

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	Govind	Raghunandan	Likith Reddy
Group II	D Lavanya	Ramesh	Umar
Group III	Swathi	Rajkumar	Deepak
Group IV	Sangeeta	Vinod .R	Pallavi
Group V	Naveen	Vinit	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	Raghunandan	VCPL, HGPL, SJK, RJK, SSK		Dilpreet Tubes Pvt. Ltd.	DP24	
2.	II	Lavanya	Modi Housing Pvt. Ltd. Trading, Modi Housing Pvt. Ltd. Services	Nilgiri Estates			
3.	II	Umar	Suspense account – 1 lakh,			Green Wood Welfare Association, Silver Oak Welfare Association, AVR Gulmohar Welfare Association, Soham Mansion Owners Association, Gulmohar Welfare Association, Nilgiri Welfare Association, GV Connect Association,	

						Nsquare Life Sciences LLP, MCTA,	
4.	II	Ramesh	Modi Builders Methodist Complex,	Silver Oak Villas LLP, Modi Housing Pvt. Ltd. SOV III, Modi GV Ventures LLP,	Vista View LLP		Silver Oak Realty.
5.	III	Raj kumar	MCMET S1 cash	Modi Realty Kowkur LLP, Modi Realty Pocharam LLP,		Summit Builders, Soham Modi Huf	
6.	III	Swathi	GVRC	GMR,	Biopolis GV LLP, Inventopolis LLP		
7.	I	Govind	AMS - AMTZ 4554, 3663, 702, 801 & Medpolis Healthcare Hospital	NA	AMTZ – other projects – 1881, 2772, 7227	Nil	Nil
8.	IV	Sangeetha	Modi Properties Pvt Ltd- Services	Modi properties – Mayflower Platinum			
9.	IV	Pallavi		Modi Realty Miryalguda LLP,	Modi Realty Creatopolis LLP, Modi Realty LG Malakpet LLP, Mehta & Modi Realty Thimmapur LLP,	Kadakia & Modi Housing, MPL	Vista HomesSerene, 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, Manilal Modi Charitable Foundation
10.	IV	Vinod	Investment accounts of MPPL, MHPL, MMRHPL	Dr. NRK Biotech Pvt. Ltd., BRGV, Modi Realty Genome Valley LLP	Aedis Developers LLP	
11.	III	Deepak				Co-Ordinator, Soham Modi, Tejal Modi, Nisha Modi, Nidhi Modi & Gaurang Mody, GM HUF,
12.	II	Vinit	GST works			

Additional tasks assigned to managers/accountants

Sl. No.	Accounts Manager	Assistant/ Accountants	Details of task assigned to Managers

1.	Rishab	Divya,	<ul style="list-style-type: none"> 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	Gopi	Financial Planning, Training, Quarterly reports i.e. P & L & BS.
3.	Naveen		<ul style="list-style-type: none"> a. Laisoning with banks and Financial Institutions for managing all loans, OD limits etc. & negotiate of interest rates and charges. b. Naveen shall be responsible for opening & closing of all bank accounts. c. Naveen shall assist accountants (especially Vinit and Vinay Chary) limited to introduction to bank officials and guidance. He will also assist them in case they are not able to resolve their problems with relation to day to day operation of accounts. d. Ensuring that EMIS, interest payments are made without fail on time. e. Ensuring that SOAs are reconciled at the end of every month. Sangeetha and Naveen to prepare a consolidated statement – attested statement to be sent to Soahms desk by first of every month.
4.	Sangeetha		<ul style="list-style-type: none"> a. RERA statements to be prepared by accountants and approved by Sangeetha. Sangeetha to coordinate with Sham Bajaj – CA. b. Statements required by Nirisha/Vinit/Sambasiva Rao/Rishabh wrt statutory filings for purposes of loans, income tax, GST, service tax, ROC, etc., including provisionals, cost and means, certification of expenditure, projections, etc. c. Preparation of cost and means statement for all projects on a rolling basis. Sangeetha to prepare a list of all active projects and due- dates for preparing C&M statements. Certified statement to be sent to Soham on a rolling basis. Sangeetha to endeavour to train every accountant to prepare the statement. d. For projects with loans like AMTZ 4554, 801, 3663, 702, GVRC, Vivo, etc., - a standardized format of projected project cost – detailed to be prepared before end of each month. Nirisha/ Waseem to help prepare first draft by 10/11. It should contain major heads of all construction related expenses (Waseem has this), land acquisition, permit cost (pre & post), finance cost, etc. In this statement suggested columns are – projection at time of obtaining loan, revised projection, expenditure incurred upto end of last quarter, expenditure incurred during the current quarter, expenditure expected to be incurred till end of next quarter (consider period of greater than one month and less than 4 months), balance expenditure. e. SOAs of all the loans to be reconciled at the end of the month.
5.	Vinit	Vinay Chary	<ul style="list-style-type: none"> a. To handle all litigation related to VAT, GST, service tax. Meet all consultants atleast once every quarter. Each and every litigation/notice/scrutiny should be reviewed by Nirisha before

			<p>proceeding in the matter. Written approvals are required from her. Additional assistance can be taken from Sambasiva Rao and Rishabh wherever required.</p> <ul style="list-style-type: none"> b. Vinay Chary to assist him in maintaining all the records i.e., updating smartsheets, M-codex and maintaining 2 sets of files with hardcopies. First set with originals and if not available copies. Second set to be carried for each and every hearing. c. To attend each and every hearing along with consultant. d. To liaison with banks and financial institutions wrt – bank operations, KYC, block accounts, submission of documents, reversal of charges, issue of cheque books, preparation of DDs, rotation of cheques, net-banking/online operation, etc. Gopi to assist him in day to day activities. Deepak to assist him in liaisoning with banks, only when required. e. Deepak to update smartsheet of all bank accounts along with action to be taken. Vinit to send certified copy to Sohams desk at the end of every month. The statement should be certified by each and every accountant. First statement required by 12/11. A separate summary of action to be taken to be certified and sent to Soham. f. Vinit to review online correspondence every Saturday.
6.	Kanaka Rao		Certification of cash books on weekly basis.
7.	Vinay Chary		<ul style="list-style-type: none"> a. To assist Vinit in maintenance of records related to VAT, ST & GST. b. To assist Sambasiva Rao in maintenance of records related to IT litigations. c. To assist Rishabh in printing and signing required documents along with Divya. d. To assist Nirisha wherever required.
8.		Vinod/ Deepak	<ul style="list-style-type: none"> a. Vinod and Deepak shall be jointly the accounts coordinators. b. 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 Vinit/Gopi/Vinay Chary. He shall additionally update/make the following statements: <ul style="list-style-type: none"> 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. He shall be the coordinator between all the accountants and Soham.
9.	Nirisha	Vinaychary	<ul style="list-style-type: none"> a. All accountants to submit monthly GST statements to Nirisha. Nirisha to otherwise and approve the statements. Jayaprakash shall also approve these statements.

			<p>b. Attending to service tax, VAT, GST litigations related to taxation – her role will be limited to updating smartsheet, making note on demand/liability and counter/action to be taken against each demand/liability. Nirisha to forward these remarks to respective accountant and Jayaprakash to take further action. Nirisha's role will be limited to advisory services/analysis/vetting of reply/ appeal. Physical work including making statements, providing required documents to consultants, meeting consultants, filing replies/appeal, payment of amounts, etc., may be done by respective accountants assisted by Vinay and in collaboration with Jayaprakash.</p> <p>c. Vinay Chary shall be responsible for all cash cards including EKYC, blocked cards, issue of new cards, surrendering old cards, etc. Jaikumar to assist him.</p>
10.		Gopi	<p>a. Assist all accountants and Vinit in bank related tasks.</p> <p>b.</p>

Notes:

- i. Rajyalaxmi to handover her accounts to respective accountant by 17th Nov, 25.
- ii. Veeresh to handover his accounts to respective accountant by 22nd, Dec, 25.
- iii. Praveen to handover his accounts to respective accountant by 22nd Dec, 25.
- iv. Above accountants to complete their supplier reconciliation, contractors reconciliation, quarterly BS & P&L, checking of balances with group companies, suppliers/vendors, interest statements, etc., atleast 15 days in advance with help of admin-audit.

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
13.	Rajyalaxmi	GST – BNC Estates, Service tax – Alpine
14.	Lavanya	GST – SSLP
15.	Rukmini	GST – AGH
16.	Sangeetha	GST – Rajesh Kadakia
17.	Nirisha	GST – SOV, MHPL, GVRC, Serene
18.	Swathi	GST – VOC, Aedis, Vista, GHT, NGH, Service tax – MNM,
19.	Rukmini	GST - AGHA
20.	Rishabh	GST- NE, VOC

Soham Modi.