

Subject:- Cash receipts for sale consideration, rent or maintenance charges .

Staff members from any division including sales, admin & CR are not authorized to accept cash receipts towards the sale consideration (including taxes, registration and other charges), rent and maintenance charges.

In case customers wish to make cash payments they may do so directly at HO (to the respective accountant) and collect the receipt from the concerned accountant. Tenants and customers may directly deposit rents and maintenance charges (but not sale consideration) in our bank account and produce the deposit slip as proof of payment.

In exceptional cases cash may be collected from the customer by issuing an advance receipt, however, subject to the amount may be receiving on the same day. Such receipts shall only be issued to Mr. Ram Babu / Krishna Prasad and they shall be responsible for collection of the cash.

Customers making wire transfers or direct deposits into our accounts shall be required to send an email or letter with details of transfer. No receipt shall be issued without such confirmation email / letter.

As per amendment in the finance bill the total consideration across all years for sale of a flat /villa/farmhouse can not exceed Rs. 20,000/- In case of default the penalty is 100% for the Developer and 100% for the Buyer. Therefore, cash may be collected from customers as above subject to these limits.

The above is to be strictly followed and any default may result in a steep fine or dismissal from service.

Soham Modi.