

#### आयकर निदेशालय (पद्धति) DIRECTORATE OF INCOME TAX (SYSTEMS) ए आर ए सेन्टर, भू-तल, ई-2, झण्डेवालान एक्सटेंशन ARA Centre, Ground Floor, E-2, Jhandewalan Extension, नई दिल्ली/New Delhi-110055

F. No. DGIT(S)-ADG(S)-2/Benami-FA-TDS Cases/583/2024-25/1103

Date: 03.03.2025

Τo,

#### All Principal Chief Commissioner(s) of Income-tax/ CCsIT All Principal Director General(s) of Income-tax/ DGsIT All Principal Commissioner(s) of Income-tax/ CsIT/ CsIT (Admin & TDS)/CsIT(TDS) All Principal Director(s) of Income-tax / DsIT

Madam/Sir,

#### Sub: Dissemination of Cases on the 'Verification' module of Insight portal for Assessment, Investigation and TDS wings as per the Risk Management Strategy of the Board-reg.

Kind reference is invited to above subject.

2. The Board-approved Risk Management Strategy **(Cycle-5)** has been executed for the identification of potential cases for action u/s. 148/148A of the Income Tax Act, 1961.

3. In this regard, cases pertaining to **AY 2019-20**, **2020-21** and **2021-22** were identified on the basis of risk assessment of verification reports uploaded on the Insight Portal.

4. In this connection, following type of cases have been disseminated to field:

#### 4.1 Suspected Benami Transaction cases to PDsIT(Inv.):

These cases with risk type **Suspected Benami Transaction cases** have been disseminated on 'Verification' module of Insight portal. Navigation path for accessing these cases is **Insight Portal** >> **Verification Module** >> **Verification stage** >> **Suspected Benami Transaction cases (Under verification)**. These cases have been assigned to PDsIT (Inv.) for further assignment to BPU for taking action under PBPT Act, 1988.

#### 4.2 Undisclosed Foreign Assets/Income Issue cases to PDsIT(Inv):

These cases with risk type **High Risk Foreign Asset/Income Information** have been disseminated on 'Verification' module of Insight portal, Navigation path for accessing these cases is **Insight Portal** >> **Verification Module** >> **Verification stage** >> **High Risk Foreign Asset/Income Information (Under verification)**. These cases have been assigned to respective PDsIT (Inv) for further assignment and action under BMA 2015.

#### 4.3 TDS Compliance Issue cases to TDS wing

Certain high-risk TDS compliance issue-based cases have been disseminated to respective CCIT (TDS) having jurisdiction over the TAN of PAN with the largest transaction value for verification on 'Verification' module of the Insight Portal. Navigation path for accessing these cases is *Insight Portal* >> *Verification Module* >> *'Verification' (Taxpayer)*>> *Select Case Type as TDS Compliance Issue* >> *Click on 'Under Verification' (count).* 

5. Underlying Information related to these cases has been made visible in Profile Views of the Insight Portal. Navigation path for accessing the underlying information is *Insight Portal* >> *Taxpayer Profile View* >> *Taxpayer Annual Summary (TAS)* >> *Information* >> *Uploads*.

6. In case of technical difficulty, users may contact:

- (i) Helpdesk number-1800-103-4216 or
- (ii) Write to <u>helpdesk@insight.gov.in</u>

Yours faithfully,

(Nikhil Varma) Addl. Director General (Systems)-2

Copy to:

- 1. PPS to the Chairman, Member (S&FS), Member (TPS&Rev.), Member(L), Member (A&J), Member (Adm.) & Member (IT), CBDT; DGIT(Systems), Delhi and DGIT(Systems), Bengaluru for information.
- 2. Nodal officer of ITBA, Insight i-Library and irsofficersonline website.

(Nikhil Varma) Addl. Director General (Systems)-2

# **Suspected Benami Transaction Cases**

#### 1. View Case details on Insight Portal

The steps to view case details in Insight Portal are as following:

- **Step 1** : Login to Insight Portal (<u>www.insight.gov.in</u>).
- Step 2 : Click on verification (Available on left panel).
- **Step 3** : Click on Verification stage.

		Insight Portal											Ins	ight	
1 A	Norks	bace Use	ers	Knowledge	e Hub	Learning Hub	Resources	i-Hel	p			Ø			ы
Welcome, B	HAWN	GULATI (DCIT//		CLE 1)										!	Logout
Modules	>	Verification													
Modules		Taxpayer				Deductor		R	porting Entity		Group				
Profiles		Actionable I	Insight			Actionable Insi	ght	Re	gistration Monitoring						
Q		e-Verificatio	n (CMC	PC)	2	e-Verification		St	atement Monitoring						
i-Search		e-Verificatio	'n		1	Verification		No	tice Generation	•					
Verification		Verification			2	Proceedings		Ac	tionable Insight						
Data		Proceedings	5					e-'	/erification						
Management		Faceless Re	eference	2				Ve	rification						

Figure 1 Verification Stage

**Step 4** : Click on count of cases shown under 'Under Verification' column for 'Suspected Benami Transaction'.

Modules	Verifica	ation Taxpayer Verification	Summa	ny								
=	O S	earch										
Modules	Modules ITO(HQ) (ESTATES) CHENN V - Select Type - V - Financial Year - V GO											
Profiles	Display Count for         Self         Cumulative											
0	O R	lesult										
i-Search					Pending for	r My Action		Oth	ers			
	#	Туре	FY*	Under Verification	Under Re- Verification	Sent Back	Pending For Approval	Submitted For Approval	Verified			
Verification	41	RMS - Non-Filing of Return - PAN Cases	2017-18	1	0	0	0	0	2			
Data	42	RMS - Non-Filing of Return - PAN Cases	2018-19	27	0	0	0	0	1			
Management	43	Rule Based Information Verification	2016	4	0	0	0	0	0			
5 M	44	Rule Based Information Verification	2017	4	0	0	0	0	3			
Business	45	Rule Based Information Verification	2018	0	0	0	0	0	4			
Intelligence	46	Rule Based Information Verification	2019	1	0	0	0	0	0			
day.	47	Rule Based Information Verification	2021-22	1	0	0	0	0	0			
WG.	48	Suspected Benami Transaction	2020-21	87	0	0	0	0	0			
Operations	49	Suspicious transaction Report (STR)	2012-13		0	0	0	0	Z			
	50	Suspicious Transaction Report (STR)	2013-14	2	0	0	0	0	4			
				ie <e page<="" td=""><td>5 of 7 🏎</td><td>10 View 4</td><td>11 - 50 of 61</td><td></td><td></td></e>	5 of 7 🏎	10 View 4	11 - 50 of 61					

Figure 2 Case Summary

#### Annexure to Insight Instruction No-84 Suspected Benami Transaction cases For Departmental Users Only

**Step 5** : Click on 'View Details' against a case-on-case list screen to view case detail screen.

Modules	Verifica	ation Taxpay	er Verific	ation Sum	mary List					
Ξ	O S	Search								Clear A
Modules	Case	Type Verific	ation Issue	Financial Year	Verification Status	Last Activity   Suggested	Action	PAN	ID	
	Su	ispecte		2020-21	Under-Verification			ENTER PAN	Enter ID	ю
Profiles	OR	Result								E
0		PAN		Name	Туре	FY	Veri	fication Status	Assigned To	
i-Search	0	AACPC1969L	CHAMPA CH	OPRA	Suspected Benan Transaction	ni 2020-21	Unde	er-Verification	ITO(HQ) (ESTATES) CHENNAI	View Deta
Verification		AACTC8093P	CHARI FAMIL	LY TRUST	Suspected Benan Transaction	ni 2020-21	Unde	er-Verification	ITO(HQ) (ESTATES) CHENNAI	View Deta
remission			WONDED OT		Outpended Denon					

#### Figure 3 Case List

#### 2. Case Detail View

The Case Detail page will be visible to the user having details of Verification Issue. The Case level activities available in the case will be visible to user by clicking on "Select Activity" option.

Modules	Verification	Taxpayer Verificat	ion Summan	y 🔪 List 🔪 D	etail									
■ Modules	Case e-P	oceeding e-Communication	Internal Requests	External Requests	Activities Documents	CMCPC Communication								
	Key Det	Key Details												
Profiles	CHAMPA CHOPRA (AACPC1969L) Suspected Benami Transaction (FY 2020-21)													
Q i-Search	Verificat	ion Details												
(E)	Verificat	ion Issue(s)												
Verification	S. No.	Ve	Verification Issue			Verification Initiation Da	ate Verif	cation Status						
rennearion	1	Property Transaction (SFT-12		Primary	29-10-2024	Under-Verifica	tion							
Data lanagement				Select	Activity -									
Business ntelligence		No Action Require	ed	Reassign	Case			:23:18 PM, IP Address:						
				Figure 5 Cas	e Detail View									

### 3. Performing Case Level Activity- No Action Required

This activity can be performed if after conducting suitable investigation in the case, if the user is having view that no action is required to be undertaken in the case.

User need to enter appropriate remarks and attach document in support of his findings to complete the activity.

Modules	Verification Taxpayer Verification S	Immary List Detail No Action Required
≡	No Action Required	
Modules	Remarks *	Enter Remarks
Profiles	Choose File No file chosen	- Select Document Type -
Q i-Search	Attach More	Submit Cancel

Figure 6 Case Level Activity- No Action Required

## 4. Performing Case Level Activity- Reassign Case

To reassign the case in hierarchy, "Reassign Case" activity can be performed by the user. User will be able to add the Remarks and supporting documents if any and select appropriate user from drop down "Reporting officer and sub ordinates".

The case will be reassigned to the person selected for reassignment.

Modules	Verification Taxpayer Verification S	ummary List Detail Reassign Case	
	Users Selection		
Modules	Reporting Officer and Sub-ordinates	-Select-	
Profiles		Enter Remarks	
Q i-Search	Remarks		
Verification	Choose File No file chosen	- Select Document -	
	Attach More		
Data Management		Submit Back	

Figure 7 Case Level Activity- Reassign Case

### 5. View History of Activity performed in the case

The history of activities performed in the case will be visible to user under "Activities Tab" visible at Case Detail Page.

Modules	Verification Tax	qayer Verificati	on Summary	List Detail		
	Case e-Proceedin	g e-Communication	Internal Requests E	xternal Requests Activities Documents	CMCPC Communication	
moduloo	Activity					
	S. No.	Activity ID	Date	Activity	Position Description	Status
Profiles	1	51939	03-03-2025	No Action Required	ITO(HQ) (ESTATES) CHENNAI	Completed
Q i-Search				$\mathbb{R}_{\mathrm{eq}} \ll Page \ 1 \qquad \text{of} \ 1 \qquad \mathbb{R}_{\mathrm{eq}} $	5 View 1 - 1 of 1	
a				Back		

Figure 8 Activities Tab has history of activities performed in the case.

The Activity ID will be hyperlink which will enable read only view of complete details of the activity along with documents attached in the activity.

Modules	Verification Taxpayer	Verification Summa	ry List Detail I	No Action Required								
=	General Details											
Modules	Activity Id	51942		Initiation Date	03-03-2025 02:52 PM							
	Activity	No Action Required		User Name	SYED SHUKOOR NOWSHATH							
Profiles	User Designation	ITO(HQ) (ESTATES) CH	ENNAL	IP Address								
	Activity Status	Completed										
Q	No Action Required	No Action Required										
I-Search	Remarks		Testing									
R	Document	Туре	Document Des	ccription	Document							
Verification	Other		Status PPT and findings		Presentation 10. pptx							
	Data     Back											
Data Management												

Figure 9 Activity Details in Activities Tab

# **Undisclosed Foreign Assets/Income Issue Cases**

# 1. View Case details at Insight Portal

After successful login to Insight Portal. User need to select Verification Tab from left side bar and navigate to "Verification" under Taxpayer Verification to navigate to Case Summary view.

	Ins Po	ight rtal										Insi	ight	
*	Workspace	Users	Knowledge Hu	ıb Learning	Hub Res	ources	i-Help			8	۲		4	13
Welcome,	SYED SHUKOO	R NOWSHATH	I (ITO(HQ) (ESTATES	) CHENNAJ)									1	ogout
							• T	he CbCR Information	on is ava	ilable on	need	-to-kn	ow ba	sis. Th
Module	s Verifica	tion												
=														
Modules	Тах	payer		Reportin	ig Entity		Cluster							
Profiles	Acti	onable Insig	ht 48	3 Registrati	on Monitoring		Verification	on						
Q	e-Ve	erification	96	0 Statemen	t Monitoring									
i-Search	Veri	fication	483	4 Verificatio	n	7								
Verificatio	n Proc	ceedings	1	2 Informatio	on Requests									
Data	Fac	eless Refere	ence											

Figure 1 Select Verification Option under Taxpayer Verification

#### 2. Case Summary View

Case summary view will display Financial Year wise Case Types assigned to the user. User needs to select Count displayed against "High Risk Foreign Asset Income Information" cases to navigate to Case List view .

Modules	Verifica	ation Taxpayer Verification	Summa	ıry									
=	O s	earch											
Modules	PCCIT, TAMILNADU     Select Type -												
Profiles	Dis	play Count for Self Cumul	ative										
0	OR	esult											
i-Search					Pending fo	or My Action		Oth	ers				
(in)		# Туре		Under Verification	Under Re- Verification	Sent Back	Pending For Approval	Submitted For Approval	Verified				
Verification	11	High Risk Foreign Asset/Income Information	2015-16	1	0	0	0	0	0				
Data	12	Information	2018-19	1	0	0	0	0	0				
Management	13	High Risk Refund Cases - INV	2022-23	<u>67</u>	0	0	0	0	87				
38	14	High Risk Refund Cases - JAO	2022-23	2	0	0	0	0	0				
Business	15	High Risk Transaction	2015-16	1	0	0	0	0	0				
Intelligence	16	High Risk Transaction (Non-PAN)	2015-16	1	0	0	0	0	0				
440	17	Information Verification	2017-18	1	0	0	0	0	0				
operations	18	Non-Filer Unregistered Reporting Entity Verification	2020-21	1	0	0	0	0	0				
	19	Pandora (CRS/FATCA) Verification	2017-18	1	0	0	0	0	0				

Figure 2 Select High Risk Foreign Asset Income Information Cases under Case Summary view

## 3. Case List View

Under Case List view, the list of cases assigned to the user will be visible. Users need to select "View Detail" hyperlink against particular case to navigate to Details of the Case.

		In Po	sight ortal											Ins	ight	
🔺   V	Works	pace	Users	Knowledge Hub	Learning	Hub Resour	rces	i-Help					Ø			13
Welcome, M		KARM/	AKAR (PCCIT, TAMIL	NADU)											1	Logout
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=		•	Search												Clear	All
Modules		Case	e Type Verific	ation Issue F	inancial Year Ve	erification Status	Last Act	ivity   Suggested	Action	PAN		ID				
1		H	gh Risk		2015-16	Under-Verification				ENTER PAN		Enter ID		Go		
Profiles		0	Result													×I
Q		0	PAN	Na	me	Туре		FY	Veri	fication Status		Assigned T	0			_
i-Search			AAACH8894G	FUJITSU CONSU PRIVATE LIMITE	ILTING INDIA D	High Risk Foreign Asset/Income Info	ormation	2015-16	Unde	r-Verification	PCCIT,	TAMILNADU		3	/iew Det;	ails
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Verification						ra <a page<="" td=""><td>ê 1</td><td>of 1   &gt;&gt; &gt;=</td><td>10</td><td>✓ View 1 - 1 of</td><td>f 1</td><td></td><td></td><td></td><td></td><td></td></a>	ê 1	of 1   >> >=	10	✓ View 1 - 1 of	f 1					
Data				Initiate Activi	ty (Bulk Level)	- Select Activity -					~	Initiate				
Management	t							Back								

Figure 3 View Details of Case under Case List view

### 4. Case Detail View

The Case Detail page will be visible to the user having details of Verification Issue. The Case level activities available in the case will be visible to user by clicking on "Select Activity" option.

Modules	Verification Taxpayer	Verification Summary L	List Detail		
Modules	Case e-Proceeding e-	Communication Internal Requests External	Requests Activities Documents	CMCPC Communication	
Profiles	FUJITSU CONSULTII High Risk Foreign Asset/I	IG INDIA PRIVATE LIMITED (AAACHE	8894G)		
Q i-Search	• Verification Details				
a	Verification Issue(s)	Varification Incus	Course	Verification Initiation Date	Varification Status
Verification	1 Insight Uplo	ds	Primary	08-04-2021	Under-Verification
Data Management			- Select Activity -		
Business Intelligence	N	Action Required	Reassign Case		i:18:17 PM, IP Address:

Figure 4 View Details of Case under Case Detail View

## 5. Performing Case Level Activities

#### **5.1 No Action Required**

This activity can be performed if after conducting suitable investigation in the case, if the user is having view that no action is required to be undertaken in the case.

User need to enter appropriate remarks and attach document in support of his findings to complete the activity.

	and the second	Insight Portal											Ins	ight	
*	Works	pace Us	sers K	nowledge Hub	Lear	ning Hub	Resources	i-Help				$\odot$	$\geq$		17
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Module	es 🔪	Verification	Taxpayer	Verification	Su	mmary	List Deta	il No A	ction Required						
≡		No Action	Required												
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R												03-03-202	5 2:35:13	PM, IP Ad	ddress:
verificatio	n	-													
Ð															

Figure 5 Case Level Activity- No Action Required

#### 5.2 Reassign Case

To reassign the case in hierarchy, "Reassign Case" activity can be performed by the user. User will be able to add the Remarks and supporting documents if any and select appropriate user from drop down "Reporting officer and sub ordinates".

The case will be reassigned to the person selected for reassignment.

Modules	Verification Taxpayer Verification S	Summary List Detail Reassign Case
=	Users Selection	
Modules	Reporting Officer and Sub-ordinates	-Select-
Profiles		Enter Remarks
<b>Q</b> i-Search	Remarks	
<b>Verification</b>	Choose File No file chosen	- Select Document -
	Attach More	
Data Management		Submit Back

Figure 6 Case Level Activity- Reassign Case

## 6. View History of Activity performed in the case

The history of activities performed in the case will be visible to user under "Activities Tab" visible at Case Detail Page.

	Insight Portal						Ins	ight	N:
🕋 Wo	rkspace Users	Knowledge Hub	Learning Hut	Resources i-Help		9			13
Welcome, SYE	D SHUKOOR NOWSHAT	H (ITO(HQ) (ESTATES) C	HENNAI)						Logout
nts download	led from Insight is	now available. No	ote: This will no	t be applicable to confide	ential documents downloaded from	the "Confi	identia	l" tab	of Tax
Modules	Verification Ta	expayer Verification	n Summary	List Detail					
=	Case e-Proceed	ng e-Communication	Internal Requests	demai Requests	ments CMCPC Communication				
Modules	C Activity								_
1	S. No.	Activity ID	Date	Activity	Position Description		s	tatus	
Profiles	1	51939	03-03-2025	No Action Required	ITO(HQ) (ESTATES) CHENNAI		Cor	npleted	
Q i-Search				He is Page 1 of 1 is	s View 1 - 1 of 1				
10				Back					

The Activity ID will be hyperlink which will enable read only view of complete details of the activity along with documents attached in the activity.

	Insight Portal					Insight 🔆				
🕜 Works	space Users Knowle	dge Hub Learning	Hub Resources	i-Help	$\odot$	🖄 🗍 圮				
Welcome, SYED S	SHUKOOR NOWSHATH (ITO(HQ) (E	STATES) CHENNAI)				Logout				
Bank Account	details from the Profile of	Taxpayer at e-Filing	has been added in the	Tab "Taxpayer Asset D	Details" in Taxpayer Profile V	'iews at Insight.				
Modules	Verification Taxpayer	Verification Summar	y List Detail	No Action Required						
=	General Details									
Modules	Activity Id	51942		Initiation Date	03-03-2025 02:52 PM					
	Activity	No Action Required		User Name	SYED SHUKOOR NOWSHATH					
Profiles	User Designation	ITO(HQ) (ESTATES) CHE	ENNAL	IP Address						
	Activity Status	Completed								
Q	No Action Required									
I-Search	Remarks		Testing							
R	Document 1	Гуре	Document	Desccription	Document					
Verification	Other		Status PPT and findings		Presentation10.ppt	<b>1</b>				
Data		14 <4 Page 1 of 1 ▷> ▷1 10 ✓ View 1 - 1 of 1								
Management			В	ick						

Figure 7 View Activity History

## **TDS Compliance Issue Cases**

# **1. View Case details at Insight Portal**

After successful login to Insight Portal. User need to select Verification Tab from left side bar and navigate to "Verification" under Taxpayer Verification to navigate to Case Summary view.

	Insight Portal			Insight 🔆
🕱 Wo	rkspace Users Knowledge Hub	Learning Hub Resources	i-Help	© 🗟 🌲 🖬
Welcome, SYE	D SHUKOOR NOWSHATH (ITO(HQ) (ESTATES)	CHENNAI)		Logout
Modules E Modules	Ventication Taxpayer	Reporting Entity	Cluster	
Profiles	Actionable Insight 483	Registration Monitoring	Verification	
Q	e-Verification 960	Statement Monitoring		
i-Search	Verification 4834	Verification	7	
Verification	Proceedings 12	Information Requests		
Data	Faceless Reference			

Figure 1 Select Verification Option under Taxpayer Verification

# 2. Case Summary View

Case summary view will display Financial Year wise Case Types assigned to the user. User needs to select Count displayed against "TDS Compliance Issue" cases to navigate to Case List view .

	• s	learch												
Modules	P	CCIT, TAMILNADU - Sei	ect Type -	✓	nancial Year -	✓ G0								
Profiles	Dis	play Count for Self Cumula	tive											
Q	O R	O Result												
i-Search				Pending for My Action				Othe	rs					
	#	Туре	FY*	Under Verification	Under Re- Verification	Sent Back	Pending For Approval	Submitted For Approval	Verified					
Verification	21	Reporting Compliance - Others (Un- Registered Reporting Entity)	2019-20	1	0	0	0	0	0					
B	22	Suspicious Transaction Report (STR)	2013-14	1	0	0	0	0	0					
Data	23	Suspicious Transaction Report (STR)	2016-17	1	0	0	0	0	0					
Management	24	TDS Compliance Issue	2012-13	1	0	0	0	0	0					
Sa	25	TP Reference	2016-17	3	0	0	0	0	0					
	0.0	TD Deferance	0047 40	0	0	0	0	0	0					

Figure 2 Select TDS Compliance Issue Cases under Case Summary view

## 3. Case List View

Under Case List view, the list of cases assigned to the user will be visible. Users need to select "View Detail" hyperlink against particular case to navigate to Details of the Case.

	Insight Portal						Insig	ght 🔆
🔗 🛛 Wor	kspace Users	Knowledge Hub Learning	Hub Resources	i-Help		(	9 🗟	A 13
Welcome, MANI	K KARMAKAR (PCCIT, TAM	ILNADU)						Logout
ication Modul	e >> Taxpayer Verifi	cation >> Proceeding's Cas	e Type >> TP Referen	ices >> Infor	mation Details (In	formation Source po	p-up view)	• The opt
Modules	Verification Taxpa	yer Verification Summar	ry List					
=	Search							Clear All
Modules	Case Type Verif	ication Issue Financial Year V	erification Status Last A	ctivity   Suggested /	Action PAN	ID		
	TDS Com	2012-13	Under-Verification		ENTER PAN	Enter ID	Go	
Profiles	C Result							×1
Q	PAN	Name	Туре	FY	Verification Status	Assigned To		
i-Search	AAHCA5892J	AXIS ASSET MANAGEMENT COMPANY LIMITED	TDS Compliance Issue	2012-13	Under-Verification	PCCIT, TAMILNADU	Vie	w Details
a	4							
Verification			re ce Page 1	of 1 P> PI	10 View 1 - 1 of 1	1		
Data Management		Initiate Activity (Bulk Level)	- Select Activity -			✓ Initiate		
2.1				Back				

Figure 3 View Details of Case under Case List view

### 4. Case Detail View

The Case Detail page will be visible to the user having details of Verification Issue. The Case level activities available in the case will be visible to user by clicking on "Select Activity" option.

Modules	Verification	Taxpayer Verification Summary Li	st Detail		
■ Modules	Case e-Pi	roceeding e-Communication Internal Requests External	Requests Activities Documents	CMCPC Communication	
	Key Det	ails			
Profiles	AXIS ASS TDS Comp	ET MANAGEMENT COMPANY LIMITED (AAHCA	5892J)		
Q i-Search	Verificat	ion Details			
	Verificat	ion Issue(s)			
Varification	S. No.	Verification Issue	Source	Verification Initiation Date	Verification Status
venilcation	1	Insight Uploads	Primary	08-04-2021	Under-Verification
Data Management			- Select Activity -		
Business Intelligence		No Action Required	Reassign Case		i:32:34 PM, IP Address:

Figure 4 View Details of Case under Case Detail View

# 5. Performing Case Level Activities

#### **5.1 No Action Required**

This activity can be performed if after conducting suitable investigation in the case, if the user is having view that no action is required to be undertaken in the case.

User need to enter appropriate remarks and attach document in support of his findings to complete the activity.

		Insight Portal									Ins	ight	
8	Workspa	ice Users	Knowledge Hub	Learning Hub	Resources	i-Help				$\odot$	$\bigotimes$		t]
Welcome, s	SYED SHI	JKOOR NOWSHATH	H (ITO(HQ) (ESTATES) CHI	ENNAI)								ļ	<u>ogout</u>
		The CbCR Inf	ormation is availab	le on need-to-k	now basis. The	informatio	n is provided	l in the form	of an Excel (	downl	oad or	ly for	cases
Modules	s > v	erification Ta	xpayer Verification	Summary	List Detail	No Action	n Required						
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Modules		Remarks *		Enter Rer	marks								
Profiles		Choose File No	file chosen	- Select	t Document Type -		~	Enter Docume	ent Description				
Q		Attach More											
i-Search					Submit	Cance	el						

Figure 5 Case Level Activity- No Action Required

#### 5.2 Reassign Case

To reassign the case in hierarchy, "Reassign Case" activity can be performed by the user. User will be able to add the Remarks and supporting documents if any and select appropriate user from drop down "Reporting officer and sub ordinates".

The case will be reassigned to the person selected for reassignment.

Modules	Verification Taxpayer Verification St	ummary List Detail Reassign Case								
	Users Selection									
Modules	Reporting Officer and Sub-ordinates	-Select-	~							
Profiles Q	Remarks	Enter Remarks								
i-Search	Choose File No file chosen	- Select Document -								
	Attach More									
Data Management		Submit Back								

Figure 6 Case Level Activity- Reassign Case

## 6. View History of Activity performed in the case

The history of activities performed in the case will be visible to user under "Activities Tab" visible at Case Detail Page.

	Insight Portal						Insigh	t 🔀
🔗 🛛 Work	kspace Users	Knowledge Hub	Learning Hut	Resources i-Help		0	۵ ۵	13
Welcome, SYED	SHUKOOR NOWSHATH	I (ITO(HQ) (ESTATES) CI	HENNAJ)					Logout
nts downloade	ed from Insight is	now available. No	te: This will no	t be applicable to confide	ntial documents downloaded from the "	Confider	ntial" ta	b of Tax
Modules	Verification Tax	payer Verification	Summary	List Detail	ents CMCPC Communication			
Modules	Activity	g	normal requests					
	S. No.	Activity ID	Date	Activity	Position Description		Status	
Profiles	1	<u>51939</u>	03-03-2025	No Action Required	ITO(HQ) (ESTATES) CHENNAI		Complete	ed
Q i-Search				$\bowtie \ \iff \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ $	▶1 5 View 1 - 1 of 1			
Verification				Back				
					03	3-03-2025 23	43:26 PM, I	MADDY8SS:

The Activity ID will be hyperlink which will enable read only view of complete details of the activity along with documents attached in the activity.

Modules	Verification Taxpayer	Verification Summa	y List Detail I	No Action Required	
=	General Details				
Modules	Activity Id	51942		Initiation Date	03-03-2025 02:52 PM
	Activity	No Action Required		User Name	SYED SHUKOOR NOWSHATH
Profiles	User Designation	ITO(HQ) (ESTATES) CH	ENNAL	IP Address	
	Activity Status	Completed			
Q	No Action Required				
I-Search	Remarks		Testing		
凤	Document 7	Туре	Document Des	ccription	Document
Verification	Other		Status PPT and findings		Presentation10.pptx
Data			He e Page 1 of 1	▶> ▶1 10 View 1	- 1 of 1
Management			Back		
\$ <u>*</u>					03-03-2025 2:52:26 PM, IP Address:

Figure 7 View Activity History

----End of Document----