

Subject: Litigation related to income tax, GST, service tax & VAT.

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1. We have many cases at various different stages from simple audit/notice for information to cases in the High Court and Supreme Court. At times cases are overlapping or different periods are being merged into a single phase.
2. Vinit Nayar has been appointed as a coordinator for handling all matters related to tax litigation. Vinay Chary shall assist him.
3. The primary responsibility of Vinit and Vinay is as follows:
 - a. Maintain a record all correspondence, notices, appeals, documents, etc., on smartsheets. Details to be uploaded on M-codex.
 - b. Smartsheet to be maintained on a daily basis.
 - c. Forward information of new notices, dates of hearing, due-dates, etc., for all the cases to respective accountants, consultants, Sambasiva Rao/Nirisha/Rishabh/ Legal and Soham.
 - d. Hardcopy of all notices, appeals, etc., have to be sent to Soham along with the print of the respective smartsheet.
 - e. Update the smartsheet, specially, the summary of the case and action to be taken with the help of accounts managers/consultant.
4. 5 smartsheets have been created. They are:
 - a. List of all notices where replies have not been filed. Once reply is filed these will be recorded in smartsheet of respective department – smartsheet name – Pending statutory replies.
 - b. GST litigation smartsheet – name - GST – pending cases list.
 - c. Income tax litigation smartsheet – name - Pending IT litigation cases.
 - d. Service tax litigation smartsheet – name -Service tax - pending cases list.
 - e. VAT litigation smartsheet –name - VAT - pending cases list.
5. Maintaining physical copies of all originals including correspondence, orders, calculations, etc., a master sheet of list of documents of each case to be regularly updated with scan ids in M-codex.
6. Ensuring that accountants provide the required information to accounts managers and/or consultants well in advance (before deadlines/hearing).
7. Attend each and every hearing without fail.
8. Prepare summaries of all the cases using AI tools. Detail analysis of the case using AI tools.

Soham Modi.