shall take over all tasks of Ramya by 15th September. ix. Nikhita to handle suspense a/c. (Rs. 1 lakh). The idea is that cash withdrawals from bank for small amounts can be done in a day or two. It helps relieve pressure on Gopi. However, within a day or two the temporary loans given from this account must be returned.
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Soham Modi.