

Incomplete – however, to be immediately implemented.
Internal memo No. 901/52 – Admin. Division
11.06.2018

Date:

Subject: Legal database – standard operating procedure.

1. Create the following users.
 - a. Suneel & Lakshmi – administrators.
 - b. Kanaka Rao – Manager, Lateef, - civil, criminal, mining dept., vigilance cases.
 - c. Jaya Prakash – Manager, Rajendra Kumar and one assistant – VAT, service tax & GST cases
 - d. Sambasiva Rao – IT cases
 - e. Jai Kumar – Manager, Iqra – assistant – PF & ESI and other labour dept., cases.
2. Label the name of the company and firm very carefully as follows:
 - a. Legal cases: <Company name or short form>, <unit no.>, <OS/WP no. __>, <Year>, Eg.: MCS SR No. 1351/17; GMG C 506, OS no. 997/07; MFH Vigilance notice no. 1234/09.
 - b. IT cases:
 - c. VAT/ ST/ GST cases:
 - d. PF/ESI cases: <Company name or short form>, <Dept.>, <Case no. __>, <Year>.
3. Master list are to be defined as follows:
 - a. Related to: Civil case, criminal case, GST case, IT case, VA case, PF/ESI/labour case, vigilance case, audit case, miscellaneous.
 - b. Pending list to be provided by respective managers: CIT, Commissioner, Additional Commissioner, Deputy commissioner, PF commissioner, ITO, etc.,
 - c. Outcome of event: Notice received. Scanned as Id no. __, file name __; Reply filed - Scanned as Id no. __, file name __; Affidavit filed..., Notice sent..., Summon received..., case adjourned...,
 - d. Target of next event: Deadline for reply is __; meet consultant for preparing reply; consultant to prepare reply by __, details to be given to consultant like __, certified documents required like __, follow-up for next date of hearing, payment of Rs. __/- to be made by __,
4. For new cases: Database can be initialised on receipt of first notice/summons or where we have sent notices.
5. For old cases: enter all the required data and additional info in the database. However, do not enter the event details. Instead make an excel sheet with event date, outcome of event with details of outcome. Excel to be sorted by date, approved by MD and then entered into the database.
6. All documents related to any case must be scanned and details of the scanned documents must be entered in the event details.
7. Target for data entry:
 - a. Lateef – enter 5 new cases which are in a very early stage not having more than 2 or 3 events. Enter 2 cases with less than 5 events. Work to be completed by 12.6.18.
 - b.