

Sub: Revised list of accounts assigned to accountants.

Accountants shall be grouped in teams as follows. This shall be effective from 1st May, 2025.

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

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				Vista Homes
2.	I	Raghunandan	VCPL, HGPL, SJK, RJK, SSK		Dilpreet Tubes Pvt. Ltd.	DP24	
3.	II	Lavanya	Modi Housing Pvt. Ltd. Trading, Modi Housing Pvt. Ltd. Services	Nilgiri Estates			
4.	II	Aprna	Modi Properties Pvt Ltd- Services	BRGV	Modi Realty Genome Valley LLP	Nsquare Life Sciences LLP	
5.	II	Umar	Suspense account – 1 lakh			Green Wood Welfare Association, Silver Oak Welfare Association, AVR Gulmohar Welfare	

						Association, Mayflower Platinum Welfare Association, Soham Mansion Owners Association, Serene Welfare Association, Gulmohar Welfare Association, Nilgiri Welfare Association, GV Connect Association,	
6.	IV	Praveen Raju	Modi Builders Methodist Complex, MCTA, Modi GV Ventures LPP			Summit Builders, Soham Modi Huf	
7.	IV	Ramesh		Silver Oak Villas LLP, Modi Housing Pvt. Ltd. SOV III	Vista View LLP		Silver Oak Realty.
8.	V	Rukmini	DR. NRK Biotech Pvt. Ltd.	Modi Realty Miryalguda LLP, Mehta & Modi Realty Kowkur LLP		MC Modi Educational Trust, Manilal Modi Charitable Foundation	
9.	V	Raj kumar	Modi Realty Pocharam LLP				
10.	VI	Swathi	GVRC		Biopolis GV LLP, Inventopolis LLP		
11.	VI	Govind	AMS - AMTZ 4554, 3663, 702, 801 &	NA	AMTZ – other projects – 1881, 2772, 7227	Nil	Nil

			Medpolis Healthcare Hospital				
12.	VII	Sangeetha		Modi properties – Mayflower Platinum			
13.	VII	Pallavi			Modi Realty Creatopolis LLP, Modi Realty LG Malakpet LLP, Mehta & Modi Realty Thimmapur LLP,	Kadakia & Modi Housing, MPL	Serene, Constructions LLP, Serene Clubs & Resorts LLP, Modi Farm House Hyderabad LLP, Matrix Realestate Consultants LLP, Modi Realty Gagilapur LLP, Modi Realty Siddipet LLP, Modi Consultancy Services, Modi & Modi Constructions, Modi Ventures, Paramount Estates, GMCT, Tapadia Modi Charitable Foundation, Alpine Estates, B & C Estates, Green Wood Builders, M & M Association, Modi Realty Vikarabad LLP, Green Wood Estates, Villa Orchids LLP, East Side Residency Annoziguda LLP, Modi Realty GV Hyderabad LLP, Paramount Builders, N Square Biotech Pvt. Ltd., SSLLP, Satish Modi Huf
14.	III	Vinod	Investment accounts of		Aedis Developers LLP		

			MPPL, MHPL, MMRHPL, S1 – cash.				
15.	III	Deepak				Co-Ordinator, Soham Modi, Tejal Modi, Nisha Modi, Nidhi Modi & Gaurang Mody, GM HUF,	

Additional tasks assigned to managers/accountants

Sl. No.	Accounts Manager	Assistant/ Accountants	Details of task assigned to Managers
1.	Rishab/Nirisha	Divya	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.
4.	Shiva kumar/ Naveen		a. Laisioning 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/ Deepak	a. Vinod and Deepak 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 Deepak. c. Deepak shall be responsible for making online payments, ensuring that urgent payments by cheque/RTGS are made with help of Jaya Prakash/Gopi/Vinay Chary. He 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. He shall be the coordinator between all the accountants and Soham.
7.		Umar	a. Umar 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.
8.	Nirisha		a. All accountants to submit monthly GST statements to Nirisha. Nirisha to overwise and approve the statements.
9.	Sangeetha		a. RERA statements to be prepared by accountants and approved by Sangeetha. Sangeetha to coordinate with Sham Bajaj – CA. b. Income tax litigation, Provisional Financials Quarterly Basis, Cost vs Means Statement.
10.	Praveen Raju		a. 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 and signature on all documents by partners for these activities. b. Gopi and Vinay Chary to assist Praveen. c. Mahender and Ramesh shall assist him in obtaining signatures.

Assignment of tax litigation to accountants (Each accountant shall be responsible for their companies – except for the details given below):

Sl. No.	Accountant	Details of litigation
16.	Rajyalaxmi	GST – BNC Estates, Service tax – Alpine
17.	Lavanya	GST – SSLLP
18.	Rukmini	GST – AGH
19.	Sangeetha	GST – Rajesh Kadakia
20.	Nirisha	GST – SOV, MHPL, GVRC, Serene
21.	Swathi	GST – VOC, Aedis, Vista, GHT, NGH, Service tax – MNM,
22.	Rukmini	GST - AGHA
23.	Rishabh	GST- NE, VOC

Soham Modi.