

Sub.: Common expenses of projects – Revised

1. Several expenses common to all projects are being apportioned to the projects on an adhoc basis. This memo is to issue guidelines for division of such cost. This revised memo shall be implemented, wherever possible, from 01.07.2019. Admin shall ensure that the division of expenses is reviewed every quarter and new memo issued in case of change. The division of cost is given in Annexure – A.
2. Promotional expenses:
 - a. Monthly hire charges for taxi services from other agencies – pay from respective project.
 - b. Projects specific brochures, flex, flyers, hoardings, etc., pay directly from respective projects.
 - c. Exhibitions, kiosk activity, etc., pay from SSLLP Common Expenses and reimburse in ratio given above.
 - d. Combined hoardings, flyers, live serve, paid digital media advertising, etc., pay by cheque directly from respective projects. Wherever vendors who are not accepting multiple cheques pay from MPPL and reimburse in ratio given above (or other ratio deemed fit).
3. Admin. expenditure:
 - a. HO diesel expenses for generator and generator repair – pay from SSLLP Common Expenses, collect 50% from Forture Motors Pvt. Ltd. and for balance reimburse as given above.
 - b. Petrol /Diesel expenses for HO cars. For MDs vehicles i.e., Benz, Land Rover pay from SOV. For other office vehicles pay from SSLLP Common Expenses and reimburse as per the ratio given above.
 - c. HO equipment, servers, furniture repair, etc., pay from SSLLP Common Expenses
 - d. Computers repair and upgrade pay from respective projects where salary of employee using the computer is being paid from.
 - e. Diesel for generator of respective sites - pay by cheque / online too Bharat Petroleum account from respective project into the petro card a/c. of Modi Properties. In Modi Properties maintain a minimum balance of 1,50,000/- at all times as per Accounts circular no. 217(b) dated 17.07.2017. Electronically transfer balance to each project.
 - f. Bottled water, Tea/coffee powder at sites/HO– pay from respective projects/ SSLLP Common Expenses.
 - g. Courier services & photo copying – for large identifiable jobs pay from respective project. For all other bills pay from SSLLP Common Expenses and reimburse as per ratio given in Annexure A.
 - h. Incidental expenses. Pay directly from respective projects. In other cases divide between projects in the ratio given in Annexure A.
 - i. Software development expenses. Pay from SSLLP-Common Expenses and reimburse as per ratio given in Annexure A.
 - j. Balagopal retainer fees. Pay 10% from SSLLP –Common Expenses and reimburse as per ratio given in Annexure A.
 - k. Cartridge refill & replacement for sites. Pay from respective sites. For HO refilling and replacement, pay from SSLLP Common Expenses and reimburse as per the ratio given in Annexure A.
 - l. Office boys: pay from SSLLP Common Expenses and reimburse as per the ratio given in Annexure A.

Dr. S. S. S.

4. Customer Relations expenses:

- a. Stamp papers – directly purchase from respective projects.
- b. Common expenses that cannot be attributed to any particular project – divide in the ratio given Annexure A

5. Provident fund:

- a. Provident fund being paid on behalf of contractors to be paid directly from respective projects in the ratio given above. However, after arriving at consolidated amount of all contractors' payment may be made in the above ratio to one or two contractors from each project.

6. Construction division:

- a. Gate passes are being maintained for transfer of material between sites. For new materials, cement, steel, etc., full amount must be charged from other projects. For used material like ballis, tools, etc., charge 60% of the original material cost from recipient site. Note (accounting for amounts to be collected for such transfers is handled by MD / Sambasiva Rao – just mark the gate pass correctly).
- b. Transfer of used / old equipment like compaction machine, dewatering pumps, etc., shall be done free of charge from one site to another. However, cost of repair of such old equipment must be made from recipient site.
- c. Material required for repairs and maintenance of HO, Soham Mansion, Methodist complex, Greens Towers, Mehdi Sites, Plot 280, etc., must be taken from SOV/ SSLLP with intimation to MD in advance. In case material is required from other sites prior approval of MD must be taken.

7. Delivery vans & office cars:

- a. All expenses of office cars and delivery vans are now being paid from SSLLP Logistics (from 1.4.18). All cars and delivery vans are now owned by SSLLP. The list of office cars and vans is given as Annexure – B.
- b. Salaries of drivers of delivery vans & office cars. Drivers are now being assigned to one or two projects. The list of drivers, their gross salaries along with amount to be charged in each project is given in Annexure – C. Amounts to be rounded off to the nearest thousand by making adhoc addition of upto Rs. 1,000/- to take care of contingencies.
- c. Petrol and maintenance cost of delivery vans. List of delivery vans along with approximate monthly running in kilometers, estimated cost of fuel and estimated cost of maintenance per kilometer is given in Annexure – D. To the estimated cost 15% has been added as management cost. Amount to be debited to each company/project is also mentioned.
- d. Office cars and delivery vans were purchased by collecting deposit from each project. Depreciation of each vehicle was debited and deducted from the deposit. All loans have been repaid (except 2 which shall be repaid immediately). Collect additional deposit from each project equal to the repayment of loans + purchase of new vehicles in favour of SSLLP. Continue debiting depreciation to each project. Details of deposits, depreciation upto FY 16-17, depreciation for FY 17-18, depreciation for FY 18-19 additional deposit to be collected against each vehicle is given in Annexure –E.
- e. Accounts to help admin in detailing pertaining to this clause.

Annexure – A

Division of common expenses between all projects
Internal memo no. 901/32/n dated 01.07.2019
Annexure A – last updated on 01.07.2019

S. No	Description	MPPL	MCS	BNC	MPL	GMR	SOV	Vista	PMR II	NE	KNM	SERENE	ACH	GVRC	MGA	VOC	GHT
1.	Monthly hire charges for taxi	--	5%	--	10%	10%	10%	5%	5%	5%	5%	5%	8%	8%	8%	8%	8%
2.	Exhibitions, kiosk activity	--	5%	--	10%	10%	10%	5%	5%	5%	5%	5%	8%	8%	8%	8%	8%
3.	Combined hoardings, live flyers, live serve, paid digital media advertising, etc	--	5%	--	10%	10%	10%	5%	5%	5%	5%	5%	8%	8%	8%	8%	8%
4.	HO diesel expenses for generator	5%	--	--	10%	5%	10%	5%	5%	10%	5%	5%	8%	8%	8%	8%	8%
5.	Bottled water, Tea / coffee powder	5%	--	--	10%	5%	10%	5%	5%	10%	5%	5%	8%	8%	8%	8%	8%
6.	News paper/ Courier/Pest control charges	5%	--	--	10%	5%	10%	5%	5%	10%	5%	5%	8%	8%	8%	8%	8%
7.	Incidental expenses	5%	--	--	10%	5%	10%	5%	5%	10%	5%	5%	8%	8%	8%	8%	8%
8.	Software development expenses	5%	--	5%	10%	5%	5%	5%	5%	10%	5%	5%	8%	8%	8%	8%	8%
9.	Balagopal (advocate) fees	5%	--	5%	10%	5%	5%	5%	5%	10%	5%	5%	8%	8%	8%	8%	8%
10.	CR common expenses	5%	--	5%	10%	--	10%	5%	5%	10%	5%	5%	8%	8%	8%	8%	8%
11.	Provident fund	--	--	5%	10%	10%	10%	10%	5%	10%	5%	5%	10%	10%	--	10%	--
12.	Cartridges / refilling	5%	--	5%	10%	5%	10%	5%	5%	5%	5%	5%	8%	8%	8%	8%	8%
13.	Office boys at head office	5%	--	5%	10%	5%	10%	5%	5%	5%	5%	5%	8%	8%	8%	8%	8%

APPROVED BY
14 SEP 2019
SOHAM MOJJI
MANAGING DIRECTOR

Annexure – B

List of Vehicles:

Internal memo no. 901/32/n dated 01.07.2019

Annexure B – last updated on 01.07.2019

Sl. No.	Regd. No.	Name of the Vehicle	Owned by:	Remarks
1.	TS10UA 0143	Ashok Leyland - Dost	Summit Sales LLP	Delivery van
2.	TS10UA 9758	Mahindra Jayo	Summit Sales LLP	Delivery van
3.	TS10UB 8387	Mahindra Jayo	Summit Sales LLP	Delivery van
4.	TS10UB 3122	Mahindra Jeeto	Summit Sales LLP	Delivery van
5.	TS10UB 3123	Mahindra Jeeto	Summit Sales LLP	Delivery van
6.	TS10UB 5649	Mahindra Jeeto	Summit Sales LLP	Delivery van
7.	AP28BL 3676	Wagon R	Summit Sales LLP	Office Car
8.	TS10 EB 4519	Wagon R	Summit Sales LLP	Office Car
9.	TS10EB 4520	Wagon R	Summit Sales LLP	Office Car
10.	TS10EG 7971	Wagon R	Summit Sales LLP	Office Car
11.	TS10UA 9759	Tata Winger	Summit Sales LLP	Office Car
12.	TS10EP 0341	Benz E200	Modi Properties Pvt. Ltd.	Office Car
13.	TS 10ER 2924	Discover	Modi Properties Pvt. Ltd.	Soham Modi
14.	TS10EJ 8848	Honda Jazz	Modi Properties Pvt. Ltd.	Soham Modi
15.	TS10ED 0952	Polo	Modi Properties Pvt. Ltd.	Tejal Modi
16.	AP09BX 9353	Polo	Gaurang Mody	Tejal Modi
17.	TS10EH 3133	Alto	Modi Farm House(H)LLP	-
18.	TS10EQ5668	Alto	MRGVLLP	Site staff
19.	MH01AX 7348	Wagon-R	Jayantilal Mojilal Mody	Site staff
20.	TS10EQ0527	Honda City	Silver Oak Villas LLP	Ajeeta Mody
21.	TS10EJ 1113	Ford Endeavour	Greewood Lakeside	Gaurang Mody
22.	TS10EL 6243	Honda City	Paramount Estates	Anand Mehta
23.	TS10EJ 1113	Benz GLA200	Villa Orchids LLP	Sammit Gangwal
				Anand Mehta

APPROVED BY
 14 SEP 2019
 SUTIKHA MODI
 MANAGING DIRECTOR

Annexure – C

List of drivers and their salaries
Internal memo no. 901/32/n dated 01.07.2019
Annexure C – last updated on 01.07.2019

S.No.	Driver name	Salaries	Companies assigned to
1.	Martand	Rs. 17,031	SOV- Rs. 18,000
2.	Krishna	Rs. 15,653	SSLPL – Rs. 16,500
3.	Narender	Rs. 13,500	VOC/GHT – Rs. 8,700, KNNM-5,800
4.	Somanna	Rs. 14,550	PMRII- Rs.7,750, Vista - Rs.7,750
5.	Krishnamraju	Rs. 14,550	MPPL – Rs. 14,550
6.	Shekar	Rs. 14,550	SOV – Rs.7,750, NE – Rs.7,750
7.	Shekappa	Rs. 17,031	AGH- 5000, Serene- 4000, MPL – Rs.5,000, GMR – Rs. 4,000
8.	Salman	Rs. 13,000	GVRC- Rs. 9,750 /MGA-Rs. 3,250

APPROVED BY
04 SEP 2019
SUDHAM MUJJI
MANAGING DIRECTOR

Modi Properties & Inv. Pvt. Ltd – Employee Exit – Check list

Name:		Joined Date:	
Designation:		Date of Leaving:	
Division:		Prepared by:	
Other:		Sign:	
Sl. No.	Description	Status Yes / No/ NA	
1.	Is the Resignation Letter handed over?		
2.	Is the ID card handed over?		
3.	Are the Visiting cards handed over?		
4.	Is the petro card (smarfleet) handed over?		
5.	Is the salary account settled?		
6.	Is the petty cash account settled?		
7.	Is the company vehicle handed over along with keys & papers?		
8.	Is the Laptop handed over?		
9.	Is the bag handed over?		
10.	Is the email account redirected or password changed?		
11.	Is the sim card handed over?		
12.	Has the viber account closed?		
13.	Is the desk cleaned up?		
14.	Are all files and documents handed over to respective manager?		
15.	Is the individual folder cleared?		
16.	Is the email/sms sent to all employees?		
17.	Is the email/sms sent to all business associates?		
18.	Other., if any:		

	Issued Yes / No / NA
A. Is the experience certificate issued?	
B. Is the last month salary slip/certificate issued?	
C. Is the form-16A issued?	
D. Are the Provident fund withdrawal/Transfer forms issued?	

Note: A) After a period of six months email to be disabled. Email must be bounce back. B) All above must be completed within two weeks.

Remarks:

W
APPROVED BY 29 MAY 2017 SOHAM RAJDI MANAGING DIRECTOR

Annexure – D

List of vehicles fuel and maintenance expenses
Internal memo no. 901/32/n dated 01.07.2019
Annexure D – last updated on 01.07.2019

Six delivery vans, one Winger & Wagon-R – four office cars								
S.no	List of Vehicles	Vehicle No.	Approx monthly kms	Estimate d cost of fuel	Estimat ed cost of Mainte nance per Km	Mainten ance per month in Rs.	Manage ment cost on mnntc.@ 15%	Total
1	Wagon-R	TS10EG 7971	1,033	7,915	1.18	1,215	182	9,312
2	Wagon-R	TS10EB 4519	1,217	8,297	2.13	2,591	389	11,277
3	Wagon-R	TS10EB 4520	1,450	9,757	1.70	2,471	371	12,599
4	Wagon-R	AP28BL 3676	1,767	12,044	1.08	1,904	286	14,233
5	WINGER	TS10UA 9759	3,500	36,239	4.46	15,606	2,341	54,186
6	JAYO	TS10UA 9758	3,500	37,916	1.98	6,938	1,041	45,894
7	JAYO	TS10UB 8387	1,283	13,976	3.31	4,244	637	18,857
8	DOST	TS10UA 0143	1,167	12,510	6.89	8,041	1,206	21,758
9	JEETO	TS10UB 3122	633	3,238	3.45	2,188	328	5,754
10	JEETO	TS10UB 3123	783	3,738	2.85	2,236	335	6,309
11	JEETO	TS10UB 5649	733	3,602	2.98	2,183	328	6,113
Total:					17,067	149,233	32.01	49,617

APPROVED BY
04 SEP 2019
SUHAM WUJDI
MANAGING DIRECTOR

Annexure – E

Internal memo no. 901/32/n dated 01.07.2019
Annexure E – last updated on 01.07.2019

Details of deposits and details given below:

Six delivery vans, one Winger & Wagon-R – four office cars			
Sl. No.	Company	Original deposit	Depreciated value of deposit as on 31.03.2019
1.	BNC	220,000	53,295
2.	VISTA	220,000	53,293
3.	PMRJI	190,000	38,553
4.	GWE	140,000	-
5.	MNM	110,000	-
6.	KNM	110,000	-
7.	SOB	110,000	-
8.	NE	150,000	33,168
9.	GLS	150,000	33,168
10.	SERENE	150,000	33,168
11.	AGH	16,00,000	11,63,904
12.	GVDC	100,000	77,687
13.	GVRC	525,000	4,07,859
14.	MCMET	100,000	77,687
15.	MRGV	100,000	77,687
16.	BRGV	100,000	77,687
Total:		40,75,000	21,27,158

Soham Modi