

Subject: Tax litigation

1. A new database is being made to record details of tax litigation. It will provide a list of litigation + due dates for next follow-up. All accountants to learn how to use the database. List of documents to be uploaded on database but scanned and maintained in a regular scanning database.
2. A 5/6 page form has been provided to all accountants. Details about documents related to each litigation (period wise), tax returns and challan copies should be entered in this form. Wherever scanning is not done it must be completed immediately.
3. Tuesday (05.06.2018) to be set aside for filling the forms. All accountants to sit in the training room to complete this activity. Jaikumar to arrange for 3 or 4 tables in the room. Jai Prakash, Rajender Kumar to bring all their files to the training room and assign the respective files to respective accountant. Accountants to print one form for each case (by period) and fill in with data available. Padmanabha to ensure that the activity is monitored and no other activity is taken up during the day. Suneel and Lakshmi to scan all documents on the same day.
4. Make 4 files in each case – challan copies file, ST3 return file, correspondence file, notes and calculations file. Aruna & Jai Kumar to assist files are neatly labeled.
5. Originals to be handed over to Rajender Kumar – neatly filed or where required put in a box. Once all documents are available 3 copies of the same to be made. First copy for accountant, second copy for Jaya Prakash and third copy for consultant. Label the files accordingly.
6. Gaurang also to assist in the activity.
7. All notices for scrutiny should also be treated as a separate case.
8. Notes for filling the form
 - a. In document date enter date of receipt.
 - b. Document type – limit to: notice, reply, notes, calculation, return, order, misc., corrs., OC, CC (completion certificate), enclosures.
 - c. Do not enter documents like sale deed, agr. of construction, booking form, correspondence with customer, etc.
 - d. Jaya Prakash to help fill the demand amount.

Accountants are advised to make a file or cardboard box for extra photocopies (one file/box for one accountant).

Soham Modi