Circular No. 217(b) - Accounts Date: 17.04.2017

Sub : Happay Cards – standard operating procedure

1. Happay cards are pre-paid cards and the operation is similar to credit & debit cards. Cash can be withdrawn from any ATM and online payments can be made through the cards. However, they can be used only upto the amounts pre-deposited in each card.
2. Two sets of Happay cards have been taken. One set is issued from account of Modi Properties and the second said from the account of Modi Housing.
3. The Happay cards are to be used only for the purposes given below. They cannot be used for purchase of petrol and diesel. For petrol and diesel petro card must be used. They also cannot be used for personal expenditure or salary advances. For any other use prior approval of admin manager or accounts manager is required.
   a. Withdrawal of petty cash
   b. Online purchases
   c. Payment for local purchases
   d. Payment for emergency medical care
   e. Tour & travelling expenses

4. Each project shall deposit the following amounts in the Axis bank account of Modi Properties & Modi Housing. These accounts are being maintained by Accountant Mr. Vamshi. The Axis bank account is also being used for common expenditure across all projects and for refilling of petro cards.

S.No.	Project/Firm	Deposit in favour	Amount
1	BNC	MPPL	90,000
2	GLS	MHPL	10,000
3	GWE	MPPL	10,000
4	KNM	MPPL	25,000
5	MBMC	MPPL	10,000
6	MCS	MPPL	10,000
7	MFHLLP	MPPL	10,000
8	MNM	MHPL	25,000
9	MPPL	MPPL	40,000
10	MRMLLP	MHPL	1,00,000
11	NE	MHPL	50,000
12	PMR-II	MPPL	80,000
13	SERENE	MHPL	50,000
14	SOHAM MODI	MPPL	15,000
15	SOV	MPPL	50,000
16	TEJAL MODI	MPPL	10,000
17	Vista	MPPL	80,000
18	MRSiddipet	MPPL	25,000
19	PMR – I	MPPL	10,000
		Total	**7,00,000**

5. Amounts from these accounts to be transferred to RBL and BPCL by RTGS for Happay

cards and petro cards respectively. Accountant to collect expenses made on behalf of each project every Saturday without fail.

6. The transfers from RBL to respective Happay accounts is controlled by web portal and the authority to operate the same has been given to the two accounts managers. The amounts can be transferred to the Happay cards instantly. Hereafter, issue of petty cash to the holders of Happay cards shall be stopped. Any payment to them by cash must be with MDs prior approval. Minimum balance to be maintained in the RBL account of MPPL & MHPL at all times must be Rs. 1 lakh each.
7. Statement of expenditure of Happay cards must be made through their mobile app. Training for the same will be given to all employees. Soft copy of expenditure statement to be mailed to respective accountants every Friday. Printout of expenditure statement along with vouchers shall be sent to HO every Saturday. On receipt of soft copy of statement respective accountants and accounts managers may immediately transfer the amounts spend as per statement to the Happay cards.
8. Similarly, the transfers from BPCL to respective petro card accounts is controlled by web portal and the authority to operate the same has been given to the two admin managers. The amounts can be transferred to the petro cards instantly. Hereafter, issue of cash to the holders of petro cards for purpose of conveyance shall be stopped. Any payment to them by cash must be with MDs prior approval. Minimum balance to be maintained in the BPCL account at all times must be Rs. 1 lakh.
9. The Happay accounts with limits of expenditure are given in Annexure – I attached herein.
10. For approval of payments for online purchases or cash beyond the limit specified use the standard pre-printed form. Or use the soft copy of it uploaded on the staff login page.
11. For large expenditure beyond Rs. 20,000/- cheque for RTGS must be collected from respective project in favour of MPPL and MHPL Axis bank a/c. From there it can be transferred by RTGS to respective RBL a/c.

Soham Modi